

# DOVER MIDDLE SCHOOL

*Committed to Excellence*

## Student & Family Handbook 2015-2016

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## Dover Middle School *Policies and Guidelines*

16 Daley Drive  
Dover, NH 03820  
Tel: (603) 516-7200  
Fax: (603) 516-5747

[www.dover.k12.nh.us](http://www.dover.k12.nh.us)  
School Colors: Green, White & Gold  
School Mascot: The Green Wave

Dear Students and Parents,

Welcome to Dover Middle School!

This agenda book provides important information and links to district policies and procedures. Parents are encouraged to review their child's agenda book to see that homework assignments are noted. **This agenda book also serves as each student's hall pass.**

The handbook takes notice of the fact that the school is obligated to treat every student as an individual according to his/her educational development. This handbook has been approved by the Dover School Board; therefore, it is a policy document.

We have 3 school values:

- Be positive
- Be respectful
- Be a learner

We urge all students to honor these values by making good choices.

Have a great year!

Principal Lyndes

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**Note:** The following rules, standards and policies are located on the district website:

1. Bus Transportation Rules
2. Acceptable Internet Guidelines
3. District Internet Code
4. Standards Promotion to DMS, within DMS, and to DHS.
5. Policies governing retention.



## **DAYS OUT of School:**

August 31	Teacher Return
September 1	Teacher Workshop
September 4-7	Labor Day Recess
October 9	Teacher Workshop
October 12	Columbus Day
November 10	Teacher Workshop – Parent/Teacher Conferences (K-8)
November 11	Veterans Day
November 25-27	Thanksgiving Recess
December 24-January 1	Holiday Recess
January 18	Martin Luther King Day
February 22	Presidents’ Day (Observed)
February 22-26	Winter Recess
March 18	Teacher Workshop
April 8	Teacher Workshop
April 25-29	Spring Recess
May 20	Teacher Workshop
May 30	Memorial Day

177 days required attendance for instructional purposes, or the equivalent number of hours and an additional 9 days for time lost due to inclement weather.

**Schools close** on June 17, 2016 (half-day), or upon **completion of the 177<sup>th</sup> day**.

**Teachers report** on August 31, 2015. **Students return** on September 2, 2015.

**Teacher workshops will be held on Sept 1, Oct. 9, Nov. 10, 2015 and March 18 and May 20, 2016**

**All policies herein are subject to change. Changes may be made subsequent to this publication and may not be reflected in this handbook. Every effort is made to reflect current educational laws and school district policies.**

### **DOVER MIDDLE SCHOOL MISSION STATEMENT**

As a team, students, staff, parents, and the community of Dover Middle School will work to promote growth and pride in learning. We believe that every student can learn and should be challenged to achieve his/her potential. Our goal is to ensure an atmosphere of mutual support, respect, and consideration of rights of others.

## SCHOOL HOURS

The school doors are open at 7:20 A.M. Students arriving before this time must enter the building through the cafeteria doors, wait in the cafeteria, and not visit lockers until 7:20 A.M. Homeroom begins at 7:30 A.M. and the day ends at 2:20 P.M. Students who remain after school for help, disciplinary action, or any other reason are expected to report directly to their supervising teacher at the close of the regular school day. Students who remain in the building after regular school hours are to be here only with permission and a clear and articulate purpose. All other students must leave campus with dismissal. Once students leave campus at the end of the day, they may not return unless they are participating in a school-sanctioned activity.

## NOSCHOOLNOTIFICATION

Inclement weather announcements regarding the opening of schools begin at approximately 6:00 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	WHEB	WUNH
WEVO	Channel 6	Channel 9
WOKQ	Channel 22	

## MORNING ENTRY PROCEDURES

Buses unload students at 7:20 A.M. All students, including those who are dropped off by parents, enter the building through the cafeteria door. Students arriving after 7:30 A.M. or who are tardy must enter through the front doors and register at the main office. All other doors will be locked. Students will not be allowed to congregate outside the school during morning arrival time. All students will enter the building upon arrival by foot, bus, car or bicycle.

## SCHOOL TRANSPORTATION POLICY

The bus company policy requires all students who ride the bus carry a bus pass with them. 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 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 to the child and parent.

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 coordinator of First Student at 742-5984 or 964-2322 or the Superintendent's office at 516-6800.

**Note: All buses are equipped with audio/visual recording devices.**

## **AUTOMOTIVE ARRIVAL/DEPARTURE**

Students arriving by car can be dropped off in the drop off zone only. Cars are not allowed into the bus drop off zones which includes the loop immediately in front of the school. After dropping off youngsters, parents must exit the campus on Daley Drive, leaving via the same route that they entered. Students designated as bus riders should take the bus. This will help reduce vehicular traffic in front of the school and on Route 108. Cars parked in the fire lane in front of the school may be ticketed and/or towed.

There is a student drop-off lane which allows five cars at a time to unload passengers. Parents are urged to comply with this procedure. There is a person on duty at the intersection of Daley Drive and Rte. 108 whose sole responsibility is to let buses out of Dover Middle School. This person does not direct traffic. Due to the high volume of traffic, we encourage students to take the bus or walk to school. Traffic is not an excuse for tardies. Please plan the commute accordingly.

## **WALKERS, BIKES, BOARDS, AND BLADES**

Walkers, bikers, and others not arriving by school bus, will proceed down the sidewalk to the access walkway leading into the building next to the café. Students who ride bicycles to school must use safety equipment and park and store them in the designated bike rack area. The school is not responsible for any damage incurred to bicycles on school property. Bicycles are to be parked immediately upon entering the school grounds and not be moved until school is out. Bicycles are not to be ridden on school sidewalks or at bus loading zones. Roller blades, skateboards, and scooters should be walked on school property, whether school is in or out of session. "Heelies" are not allowed in school. Dover Middle School does not accept any liability for any person operating or using these devices. Riding and using such equipment on campus will result in appropriate disciplinary consequences.

## **VISITORS**

Students are not permitted to bring visitors to school or to school activities such as dances. Parents and other visitors must register in the main office upon arrival. All visitors must wear a visitor's badge at all times during visits. All building doors are locked from 7:30-2:20. The main office can be accessed through the main lobby.

## **SCHOOL CAMPUS AND BUILDING**

The Dover Middle School Campus includes the immediate campus, parking lots, and athletic fields as well as the area bound by markers next to the Bellamy River Estuary, Bellamy River Outlet, and all shorelines that lead to the water.

During school hours, only people who are conducting official school business or have an appointment with school personnel may be on campus. Anyone interfering with school business or causing a disturbance on campus will be asked to leave.

Additionally, students who have earned an out-of-school suspension are not allowed on campus for the entire time period of the suspension. Being on school grounds during a period of out-of-school suspension may be grounds for criminal trespass citation.



## **ATTENDANCE**

The staff of Dover Middle School is committed to offering quality education to students. Regular attendance is an absolute necessity if this goal is to be achieved. Therefore, it is imperative that students attend school daily. Students who are absent on the day of a school function will not be able to participate in the activity. It is our hope that students understand the importance of regular attendance, punctuality, and consistency in academic endeavors. We realize that occasionally during a school year a student may be absent.

If absences should occur, the parent is requested to call the school at 516-7019 on the day of the absence as early as possible. The attendance line is available 24 hours a day. After dialing the school phone number, listen to the message and press 1 to report an absence.

When a parent or guardian reports an illness or provides documentation of a professional appointment the absence will be excused. Religious holidays, a death in the family or other family emergencies will be excused absences.

All absences are reported in half days. A half day absence includes time greater than 3 hours.

All students are required to be in school for the complete school day. (RSA 189:1 and 193:1) It is expected that students will be in attendance all scheduled school days per year. Please refrain from vacationing on non-vacation days as these may negatively impact academic endeavors.

Letters will be sent to parents of students with high absenteeism reminding them that they are responsible for getting students to school, and the truant officer will receive a copy of these letters. In cases of excessive absenteeism a meeting may be scheduled with the parents and guidance to discuss attendance concerns. The student may be referred to the court, mandated to summer school or possibly face retention. All absences without parent or guardian confirmation will be listed as truant (See page 9, Truancy).

## **TRUANCY**

An absence from school/class will be considered truancy if there is no confirmation or, if the parent/guardian labels the absence truancy. Multiple absences that are assessed by administration to negatively impact academic or social progress may be considered truanancies.

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

The following steps will be taken to address truancy, with the acknowledgement that steps may be combined and time frames may be dictated by the severity of the truant behavior. Steps include: letter and telephone contact with parent/guardian, meetings with administration, home visits, truancy summons, or reporting education neglect to authorities.

## **TARDINESS TO SCHOOL**

A homeroom bell is sounded at 7:30. Any student not present in homeroom by 7:30 A.M. is tardy. Between 7:30 A.M. and 7:35 A.M. students are admitted into homeroom and marked tardy by the homeroom teacher. After 7:35 A.M. all students tardy to school must report to the main office before going to class. A student

failing to report to the main office to sign in will be referred to the dean's office. A student who arrives at school after 10:30 A.M. may be considered absent and the truant officer will be notified if proper documentation is not provided.

A student may be excused for being tardy only if he/she has a note with a justifiable reason signed by the office of a professional such as a doctor, dentist, therapist, lawyer, etc. Traffic problems, oversleeping, or car problems are not acceptable excuses. An after school detention is given after five tardies. Each tardy after the first five will earn the student an additional after school detention. Failure to serve a detention for unexcused tardies will result in an in-school suspension. At the beginning of each new quarter, all tardies will be erased allowing students to start each quarter with a clean slate. Students who are chronically tardy may be referred to the truant officer.

### LEAVING SCHOOL

The student will bring a note signed by a parent stating the destination, duration, and reason for the request. This note is shown to the classroom teacher, who initials it. The student will be called to the main office when the parent arrives. The note will be presented to the receptionist at the main office who will record the student's name, reason for request and the time of departure. Upon returning to school, the student must report to the receptionist in the main office to have the time recorded and will be issued a pass to return to class. **Note:** Any student leaving school early may not attend school functions that day unless accompanied by a medical, dental or other therapeutic documentation from the health-care provider.

### AFTERNOON DISMISSAL

All students will be dismissed at 2:20 P.M. Students should use the closest exit door to their classroom at dismissal. If students are not taking the bus parents should pick their child up by 2:30 P.M.

**Note:** Only students who participate in supervised activities such as tutoring, athletics, music, theater, or intramurals may be in the building at the end of the school day. All others must leave campus.

### GRADING SYSTEM

Students are graded in each subject according to the following:

98-100	A+
93-97	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
59-below	F

## Report cards are issued quarterly

Incomplete Grade: A student has two weeks to change an incomplete to a standard grade once the term ends. If a student makes up an incomplete grade, a new report card will be issued.

## Honor Roll:

Highest Honors: All grades of 93 and above

Honors: All grades of 83 and above

No student will be eligible for either Honor Roll if they receive an “Incomplete.”

## **THE DISTRICT WEBSITE AND THE MMS PARENT PORTAL**

The Dover School District believes in keeping everyone aware and involved so each student better achieves his or her 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](http://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

The MMS Parent Portal ([www.dover.k12.nh.us/parentportal](http://www.dover.k12.nh.us/parentportal)) provides secure, self-service access to parents so they are informed about their child's daily progress in school. Parents and students will benefit from real-time access to grade averages, progress reports, homework, missing assignments, announcements, attendance, and discipline information. Parents can easily access the system from any location with internet access. The Parent Portal enables everyone to easily stay informed throughout the year. Our hope is that by keeping parents and students involved, there will be no surprises when a progress report or report card arrives. There is no activation form. Parents can self-register by visiting the link above.

## **ACADEMIC PROBATION**

Students who fail more than one subject during any marking period will lose privileges (band, chorus, drama, attending dances, special functions, team sports, extra-curricular trips, etc.) until the next report card is issued.

## **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. Homework that is one day late will receive a 10% reduction from the grade. Homework that is two days late will receive a 20% reduction from the grade. Homework turned in three days late will receive a 30% reduction from the grade. On day four and beyond, homework will receive no more than 50% credit at the teacher's discretion. The complete School Board Policy (**IKB**) pertaining to homework can be located on the district website, [www.dover.k12.nh.us](http://www.dover.k12.nh.us), under the Dover School Board tab and will be sent home in the first days of school.

Homework Consistency: Homework is consistent across grade levels and teams in terms of the amount of time given daily.

Homework is assigned on a regular basis. This consistency develops solid study habits and encourages students to investigate for themselves and to work independently as well as collaboratively. At the beginning of the school year teachers shall provide students and parents with a clear explanation of their homework expectations and the relationship between homework and students grades.

### **NEW ENGLAND COMMON ASSESSMENT PROGRAM (NECAP) & SMARTER BALANCED ASSESSMENT**

Students in grade 8 will complete the Science NECAP in May. Students in grade 5-8 will complete the Smarter Balanced Assessment. The Smarter Balanced Assessment System, which has replaced the NECAP in math, reading, and writing, will be taken during the last 12 weeks of school. When we receive the results of this information, they will be shared with the public in a general format and then with individual parents at the earliest possible date. Parents may find information about the Smarter Balanced Assessment at [www.smarterbalanced.org](http://www.smarterbalanced.org).

### **MAKE-UP POLICY FOR CLASSWORK**

If parents anticipate an absence in excess of two (2) days, please call the guidance secretary at 516-7207. Parents who request homework should allow 24 hours notice for teachers to assemble the work. Students are required to meet with each teacher on the first day back from an absence in order to find out what work was missed and what assignments need to be made up.

Students are allowed one day for each day of absence to make up their work. This time period may only be extended by permission of the teacher. If the work is not made up, the student will receive zero credit, and the teacher will compute the grade for the term as required. In cases of truancy, a zero will be issued for missed work.

If parents know of an upcoming vacation that will cause their student to miss school, they are encouraged to contact their child's teachers in advance to see if any assignments can be given.

### **LOST OR MISSING BOOKS OR MATERIALS**

If materials or books belonging to the school have not been returned in reasonable condition or paid for by the end of the term, a student may lose the privilege of attending any school sponsored activities such as dances,

field trips not related to class work, or the end of the year trip, etc. until the material is returned or payment is made. Textbooks are expensive and the average cost is \$75.00 per book.

### **OBLIGATIONS**

All student obligations must be paid by the end of each school year. This includes return of textbooks or payment for textbooks. Outstanding obligations will be carried forward and may result in loss of privileges.

### **RETENTION**

Students may be retained at Dover Middle School. Students are considered for non-promotion on a case-by-case basis. (See Student Performance Standards Policy IKEC)

Referrals are made through the guidance department and are considered by the retention committee in consultation with the parent and principal. Factors such as academic standing and absenteeism are considered by the retention committee.

### **SCHOOL PRAYER**

The First Amendment requires public school officials to be neutral in their treatment of religion, showing neither favoritism toward nor hostility against a religious expression such as prayer. Accordingly, the First Amendment forbids religious activity that is sponsored by the government (or in this case, the school), but protects religious activity that is initiated by private individuals. In other words, staff at Dover Middle School may neither promote religion nor inhibit it.

### **AGENDA BOOKS**

The agenda book is school property and may not be altered (i.e. pages removed). It is a form of communication and needs to be checked by teachers and parents. Only the contract pages may be removed in order to be submitted for school records. Students are expected to have agenda books with them at all times (only at lunch if being used as a pass to exit the cafeteria). If agenda books are lost or misplaced, students will be required to purchase a new one at a cost of \$5.00.

### **PASSES**

Students will not be allowed to leave any classroom or study period (except in extreme emergencies) without a signed agenda book from the teacher in charge. Students are to report only to the destination specified on the pass. Time unaccounted for may result in the student being referred to the administration. Teachers have a responsibility to make sure that students have their agenda books when they leave their classrooms. Teachers must also maintain accurate daily sign out sheets.

### **LOCKERS/BACKPACKS**

Lockers are the property of Dover Middle School. Students shall have no expectation of privacy. Lockers

with combination locks are assigned by each grade level team. The schedule for the use of lockers is established by each team; students will have access several times per day. Students may not share lockers. Lockers are the property of the school district and lockers may be searched at any time for any reason. If an illegal substance/object or evidence of activity which violates the law or the disciplinary code is found during any inspection or search, it will be confiscated and appropriate action will be taken against the student. The Superintendent or his/her designee may authorize the Dover Police Department to utilize a Police Canine Team to conduct searches of the campus. The search may include, but is not limited to: lockers, common areas, classrooms, bathrooms, bicycles and all vehicles on school property.

Each morning, backpacks and outerwear are to be deposited in lockers. Coats and jackets are not permitted to be worn during the school day. Backpacks may not be carried around during the school day. Small, non-rigid mesh bags and handbags may be carried from station to station during the day. Backpacks may be carried at final dismissal, or if a student has been dismissed to a parent or guardian during the day. Padlocks are not allowed on lockers. Lockers must be closed and the combination dial turned each time it is closed to ensure the security of contents. Lockers and combinations may not be shared for safety and security purposes.

### **DISCIPLINE**

In order to maintain a safe and positive school environment, expectations for student behavior at Dover Middle School are set very high. Rules and regulations provide structure and limits, so students may achieve their maximum potential. A positive school environment is the goal of everyone here at DMS. Teachers will handle minor disciplinary offenses within their classrooms/teams through their classroom management strategies. Students who display poor behavior or commit repeat offenses may be referred to the dean for disciplinary action. Disciplinary actions will be administered when necessary to protect students, school employees, or property, and to maintain the order and discipline essential to an environment conducive to learning. Persistent or repeated violations of the rules of conduct will result in increasingly serious consequences for the offending student. Disciplinary actions may include, but are not limited to, warnings, detentions, parent conferences, in-school or out-of-school suspensions, or other creative disciplinary measures designed to improve the behavior of the student. All students will be treated fairly, equitably and provided with an appropriate amount of due process. Discipline decisions are based on a careful assessment of the circumstances surrounding each incident.

Teachers are expected to handle situations in which students are:

1. Talking or fooling around in class
2. Wasting time in class
3. Arriving for class unprepared
4. Causing minor disruptions which impede the learning process
5. Chewing gum or eating candy
6. Consistently not getting textbooks covered
7. Littering in the classroom or corridor
8. Arriving late for class
9. Rude or discourteous behavior
10. Dressed in inappropriate attire
11. Inappropriate hallway behavior
12. Showing public display of affection

Consequences for improper classroom conduct will include reprimands, detentions, and parent contact. Teachers will maintain their own referrals by team until three accumulate in one marking period. A student's file will be referred to the administration for further action. The student may need to remain in the Dean's office until a parent can appear for a conference.

Students will be referred to the Dean's office and may be suspended 1 to 10 days depending on the offense or the circumstances surrounding the offense.

1. Profane, obscene, or other improper language or gesture directed toward faculty or staff
2. Smoking in school or on school grounds
3. Serious incidents of fighting or provoking a fight
4. Any act which imperils or threatens the safety of others
5. Possession of any dangerous weapon or implement
6. Theft or damage to property of others
7. Possession of any illegal substance or apparatus
8. Acts of vandalism
9. Starting a fire or pulling a false alarm
10. Cutting class, walking out of class, or failing to report to an assigned area
11. Inappropriate behavior in the cafeteria (second offense)
12. Misuse of technology

In some cases, a student may not return to class until a parent conference has taken place.

While on field trips, students are expected to abide by all school rules. All policies are in effect.

### **BEHAVIORAL CONTRACTS**

Students with chronic behavior problems may be required to sign a behavioral contract to continue attending classes at Dover Middle School. The contract will be based on specific behavioral expectations related to the student's past history. Failure to sign a contract may result in a School Board hearing.

### **DETENTION**

Detention will be assigned by the building administrators and/or teachers. A student who fails to attend or is removed from an administrative detention will receive an in-school suspension. Students serving detentions may not wander the building. Students who are found in the building without permission or purpose may face administrative consequence.

### **SUSPENSION**

While a student is suspended, she or he may not participate in activities granted to a student in good standing for up to 30 days. Students serving in- or out-of -school suspension are entitled to make-up any class work

missed during the time of the suspension. He or she will also receive full credit for correctly completed work while suspended. Parents who have concerns about suspension have the right to appeal.

### **IN-SCHOOL SUSPENSION PROGRAM**

Students are placed in the In-School Suspension Program only by a member of the administration, and parents will be notified by letter. Some examples that warrant ISS are:

- Failure to serve an administrative detention
- Directing profanity toward another student
- Cutting or walking out of class without permission, or failure to report to an assigned area
- Using food or other objects as a projectile in the cafeteria (Second offense)
- Threats toward other students
- Earning two referrals in one day
- Plagiarism or cheating (Second offense)
- Insubordinations, defiance, or disrespect of staff
- Destruction of school property
- Misuse of technology
- Bullying

Daily Activities - Time in the In-School Suspension Program will be spent on academic work, community service, or counseling. Students are assigned ISS from 7:30 A.M. to 2:20 P.M.

During in-school-suspension the student:

1. Will be provided with written assignments in his/her regular classes. The student must complete his/her regular classroom assignments on a daily basis. Inability to complete assignments will result in an extension of the in-school suspension period to the following day(s).
2. Will be required to comply with the rules of the in-school suspension room.
3. Will be available for counseling.

The rules of Dover Middle School will be in effect at all times. Any infraction of these rules may result in an out-of-school suspension or time added to the student's in-school suspension program.

### **OUT OF-SCHOOL SUSPENSION**

Certain offenses will result in immediate out-of-school suspension for a period of up to ten school days. Some examples of these offenses are:

- A student-caused injury to others.
- Harassment that can be judged to be physically or emotionally abusive.



- Possession or use of dangerous objects (blades, lighters, etc.) or controlled substances such as drugs, inhalants, aerosols, alcohol, tobacco, etc.
- Possession of look-alike weapons.
- Student conduct that is characterized by frequent offenses.
- Any threatening act, whether in words or by actions, contempt, profanity.
- Failure to comply with a reasonable request from a staff member.
- Assaulting a staff member.
- Gross or continued misuse of technology
- Bullying

The administration reserves the right to require a parent conference before a student returns to school. When your child is suspended out-of-school he/she is not allowed on school grounds or in the building for the entire time of the suspension. Being on school grounds during a period of out-of-school suspension or expulsion may be grounds for a criminal trespass citation.

Misbehavior directed at staff that is deemed gross or serious by the administration will result

in immediate suspension from school. The following are cumulative and will be kept on file throughout the student's four years of middle school.

- 1st Offense: Three (3) days out-of-school suspension
- 2nd Offense: Five (5) days out-of-school suspension
- 3rd Offense: Suspension pending school board hearing

### **LOSS OF PRIVILEGES**

A student who is suspended in or out of school loses the privilege of attending special events (dances, special functions, extra-curricular trips, going to the library or computer lab after school, during team time, etc.) for up to 30 days. Any student who abuses normal school privileges or repeatedly uses poor judgment may also lose privileges for a period of time to be determined by the administration.

### **INSUBORDINATION**

A sign of maturity is respect for others. Insubordination will not be tolerated at Dover Middle School. Please think before you act or say something that could take privileges away. Insubordination includes the following:

- Disrespect or any threatening act, whether in words or by actions, contempt, profanity, or failure to comply with a reasonable request will receive administrative detention, Saturday School or in-school suspension, or out-of-school suspension.

Failure to accompany a staff member to an administrative office may result in suspension.

Offenses of a serious nature causing a student to be suspended out-of-school for a third time in a school year will result in an expulsion hearing before the Dover School Board. Dover Middle School reserves the right to warrant any student to the Board at any time, depending upon the circumstances of the offense.

### **FIGHTING OR THREATENING**

Horseplay, fighting or threatening can cause major disruptions or physical injury and will not be tolerated. Students, involved in horseplay, fighting or threatening, will be assigned suspension or expulsion as the case warrants, and a police referral may be made.

### **VANDALISM OR THEFT**

Any student involved in vandalism or theft will be responsible for restitution (returning, paying for, or repairing the object). In addition, the student may be assigned detention, supervised work program, or suspension. Police charges may also be made.

Tampering with any security equipment such as the sprinkler system or smoke detectors is considered criminal mischief and the Dover Police will be notified.

### **FALSE ALARM/BOMB SCARE/RUMORS/ARSON**

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

### **TOBACCO, ALCOHOL, AND DRUG FREE ZONES**

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

### **SMOKING**

A state law and school board policy states that smoking in school buildings and on school grounds is prohibited at all times by all persons. Dover Middle School policy also prohibits the possession of any tobacco products. Students who act as lookouts for smokers, or are knowingly present, may be subject to suspension. Any student in violation of the laws concerning tobacco products and/or smoking will be referred to the Dover Police Department for further action. Any student involved in smoking will be subject to the following disciplinary action:

First Offense: three (3) days out-of-school suspension

Second Offense: five (5) days out-of-school suspension

Third Offense: suspension pending expulsion hearing

Records: Smoking referral records will be kept on file during the student's entire career at Dover Middle School.

## **DRUG AND ALCOHOL POLICY**

### **USER:**

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

### **POSSESSION AND ATTEMPTED POSSESSION:**

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

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

**First Offense:** The first offense is defined as a student using and/or possessing alcohol or a controlled substance or look-alike on campus and/or at a school function for the first time in his/her career at Dover Middle School. The student will be suspended for three (3) days and taken home by a parent/guardian.

After the three-day suspension, the student may return to school pending the scheduling of a conference with an administrator. The administration will decide the conditions upon which the student may return to school. These conditions may include a contract, in-house and/or outside counseling, and a substance abuse program outside the school. If the student and parents reject the contract, the student will be suspended out-of-school pending a School Board hearing. The parents and student will be notified of said hearing in writing and said hearing shall take place within thirty (30) school days of the infraction.

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

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

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

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

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

**Look Alikes:** “Look Alikes” are defined as substances which one represents or attempts to represent as alcohol, or a controlled or narcotic drug, whether in using, possessing, or selling said substance.

**Records:** Drug and alcohol referral records will be kept on file during a student’s entire career at Dover Middle School. All cases will be referred to the proper authorities.

### **POSSESSION OR SALE OF DESIGNATED ITEMS**

Possession of unsafe or dangerous items by students is prohibited at Dover Middle School. The administration may designate any item as unsafe or dangerous depending upon the nature of the item or how the item is being used by a student. Examples of such items are knives, guns, fireworks, slingshots, or items that could be used to strike another person. Such objects will be confiscated. The student involved with such an object will face Administrative suspension and a possible expulsion hearing. A referral will be made to the Dover Police Department. Any student who brings a firearm to school will be immediately suspended and an expulsion hearing with the School Board will be scheduled. Students expelled for a firearm violation face a mandatory 12-month expulsion from school in accordance with State Law (RSA 193:13, III). Sale of any items on campus, except for approved, school-sanctioned items, is prohibited.

### **SAFETY/DRUG FREE PROGRAMS**

From time to time throughout the school year, students at Dover Middle School will be exposed to various types of programming encouraging them to refrain from drugs, alcohol, and tobacco products, as well as refraining from other unsafe behaviors such as sexual activity and violence. If a parent objects in writing to a program, their child(ren) will not participate. And will be given access to an alternative activity.

### **BULLYING POLICY**

Dover Middle School takes a strong stand on bullying so that all students feel safe. Incidents are dealt with immediately and consequences may range from detention to suspension or expulsion. Ongoing incidents will be dealt with according to the district policy, JICK. 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. Conduct constituting bullying will not be tolerated and is prohibited by this policy, in accordance with RSA 193-F.

Bullying is conduct which subjects a pupil to insults, taunts, or challenges, whether verbal, emotional, sexual, or physical by nature, which is likely to intimidate or provoke a violent or disorderly response from the students being treated in this manner. Bullying includes behaviors which can be observed by others, such as hitting, pushing, threatening, name calling, or electronic communication. It also includes behaviors that are not easily observed, such as excluding from a group, starting rumors, or giving dirty looks. Any student who feels threatened or hurt by the behavior of their peers should talk to an adult. The superintendent may develop administrative regulations to implement this definition.

Any school employee, or employee of a company under contract with a school in the district, or the district itself, who has witnessed or has information that a pupil has been subjected to “bullying”, as defined in Paragraph above, shall report the incident in writing to the principal who shall in turn report the incident to the Superintendent. The district will make available forms for reporting incidents of bullying and shall encourage the use of these forms by posting on the district website. Forms are also available in the principal’s office in each building and from the superintendent’s office.

The superintendent shall direct an investigation to be made of reports of bullying in accordance with the procedures specified in policy, JICK.

If it is determined, after investigation, that a pupil has engaged in bullying conduct prohibited by this policy and implementing administrative regulations, that pupil shall be subject to appropriate disciplinary action, which may include, but not be limited to, suspension and expulsion. Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements. A follow-up report will be made to the victim but will not include confidential interventions or consequences.

## **SEXUAL HARASSMENT AND DISCRIMINATION REGULATIONS**

No one should be subjected to harassment at school for any reason. Therefore, it is the policy of the Dover School Board that all employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, sexual orientation, national origin, creed, religion, gender, age, or disability. Acts of harassment, hostility, or defamation, whether verbal, written, sexual, emotional, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school. Legal agencies may be contacted.

Sexual harassment includes all unwanted, uninvited and non-reciprocal sexual attention as well as the creation of an intimidating, hostile, or offensive school or work environment. Harassment can include:

1. Sexually suggestive looks or gestures
2. Sexual jokes, pictures or teasing
3. Pressure for dates or sex
4. Sexually demeaning comments
5. Deliberate touching, cornering or pinching
6. Attempts to kiss or fondle
7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

For counsel and assistance in resolving matters of this nature contact your guidance counselor or the principal.

All students, parents, and staff members are informed that the Dover School District enforces a policy of equal educational and equal employment opportunities; the district does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, social, or economic status.

The School District also strives to guarantee an environment free of any harassment that interferes with an individual's work or school performance. If a person has a concern about discrimination or harassment, that person should contact the Title IX Coordinator/Director of Pupil Personnel Services at 516-6722.

### **ATHLETIC POLICIES**

The Dover School District believes individual students will benefit from participation in interscholastic sports activities. The experience of self-discipline required in individual or team sports and the opportunity to learn additional skills increase the value of the school experience and contributes to the emotional, social, and physical growth of all. The information that follows is meant to inform you of the policies and rules which govern athletics at Dover Middle School. Please understand that individual coaches may have rules that exceed those that are outlined here.

A student /athlete can forfeit his/her eligibility when:

1. An athlete fails to have, at least, one physician performed physical examination prior to participation on their first athletic team while at DMS. Each physical examination is valid for 2 years.
2. An athlete fails to return to the coach an emergency card prior to their first practice.
3. The athlete fails more than one core subject during any marking period. The athlete will not be eligible for participation until the next report card is issued.
4. The athlete fails to return or account for any school-related material.
5. The athlete exhibits behavior that is detrimental to the concept of positive sportsmanship and, in the judgment of the coach, principal, official or athletic director discredits the school, the program and/or him/herself.
6. The athlete is caught on or off school grounds drinking or possessing alcoholic beverages, using or possessing unauthorized drugs, smoking or using tobacco products, committing vandalism, stealing or gambling.
7. They miss all or part of a school day without an excuse that is deemed valid by the coach, principal or the athletic director.
8. An athlete is transported to or from an away contest by someone other than that player's parent/guardian without written consent by the parent/guardian.
9. The athlete disobeys rules and regulations set forth by the individual coach.
10. Bullies, hazes or abuses another individual socially, emotionally, or physically.
11. The athlete is assigned in-school or out-of school suspension.

\*If there is a need for an appeal of any disciplinary actions the student/athlete and/or parents should follow the chain of command listed.

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. School Board

## APPROPRIATE ATTIRE

Dover School Board adopted Policy Code JICA, (10/10/2005) that outlines the dress code policy for the Dover School District. It is to be strictly adhered to by the students at Dover Middle School. The following is a complete list of acceptable and unacceptable items outlined in the dress code policy. In general, grooming or clothing not conducive to acceptable behavior or which interferes with instruction or is a distraction factor in a class or learning situation will be not be permitted. Clothing considered immodest or revealing is not allowed. Common decency and good judgment are the expectations for student attire. Students not in compliance with this policy will be required to change. This will include a call home when necessary.

1. Clothing, jewelry, or accessories with decorations, patches, lettering, advertisements, etc., that may be considered disruptive, distracting, destructive, obscene, or offensive is not to be worn to school. This includes any clothing, jewelry, or accessories that could be used as weapons. Accessories having drug emblems, tobacco, or alcoholic beverage references are not permitted.
2. Shirts and blouses, and wide-strap tank tops must cover the entire torso at all times, even in movement. Transparent and/or see-through materials are not allowed. Crop tops, tube tops, halter tops, spaghetti-strap tank tops, and basketball shirts are not acceptable unless covered by an outer shirt. Revealing necklines are not acceptable.
3. Skirts, dresses, culottes, and shorts must be long enough so as not to be revealing.
4. Revealing clothing is not allowed. Revealing is defined as clothing that exposes too much or clothing that covers too tightly.
5. Outer clothing should cover undergarments at all times.
6. Safe and appropriate footwear must be worn at all times.
7. Except for religious and/or cultural purposes, head coverings may not be worn in school. This includes scarves and bandanas.
8. Safety and protective clothing, as well as athletic and gym clothing, shall be worn as required by the subject teacher or club instructor only while participating in the activity involved.
9. Students attending school functions after school hours should adhere to the dress code policy. Exceptions may be made for certain activities.
10. Hats, coats, and jackets will be stored by the start of the instructional day. Fleece or other non-bulky vests may be worn.
11. When questions arise regarding the interpretation of this policy, the faculty members of the team shall make a determination as to the appropriateness of student dress.
12. **Physical Education** students in grades 7 and 8 are required to change for class. Acceptable clothing includes: sneakers, appropriate length shorts or sweatpants, and a crew neck t-shirt with a sleeve. Students in grades 5 and 6 should wear comfortable, non-revealing clothing and sneakers.

## CAFETERIA RULES

Our building has a comfortable, attractive, dining area for our student body. Proper table manners are required. The routine for the lunch period is as follows:

- Following a set schedule of lunch times; students will arrive and be seated.
- Opened snack packages or beverages other than clear water may not leave the cafeteria.

- Lunch supervisors will direct students through the serving lines.
- At the end of lunch, students are expected to clean their table area.
- Lunch supervisors will dismiss tables.
- Trays will be deposited in the wash station window, and students will proceed back to class.
- Throwing food or using other objects as projectiles, or any behavior deemed unsafe or inappropriate will result in an alternative dining setting or after school detention. Repeated offenses will result in in-school suspensions, and a progressive number of out-of-school suspensions for further infractions. Discipline decisions are based on careful consideration of the circumstances surrounding each incident.

### **FOOD POLICIES**

Candy, gum, soft drinks, or high energy drinks are not permitted in the classroom area or halls. No food may leave the cafeteria at the end of the lunch break. Students may not use vending machines during school hours.

### **DANCES AND SOCIAL EVENTS**

Dover Middle School holds dances and social events for the enjoyment of our students. There are parameters established for sponsored activities.

1. All school rules, including school dress code, are in effect at all school-sponsored activities.
2. Dover Middle School does not allow guests to attend dances and social events.
3. Dances are for grade seven and eight students only.
4. Students are expected to attend a full day of school on the day of a dance or social events. Any student missing part of a day will be required to produce legal or medical documentation for the time missed.
5. Students must purchase their own admission ticket.
6. Students who are on loss of privileges or academic probation may not attend these functions.

### **ELECTRONIC DEVICES**

Electronic devices may not be used inside of Dover Middle School without teacher permission. All devices must be turned off and stored away upon entering the building. Teachers may allow permission and supervise the use of electronic devices only in classrooms for instructional purposes. Photography and video recordings are not allowed without teacher consent.

Text messaging and cell phone calls are not allowed during school hours. Students are responsible for any loss, theft or damage of personal electronic devices. Bringing and using technology is a personal decision and privilege. It is not a requirement and Dover Middle School is not responsible.

If misused, electronic devices will be confiscated, and in some cases, require parent pick up. Abuse in any way, will result in loss of privilege and discipline based on individual circumstances. This may include in or out of school suspension.

All Dover Middle School and personal property (including electronic devices) may be searched if needed.



## SCHOOL OWNED TECHNOLOGY

Students may not bring any computer applications including games to school for any reason. District workstations may not be altered without direct teacher permission. Each school may establish additional guidelines, which will be posted in classrooms. Please refer to the AUP (Acceptable Use Policy) form at the back of this handbook. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.) intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution.

Students and parents should be aware that as with any school property or activity, the inappropriate use of the Internet connection would subject the student to disciplinary action. Computers are Dover Middle School property. Students shall have no expectation of privacy in their use. Computers may not be used to convey messages that contain harassment or confidential information. Examples of inappropriate behavior include the accessing, downloading and distributing of inappropriate materials, vandalism, or any other use incompatible with district or individual school policies.

Any violation as related to the Internet will result in disciplinary action, including detention, suspension and/or the withholding of Internet access.

### ACCEPTABLE INTERNET USE PROCEDURES

**PURPOSE:** The purpose of the Acceptable Use Procedures is to provide the procedures, rules, guidelines, and the code of conduct for the use of technology and the Internet.

**DEFINITION:** The definition of “information services” is any configuration of hardware and software which connects users. The network includes all of the computer hardware, operating system software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases, CD-ROM, recorded magnetic or optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available use procedure.

**THE SCHOOL DISTRICT SERVICES:** The school district provides resources for teaching and learning, communication services, and business data services by maintaining access to local, regional, national, and international, sources of information. The school district information resources will be used by members of the school community, with respect for the public trust through which they have been provided and in accordance with policy and regulations established by the school district. These procedures do not attempt to articulate all required for proscribed behavior by its users. **Guidelines for acceptable internet use and code of conduct may be found on the district Website.**

**DISTRICT RIGHTS:** The district reserves the right to:

1. Monitor all activity
2. Make determinations on whether specific uses of a network are consistent with these acceptable use procedures.
3. Log network use and monitor storage disk space utilization by users.
4. Determine what is appropriate use.
5. Remove a user’s access to the network at any time it is determined that the user engaged in unauthorized activity or violated these acceptable use procedures.
6. Cooperate fully with any investigation concerning or relating to the district’s network activity.

## **STUDENT ACCEPTABLE USE FORM**

The Dover School District is pleased to offer its students and personnel access to Dover School District's Network system, SchoolNET. SchoolNET allows students, faculty and staff to access the Internet, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

Successful operation of the network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Each student is ultimately responsible for his or her own actions in accessing SchoolNET. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions.

### **Therefore, I hereby understand and agree to the following:**

1. I have read the Dover School District Acceptable Use Policy.
2. The use of technology within the district is limited to district-owned devices and software. I may not connect a laptop or any other network-ready device to the School network. This includes wireless devices such as Wireless Access Points (WAP's,) iPhones and wireless mp3 players.)
3. I understand the installation, or attempted installation, of software of any kind onto school systems is expressly forbidden, and will result in disciplinary actions.
4. I will not attempt to alter the configuration of any school-owned device. This includes all hardware (such as PC's, network devices, printers, keyboards, mice, etc...) and software (such as operating system settings, desktop settings, software settings, etc...)
5. I will treat all district technology (PC's, mice, keyboards, monitors, etc...) with care. Vandalism will result in disciplinary actions.
6. I will use the technology equipment for educational purposes ONLY. Games, YouTube, adult-oriented sites, and social networking sites such as Facebook.com and MySpace.com are considered non-educational sites, and are expressly blocked by district-wide content filters.
7. The Dover School District uses content filters (SonicWall devices) to filter internet access by minors to visual depictions that are obscene, child pornography, or harmful to minors as defined in Sections 1460 and 2256 of Title 18, United States Code, and Miller v. California, 413 U.S. 15(1973). I will not attempt to circumvent district-wide content filters, through the use of external proxy servers, or by any other means.
8. When using school computers I will:
  - a. Be polite
  - b. Use appropriate language
  - c. Not look at or use anyone else's work without permission
9. I will not use the network in such a way as to disrupt the network, or any other users
10. I will not attempt to gain access to any information I have not been authorized to view, nor will I attempt to modify/damage/destroy any information, hardware device or application.
11. I will not install any software of any kind onto school computers.
12. I will not view/download/listen to music or video files that are not approved by a staff or faculty member.

13. I will not plagiarize; I will cite my sources.
14. The unauthorized copying of software is illegal and will not be tolerated.
15. I will not bully, harass or otherwise threaten another student through the use of school computers.

**Behaviors that can result in restriction/revocation of access privileges include, but are not limited to:**

1. Involvement in any activity prohibited by law.
2. Using profanity, vulgarities, or other language which tends to be inappropriate, offensive, or tends to degrade others.
3. Intentional use of invasive software such as “viruses” or “worms.”
4. Viewing, storing, or transferring inappropriate or sexually explicit materials.
5. Transferring, utilizing, or storing materials in violation of copyright laws or license agreements.
6. Intentionally infringing upon the intellectual property rights of others in computer programs or electronic information, including plagiarism and/or unauthorized use or reproduction.
7. Trespassing in another’s folders, work, or files.

**Students:** Additionally, I understand that the Dover School District monitors use of the SchoolNET, and access to it is a privilege, not a right. I understand the rules stated above and agree to abide by them. I understand that failure to follow the rules stated above will result in disciplinary actions and the possible suspension of my technology privileges.

**Parents:** I have discussed these rules with my children, and he/she agrees to follow them.

Adoped: 12/8/08    Dover School District    Policy Code: EHAA-S

**PARENTS’ RIGHT TO KNOW**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (603) 516-7200. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school. At any time during the school year, parents must be notified if a child is assigned, or taught by, a teacher who is not highly qualified for four or more consecutive weeks. The parents’ right-to-know provision also requires that each Title I school furnish, to each individual parent, information on the level of achievement of the parent’s child in each of the state academic assessments required under the law.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Dover Middle School, with certain exceptions, will obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Dover Middle School may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the

contrary in accordance with district procedures. Information on how to notify the school of this desire as well as the desire to prevent your student's information from being shared with military recruiters will be provided at the beginning of the school year. The primary purpose of directory information is to allow Dover Middle School to include this type of information from your child's education records in certain school publications.

Examples include:

- Playbills, showing a child's role in a drama production
- The yearbook
- Honor roll or other lists of recognition
- Assembly programs
- Sports activity sheets/membership in clubs

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

If you do not want Dover Middle School to disclose directory information from your child's education records without your prior written consent, including to military recruiters, you must notify the school in writing by September 18, 2015. Dover Middle School has designated the following information as directory information:

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

### **PUPIL PRIVACY**

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

1. political affiliations or beliefs of the student or student's parent;
2. mental or psychological problems of the student or student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;

6. legally recognized privileged relationships, such as with doctors, lawyers, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (marketing surveys), and certain physical exams and screenings. A consent form is necessary for any protected information survey that is funded by the United States Department of Education. In these cases, a parent or guardian must sign and return the form to allow their child to participate in the survey. An opt-out notification is necessary for any protected information survey not funded by the United States Department of Education. In these cases, parents will be informed of the surveys, and if they do not wish to have their child take part, they must contact the Guidance Office at 516-7207.

### **MEDIA PERMISSION**

Students in Dover may appear in any newspaper, television show (news or any type of educational program), or through the Internet (video, blog, podcast, article) originating from the Dover School District. The appearance could include name, photo, video, and/or resemblance. I also grant permission for the Dover School District to publish educational content created by my child (blogs, pictures, videos, etc.) It is understood that the Dover School District is not responsible for inappropriate content posted by my child or another person on any social media site that may be used in school (social media sites include but are not limited to: Flickr, podcasting sites, YouTube, Blogs, etc.). The district will assume your consent to your child's participation in District publishing activities unless you indicate otherwise on the signature page (page 33).

### **FIRE DRILLS**

Fire drills are held at various times during the school year. Directions are posted in each room. Everyone must leave the building quickly, quietly and in an orderly way during a drill. Any person posing a danger to others during an emergency will face severe penalties.

In the event of a fire drill, turn off all lights, close all windows and doors. Teachers may have to announce changes in exits reflecting the nature of the emergency.

If the alarm sounds when changing classes - Go to the nearest exit and assemble outside in the area of your team.

At Lunch Time - Follow the directions of the teacher on duty. Go to the nearest exit designated by that teacher and assemble outside.

Do not run. Proceed to your room's designated area outside of the building. Teachers must take attendance as soon as all students are outside the building. If a student is missing or if there is a concern, teachers must hold up the red page of the emergency flip-chart to call attention to the orange-vested staff member. Students known to be absent should not be reported as missing.

## **LOCK DOWN**

When a lock down is announced, all students, faculty, and visitors are to clear hallways immediately and report to the nearest classrooms. Teachers are to close windows, turn off lights, and lock doors. Teachers must post green cards on their doors to indicate all is well and red cards to indicate a need for assistance. Phones are not to be used except in “real emergencies” All persons must stay in these classrooms and await further instructions.

## **HEALTH SERVICES**

Services are provided by a Registered Nurse licensed in the state of New Hampshire. The School Nurse will assist students in the appraisal, protection, and promotion of their health.

- **Physical Examinations:** NH state law requires all students entering the Dover School District to have a current physical on file in the nurse’s office. A current
- physical is one done within one year of the student entering the school. Only documented medical examinations by a medical professional will excuse a student from participation in the Physical Education Program.
- **Immunizations:** According to the State Board of Education ED 311.01(a) School Immunization Program, all students attending Dover Middle School shall be immunized against certain diseases as
- determined in rule He-P 301.14 adopted by the Department of Health and Human Services. If a student is not immunized according to Ed 311.01(a) and does not have a religious or medical exemption, or is unable to provide evidence of acceptable immunization for conditional enrollment, he/she will not be admitted to school.
- **Emergency Information:** All students should have a current Emergency Information Card on file in the Health Office. In order to maintain updated records, a new emergency card needs to be completed at the beginning of each new school year. If, during the school year, there is a change in any information on the emergency card, please notify the Health Office or the Main Office as soon as possible.
- **Illness:** It is not okay to send a sick child to school because they will likely spread the illness they have to many more children. As established by the Center For Disease Control and the Department of Health and Human Services, students with flu-like illnesses should remain at home for at least 24 hours after they no longer have a fever (100°F[37.8°C] or greater when measured orally), or signs of a fever, without the use of fever-reducing medicines.

## **MEDICATION POLICY**

Medication during school hours carries explicit rules and regulations. Students are not permitted to carry any medication on their person without written permission from the nurse. All medications, prescription or non-prescription, must be given to the nurse before homeroom. No medication will be administered without a written signature from a parent or guardian. Medication sheets may be obtained in the health office or printed from the DMS website.

- **Prescription Medicine:** Parents, please be aware that prescription medicine must be brought in by a parent or guardian in the original prescription labeled bottle. A physician’s note is required in addition to written permission from a parent or guardian.

- Over the Counter Medicine: All over the counter medication must be brought to school in the original bottle with a note from a parent or guardian before homeroom time. Over the counter medication may be brought to school by a student at the parents' discretion.
- Parents and guardians must pick up any extra medications at the end of the school year or call the nurse to request proper disposal.
- By law, no exchange of drugs, in any form, for any reason, will be permitted. Any person found violating the rules in any way shall be subject to disciplinary action by the school and/or law enforcement authorities.
- Asthma inhalers and epinephrine auto injectors: Asthma Inhalers and Epinephrine auto injectors may be possessed by a student and self-administered in accordance with RSA 200.42 through RSA 200:47. These medications do require a physician's written order in addition to written parental permission.

## NUTRITION

Dover Middle School encourages good nutrition by serving well balanced breakfasts and lunches. Achievement at school, especially during the morning hours has been shown to be directly associated with a well-balanced breakfast. It is important to ensure that every child has the opportunity to have breakfast. All parents are encouraged to feed their children before bringing them to school. For those students arriving at school without breakfast, the cafeteria offers breakfast at a reasonable cost each morning. The School Meals Program will work to offer at least four balanced meal choices to students on a daily basis in accordance with State Guidelines.

- Free and Reduced lunch forms are sent out the first day of school. Anyone can apply for the free and reduced programs during the course of the school year. Forms may be picked up in the Main Office and in the Guidance Office.
- The Dover School District encourages non-food items and/or healthy food for school parties and celebrations.

## COUNSELING AND GUIDANCE

The mission of the Dover Middle School counseling program is to ensure all students will acquire the academic, career and personal/social competencies necessary to become confident participants and contributors in a complex and changing world.

### The program encompasses four components:

**Guidance Curriculum:** Classroom lessons delivered to all students, grades 5-8. Some examples of topics are bullying prevention/awareness, conflict resolution, healthy relationships, time management and career and college awareness.

**Individual Student Planning:** Consulting with students regarding academic progress, goal setting and transition to high school.

Support Services: Consultation with students, parents, staff and community agencies and organizations to enhance the school counseling program.

Responsive Services: Includes individual and group counseling, student mediations, crisis counseling, and referrals to outside agencies and private mental health professionals.

The middle school years offer many physical and emotional challenges to emerging adolescents. DMS school counselors are available to support all students and their families as they experience these changes. Parents and guardians are encouraged to contact the grade level school counselor with any questions or concerns that may impact their child's development and school experience. Contact information can be found on the front page of the agenda book or on the district website.

### **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

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

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

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

All matters of this concern will always be confidential and will be dealt with sensitively.

### **ITEMS DROPPED OFF BY PARENTS**

Quite often parents drop off homework, special projects, lunches, money, permission slips, or other items needed by our students. Calling classes over the intercom disturbs instruction and uses valuable office staff time. Students should make an effort to check the main office during non-instructional time to see if items needed have arrived. It is difficult to get messages or items to students; therefore we cannot guarantee students will receive them.

### **LOST AND FOUND**

Small articles found by students can be taken to the grade level lost and found where they can be claimed after identification. All items not claimed within a reasonable amount of time will be donated to a local



charity. The school will not be responsible for lost, stolen, or broken personal property of a student. Valuable possessions should not be brought to school.

### **DOVER MIDDLE SCHOOL COMMITMENT TO SCHOOL SAFETY**

As a student of Dover Middle School, I pledge to help ensure that my school is a safe place to attend and to learn in. With my pledge, I promise to share with a teacher, counselor, or administrator any information that could result in someone being injured or harmed. If I am uncertain of the seriousness of the concern, I will report it and allow the adults to make the judgment. I believe that my school should be a place where all students are treated with respect, receive a quality education, and feel safe. And I understand that I may remain anonymous when I report my concern. I may also give my name when reporting, and if I do, my report will remain confidential.

Recognizing that every student has the right to a safe environment where everyone is treated with respect:

- I understand that I have an essential role in school safety and violence prevention.
- I will immediately report any threats of violence, suicide, presence of weapons or explosives to a school administrator, counselor, or teacher, to allow them to investigate and determine the seriousness of the report.
- I will do all I can to stop the harassment or bullying of others.
- I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of the Dover Middle School.

## PARENT RESOURCE PAGE

\*Student passwords should be private - user names only below.

**Office 365 Link:** <https://login.microsoftonline.com/>

Username: \_\_\_\_\_

**MMS Portal:** <http://gradebooks.dover.k12.nh.us>

Parent's Account Username: \_\_\_\_\_

Student's Account Username: \_\_\_\_\_

**Math In Focus Website – Grade 5:** [www-k6.thinkcentral.com](http://www-k6.thinkcentral.com) / **Grade 6-8:** [my.hrw.com](http://my.hrw.com)

**Lunch Account Website (to add funds):** [www.mySchoolBucks.com](http://www.mySchoolBucks.com)

Username: \_\_\_\_\_

### PROGRESS REPORT AND REPORT CARD SIGNATURES

Parent signatures below indicate they have seen their child's progress report and report card. Students are required to obtain a signature at each reporting cycle.

Progress Report Quarter 1: \_\_\_\_\_

Report Card Quarter 1: \_\_\_\_\_

Progress Report Quarter 2: \_\_\_\_\_

Report Card Quarter 2: \_\_\_\_\_

Progress Report Quarter 3: \_\_\_\_\_

Report Card Quarter 3: \_\_\_\_\_

Progress Report Quarter 4: \_\_\_\_\_

Report Card Quarter 4: \_\_\_\_\_



**DOVER MIDDLE SCHOOL**  
**“KEEPING OUR CHILDREN SAFE”**

As part of Dover Middle School’s efforts to provide a safe environment for our students, please complete this form and return it to your child’s homeroom teacher in order to provide us with current information regarding the status of pending court orders denying school visitation and contact by spouses, relatives, or others. ALL PARENTS OR GUARDIANS MUST COMPLETE AND RETURN THIS FORM.

Child’s Name: \_\_\_\_\_ Grade: (circle one) 5 6 7 8

Please check the appropriate option and sign below:

**OPTION A**

- There are no court orders in place that need to be brought to the attention of school personnel concerning my child.

**OPTION B**

- There is a court order in place regarding guardianship (temporary or permanent), custodial arrangements that limit or prohibit contact or visitation, orders that affect educational decision making or access to school, etc.

Judgments and actions cannot be determined on verbal information. Documentation (copies of court orders) is required for enforcement.

\* I have provided the school with this documentation. Yes \_\_\_ No \_\_\_

(If you answered “NO,” this information must be provided to the guidance department immediately or we cannot guarantee the safety of your child).

I understand that it is my responsibility as a custodial parent or guardian to provide the Dover Middle School with new and updated information (and a copy of court orders) regarding the above-mentioned issues.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Thank you for your assistance in this most important matter.  
“Your child’s safety is our first priority.”