

WILLIAM R. HARBRON, Ed.D.
Superintendent of Schools
w.harbron@dover.k12.nh.us

LIBBY SIMMONS
Business Administrator
l.simmons@dover.k12.nh.us



CHRISTINE BOSTON, Ed.D.
Assistant Superintendent of Student Services
c.boston@dover.k12.nh.us

PAULA GLYNN
Assistant Superintendent of Teaching and Learning
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

August 2018

Dear Parents or Guardians:

The following procedures will be implemented to notify you in the event of a two (2) hour delayed opening, early dismissal, emergency evacuation, or cancellation of school. In all instances, please tune to the following radio and TV stations for information:

Radio

WOKQ 97.5 FM Dover

Television

Fox 25 News

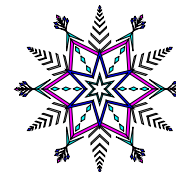
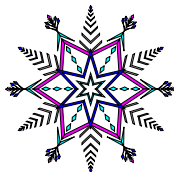
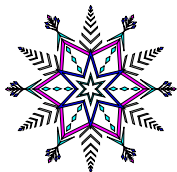
WMUR Channel 9 Manchester

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

Two (2) Hour Delayed Opening

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

1. An announcement will be made on the radio and TV stations listed above, as well as a school notification system, beginning at approximately 6:00 a.m.
2. If weather conditions do not improve by approximately 8:00 a.m., another announcement will be made on the radio and TV stations listed above, announcing the cancellation of school for the day.
3. For a delayed opening, school starting times are 9:30 a.m. middle school; 9:40 a.m. high school; 10:15 a.m. elementary schools.



Dover School District Mission Statement

Empowering all Learners

Early Dismissal

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

Emergency Evacuation

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

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

Cancellation

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

Family Vacation

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

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

Please note that emergency phone numbers and email addresses provided should be the ones at which you would like to receive alerts and emergency notifications from the school district.

If you have any questions regarding these procedures, please contact your child's school. As with all procedures, I welcome your feedback.

Sincerely,

William R. Harbron, Ed.D
Superintendent of Schools
WRH: ral

Dover School District Mission Statement

Empowering all Learners