



A great school!

**Woodman Park Elementary  
11 Towle Ave  
Dover, New Hampshire  
03820**

**603-516-6700 Phone  
603-516-6703 Fax**

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

**Student - Family Handbook for  
school year 2016-2017**

**School Motto**

**Be Safe, Be Caring, Be Respectful, Be Here and Ready!**

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## DOVER SCHOOL DISTRICT CALENDAR 2016-2017

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

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

\* = Snow Days

### DAYS OUT

August 29	Teacher Return/Teacher Workshop
August 30	Teacher Workshop
September 2-5	Labor Day Recess
October 7	Teacher Workshop
October 10	Columbus Day
November 10	Teacher Workshop/ Parent-Teacher Conferences
November 11	Veterans Day
November 23-25	Thanksgiving Recess
December 23-January 2	Holiday Recess
January 16	Martin Luther King Day
January 23	Teacher Workshop
February 27-Mar 3	Winter Recess (Includes Presidents' Day holiday)
March 24	Teacher Workshop
April 24-28	Spring Recess
May 26	Teacher Workshop
May 29	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 16, 2017 (half-day), or upon completion of the 177<sup>th</sup> day.

Teachers report on August 29, 2016. Students return on August 31, 2016.

Teacher workshops will be held on August 30, Oct. 7, Nov. 10, 2016; January 23, March 24, May 26, 2017



# SCHOOL BOARD MEMBERS

## City of Dover,

*All board positions are at-large.*

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Amanda Russell, Chairperson a.russell@dover.k12.nh.us	20 Cranbrook Lane	749-1503
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Betsey Andrews-Parker, Vice Chair b.andrewsparker@dover.k12.nh.us	34 Gladiola Way	817-4945
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Kathleen Morrison, Secretary b.andrewsparker@dover.k12.nh.us	2 Florence Street	205-4137
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Keith Holt k.holt@dover.k12.nh.us	45 Oak Street	275-0686
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Michelle Muffet-Lipinski lipinskimichelle@gmail.com	56 Glenwood Avenue	842-0029
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Matthew Lahr m.lahr@dover.k12.nh.us	11 Sunset Drive	512-3883
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Carolyn Mebert <a href="mailto:c.mebert@dover.k12.nh.us">c.mebert@dover.k12.nh.us</a>	254 Dover Point Road	969-1530
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Superintendent Dr. Elaine Arbour e.arbour@dover.k12.nh.us		516-6802
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Student Representative To be announced		
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Dear Families,

Welcome to Woodman Park Elementary School! We are proud of our school and look forward to a great association with you and your children.

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

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

A strong partnership between schools and families fosters the best atmosphere for learning, and we encourage you to visit and volunteer in the school. There is a direct correlation between family involvement and student achievement.

I look forward to working with all of you this year.

Sincerely,

*Mr. Patrick Boodey*

Principal

**WOODMAN PARK ELEMENTARY SCHOOL**  
**MISSION STATEMENT**

Mission: Strengthening our community by educating every child, everyday!

Vision: Teachers and students will be held accountable to a standard of excellence, emphasizing collaboration, innovation and best practices in teaching and learning.

**Who's Who at Woodman Park**

Mr. Patrick Boodey	Principal	516-6700
Mr. Greg Brown	Dean of Students	516-6207
Mrs. Maria Rouillard	Main Office	516-6781
Ms. Brandy Barshaw	Main Office	516-6782
Mrs. Joyce Silva	Nurse	516-6712
Mrs. Stephanie Noel	Behavior Specialist	516-6734
Mrs. Liz Norris	Counselor	516-6711
Mrs. Alexis Corbin	Counselor	516-6729
Ms. Greer Larsen	Cafeteria	516-6704
Ms. Crystal Lisbon	Library	516-6705

Superintendent's Office 516-6800

First Student Provider	Bus Company	742-5984 1-800-660-9664
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## **SCHOOL DAY 2016-2017**

### **Grades K-4:**

**Student Drop Off:** 8:05 a.m.

**School Begins:** 8:15 a.m.

**Tardy After:** 8:20 a.m.

**Dismissal:** 3:05 p.m.

### **Lunch & Recess: (Lunch, then recess)**

**Grade One:** 11:11; 11:56

**Kindergarten** 11:34; 12:19

**Grade Three:** 11:57; 12:42

**Grade Two :** 12:20; 1:05

**Grade Four:** 12:43; 1:28

**PLEASE NOTIFY THE OFFICE BEFORE 8:15 AM IF YOUR CHILD  
WILL BE ABSENT FROM SCHOOL. ALL ABSENCES ARE VERIFIED  
DAILY.**

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

## GENERAL INFORMATION

### N.H. State School Attendance Law

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

### Attendance

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

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

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

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

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

	Absences	Tardies / Early Dismissals
Per Trimester	5	7

### Reporting Absences

To report your child absent, please call the school office at 516-6700 prior to 8:15 a.m. Leave your child's name, grade, teacher, and reason for the absence. If you are going to be away on vacation, please notify both the teacher and the front office. Anytime there is a change in after school pick up plans, please send in a note for the teacher. At the start of each school day, the school will compare the list of absentees provided by the teachers to the messages and calls received. Parents of absentee children that are not accounted for on the message list will be notified by phone. **We need to know that YOU know where your child is.** 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. Our calendar contains a ten-day window that extends the school-year schedule each day lost due to school cancellation.

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

**If your child is out due to a medical situation, please submit any/all doctor notes directly to our school secretary or give them to the teacher. Do not send them in your child's backpack.**

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

### **Parent/Guardian Responsibilities**

- Fill out emergency form and identify individuals to whom a student may be released.
- Notify the school immediately of any change of name, telephone numbers email or address and provide a new Proof Of Residence as soon as possible.
- Communicate absences.
- Dress your child for predicted changes in weather. This includes making sure they have boots, hats, gloves, and jackets for the winter months and be prepared for unseasonable weather.
- Label all removable clothing with your child's name, as well as lunchboxes and check the lost and found periodically for missing items.

- Write a note if:
  - You know your child will be tardy or absent.
  - Your child will not be going home in the usual manner.
  - Your child will be dismissed early.
- Listen for radio/TV announcements for school delays, cancellations, or early closings.
- Provide an e-mail address to ensure better communication.
- Always have a back-up plan that is shared with your child if he/she were to be sent home early/unexpectedly.

### **School Closings/Early Dismissal**

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

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

### **Two (2) Hour Delayed Opening**

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

1. An announcement will be made on the radio and TV stations listed above, beginning at approximately 6:00 a.m.
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 10:15 a.m. for elementary schools.

### **Early Dismissal**

In very rare instances, conditions may develop during the school day that warrants sending students home early. Whenever possible, this decision will be made by 11:00 a.m. This decision, and dismissal times, will be announced by the radio and

TV stations listed above, and an email alert will be sent to all families on the school electronic contact list. Please indicate on your child's Emergency Form any special circumstances related to your child being dismissed early from school. It is important that any changes in those circumstances be communicated to your child's school. Whenever possible, school lunch will be served prior to dismissal.

### **Emergency Evacuation**

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

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

### **Cancellation**

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

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

### **School Newsletter**

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

### **Telephones**

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

### **Textbooks**

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

### **Student Records**

It is the responsibility of school personnel to maintain adequate records of each student. Student records can be disclosed to parents, or to persons having written permission from a legal guardian, except in cases where there is a court order to the contrary. If a parent or legal guardian wishes to review their child's records, a written request should be submitted to the school. Records will be gathered and a meeting will be scheduled to review their contents. A minimum of 48 hours notice should be given. Special education records are maintained separately and arrangements to see them must be made through the Special Education Director at 516-6722.

## **Transfer/Withdrawal**

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

## **SAFETY AND SECURITY PROCEDURES**

### **Visitors**

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

### **School Drop-Off and Pick-Up**

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

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

If a student who normally takes a bus home is being picked up after school, they will need to bring a note to their teacher stating the change for that day. If we do not receive a note regarding the change, teachers are instructed to send the child home as usual.

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

If busses have pulled in and their stop signs are out prohibiting you to pass, then you must wait until they have pulled in the signs before you pass. They are under direction to report the license plate of any infractions directly to the Dover Police Department.

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

1)By taking the bus

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

2)By walking/biking to school

- If students bike to school, there is a bike rack available on the blacktop. Bike locks are not required, but it is a good practice.

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

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

4) By being driven to school and parking in the Woodman Park parking lot

- At no time should parents park on the roadway or sides of Clifford Street and walk over to the blacktop. The traffic congestion can be very high and we have specific areas marked off stating, "no parking between school



hours.” When parking in Woodman Park parking lot, you should use the designated sidewalk. That way we are ensuring only one point of pedestrian traffic on Clifford Street which increases visibility thus keeping our children safe.

- The black top area is the designated area for parents walking over to wait. Parents should not be walking their child into their classrooms. This is done in an attempt to keep the main building entrances free of congestion and provides adequate visual supervision of the children. Staying in this area and not approaching the doorways closer is greatly appreciated and it will keep our children safe.
- 5) By using the YMCA before school/after school program in the cafeteria  
\*Parents may use the Woodman Park parking lot and enter through the doors closest to the cafeteria.
- Parents who are interested in signing up for the YMCA may call 332-7334
- 6) By using the SOCC afterschool program  
- \*Parents may use the roadway in between the blacktop and tennis courts and enter through the main doors to the office.
- Parents who are interested in signing up for the SOCC may call 749-6692

### **Emergency Drills**

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

### **FOOD SERVICES**

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

lunch are also eligible for free or reduced breakfast. Students may pay on a daily basis.

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

Each morning, before school begins, a cafeteria staff member will be on duty to collect lunch money. One check can be used for breakfast, lunch and milk. Children **MUST** bring in their lunch money during that time. There will be no exchange of funds during the lunch period. If a child forgets to pay in the morning, he/she will have to wait for lunch until everyone is served. We will not deny a student his/her lunch – they will, however, wait longer to be served if they do not pay for lunch before school begins. For parents' convenience, lunch may be paid for by the week or month, by cash or check. Please make checks payable to "Woodman Park School Cafeteria." Parents should send payments in on Mondays. With computerized records, the cafeteria keeps track of the number of lunches available in each student's account. You may also pay online via credit card by visiting [www.myschoolbucks.com](http://www.myschoolbucks.com).

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

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

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

**Example:**

John Smith – 3R Milk Money
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John Smith 3R Hot Lunch
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**HEALTH SERVICES**

Woodman Park School has a full time nurse, Claudia Lynch, RN BSN, to promote the health and well-being of all of our students. She can be reached during the school day at 516-6712. Each school year hearing and vision screenings are completed. All immunization records are kept current and we appreciate your cooperation. \*As of January, 2016 Joyce Silva will be our school nurse

Your role as a parent or guardian includes keeping your child home when experiencing any of the following:

- Fever
- Vomiting
- Diarrhea
- Severe cold or flu
  - Croupy, hacking or persistent cough
  - Colored nasal discharge (yellow or green)
  - Temperature of 100 degrees or greater; give 24 hours of no fever or fever medication before returning to school
  - Noisy breathing when sitting, standing or at rest
- Head Lice
  - Sight of live lice
  - If lice are found, a treatment is mandated before returning to school

Your role as a parent or guardian also includes reporting the following contagious diseases to the nurse:

- Chicken Pox
- Mumps, Measles, Rubella
- Strep throat
- Scarlet fever
- Scabies
- Ringworm of scalp or skin

- Head lice
- Impetigo – inflammatory skin disease marked by isolated pustules, which become crusted and rupture; occurs around mouth and nose.
- Fifth’s Disease – has an incubation period of 1-2 weeks. It may begin with a low-grade fever for 5-7 days, resolving with no other symptoms. A red, lacy rash may appear on the face and/or body. It is referred to in appearance as looking like “slapped cheeks”. The disease is more contagious just prior to the onset of fever and gradually declines over the next week or so. Transmission of the disease is through respiratory droplets or on hands. By the time the rash appears, children are NOT contagious so exclusion from school is not necessary.

Make sure your child has a well day before they are sent back to school following a significant illness. They will be expected to resume a full school day.

### **General Health Procedures**

- A current physicians note is required if activity participation is restricted or prohibited.
- Medication will only be accepted in its original container and with a doctor’s note and parent/guardian signature.
- All over-the-counter medication must include a permission form signed by a parent or guardian.
- No internal medication will be given to any child by school personnel except by school nurse, or under her supervision, upon a written order of the examining physician who has prescribed for a particular student. Your cooperation in this matter is greatly appreciated.
- Please include a change of clothing in your student’s backpack each day for accidents, spills, weather mishaps, etc. This should include socks, underwear, shirt and pants.

## **ACADEMICS**

### **Language Arts**

Dover’s Growing Readers literacy program is a comprehensive framework for literacy instruction that utilizes both the NH State Grade Level Expectations as the

curriculum markers and researched best practices for skills instruction as an aligned ‘scope and sequence’ for grades Kindergarten through fourth grade. The purpose of this program is to ensure quality reading instruction that fosters accuracy, fluency, comprehension, and critical analysis of literature that is academically appropriate for each child

### **Math**

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

### **Social Studies**

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

### **Science**

The new science curriculum has been redone to match the state grade span expectations (GLE’s) and standards. We will be using the FOSS/DELTA Modules for grades K-6. There is an increased emphasis on experiential hands-on learning in the new curriculum.

### **Art**

All students participate in art classes once each week. The art teacher works closely with classroom teachers to tie in the art lesson with curriculum study in the classroom. Woodman Park students are taught the principles of art and design based on the Dover School District and State of New Hampshire art teaching

standards. In art class, students learn about art tools, materials and techniques. These materials include glue, paint and other materials that may get on student's clothes. Please note when your child's art day is and dress him/her accordingly.

### **Music**

All students participate in general music instruction once each week. Chorus is offered for those 4<sup>th</sup> graders who wish to participate. There is a Holiday and spring program put on each year. The music teacher works with classroom teachers to closely align the curriculum with the music program. Beginning Band is also offered to 4<sup>th</sup> grade students. Instruments are available for rental, and individual lessons are taught at Woodman Park School. Information will be sent home in September.

### **Physical Education**

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

### **Science, Technology, engineering, and Math (STEM)**

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

### **Library**

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

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

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

### **Computer**

Computers are an integral part of the school day at Woodman Park Elementary School. The computer lab houses 25 Windows computers that are networked to the classroom computers, so that work begun in one location can be completed in another. We also have an iPad Cart with 30 iPads as well as 2 Chromebook carts with 30 devices per cart.

### **Report Cards**

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

### **Open House**

We will be holding an open house for parents on September 13, 2016 at 6:30 p.m. Families will have the opportunity to find out what the expectations are for their child and also discuss curriculum matters with the teacher. This is an evening for parents, guardians, and teachers; it is requested that children not attend. Open house is not a time for an individual conference. It is intended to be an overview of the curriculum for the school year as well as the daily schedule of your child's class. If you feel a need at this time for a parent/teacher conference, please schedule a time with the teacher at a later date.

### **Conferences**

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

### **Field Trips**

Students attend several field trips during the school year. School Board policy mandates a parent/guardian signed permission slip for each student be turned in prior to the field trip on the date set by the teacher. For planning purposes, NO permission slips will be accepted after that date. No verbal permission will be accepted. Your cooperation is greatly appreciated. Financial assistance may be available by contacting your child's teacher. To ensure that all students are carefully supervised and safe at all times, the faculty at Woodman Park School has established the following guidelines for parents chaperoning field trips:

1. Parents who are chaperoning are asked to ride the bus, as space permits, with the children both going to and returning from field trips.
2. No siblings or other children are permitted to attend field trips. Parents deciding to transport their own child for a field trip may not be considered a chaperone. We encourage all children to ride the bus even if a parent is chaperoning.
3. All volunteers must be finger printed and complete a Criminal Background Check/Volunteer Service Statement & Agreement form prior to the event per district policy.

## **SCHOOL SUPPORT**

### **Title I**

Title I is a federally-funded academic program designed to provide supplemental reading or math instruction to children who are working below grade level. Woodman Park School is considered a school-wide Title I school. This means that every student at Woodman is eligible to receive Title I services.

Each classroom has a Title I tutor working along with the classroom teacher for a portion of the week. This "team teaching" approach offers comprehensive



educational benefits to all children in the classroom. The Title I tutor is in the classroom for a few hours a week. The Title I tutor most often works with small groups of students.

### **Reading Recovery**

Reading recovery is an intensive 18-week program used in the first grade for children reading in the lower 20% of their class. This one-on-one tutoring provides an extra boost for students in addition to their regular classroom reading lesson. Attendance is a key component to this program.

### **School Counselor**

A counselor is available as a resource for all students, parents, guardians, and teachers. Guidance services focus mainly on academic support (in and out of the classroom), social skills training, and friendship skills often through the use of cooperative games. The guidance counselor may also assist with topics such as bullying, anger management, homelessness and divorce.

### **School Family Outreach Coordinator**

The School Family Outreach Coordinator helps to improve students' success not only in school, but also in life. She is available to give students the opportunity to talk and work on educational and personal-social concerns. She works with individuals and/or groups to promote positive attitudes and choices while encouraging students to recognize and make the best use of their abilities. Always feel free to call to set up an appointment 516-1188.

### **Behavior Specialist**

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

Students may be supported in identifying issues and using their strengths to develop a plan for solving conflicts in a positive manner. The Behavior Specialist works with the teachers, parents, guardians, counselors, and

administrators to develop a positive discipline model that is based on teaching and reinforcing appropriate skills.

### **Special Education Services**

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

### **Dover District Preschool**

The Dover District Preschool Program is located at Woodman Park School. The program is designed to meet the special education needs of preschool students. A limited number of typical students are enrolled, with referrals coming from Head Start. For more information on this program, contact Christine Boston at 516-6722.

### **DARE Program**

Drug Abuse Resistance Education (DARE) is presented to the students in second grade by DARE Officers from the Dover Police Department. Notices will be sent home announcing the start of the program and the graduation date.

### **After School Programs & Homework Lab**

Woodman Park School is fortunate to have received funding to offer after school enrichment classes and a homework lab. A variety of programs are now offered. For more information, please contact the Seymour Osman Community Center (SOCC) at 749-6692.

### **Parent/Guardian Involvement & Volunteer Opportunities**

With permission/invitation of a child's teacher, parents and guardians are welcome to visit and participate in classroom activities after routines are established. All parents or guardians wishing to volunteer in the school will be required to be fingerprinted and have a criminal background check performed prior to participating in regular classroom activities. All visitors must first report to the office to sign in each time they come into the building. There are many

opportunities to be involved with the school. Please fill out the volunteer form so that we might start that important connection. Volunteering is an excellent way to be part of your child's life at Woodman Park School. It is rewarding for all involved.

### **Woodman Park School Parent-Teacher Organization**

Woodman Park School PTO is an active and vital part of the Woodman Park community. They organize many events such as Ice Cream Socials, Fun Day Activities, Craft Fairs, and Staff Appreciation Day, just to name a few. They are also vital in fundraising that enables the school to purchase items that enhance each child's education. Meetings are held once a month. Please check out our PTO link through our school's website.

The Woodman Park PTO participates each year in the 'Box Tops for Education Program'. We ask that you to remove the Box Tops from the hundreds of participating General Mills products found at your local grocery store and send them to school with your child. General Mills will pay our school 10 cents for each Box Top redeemed. Woodman Park also collects Campbell Soup labels, Coke reward points, and other educational reward programs. Please turn any into the main office and we will take care of the rest. Thank you for the support.

The PTO Officers for the 2016-2017 school year are:

<b>Name</b>	<b>Role</b>	<b>Email</b>	<b>Phone</b>
Carolyn Williams	President	<a href="mailto:cpandt@comcast.net">cpandt@comcast.net</a>	603-743-3676
Jenney Meyer	Vice President	Jenny.r.meyer@gmail.com	603-953-8135
Anne Michiels	Secretary	<a href="mailto:annem900@aol.com">annem900@aol.com</a>	516-698-9163
Maritza Corriveau	Treasurer	Maritzalynn16@gmail.com	603-34-34742
Patricia Patel	Volunteer Coordinator	<a href="mailto:woodman.park.pto@gmail.com">woodman.park.pto@gmail.com</a>	603-512-4365

### **OTHER RESOURCES**

#### **Child Care**

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

## **HOMEWORK**

### **Woodman Park School Homework Recommendations**

Parents can demonstrate the importance of homework by scheduling a regular homework time, setting up a properly equipped quiet place to work, checking for completion, and helping the child learn the responsibility of putting it in a proper place (backpack, folder etc.) for returning it to school.

#### **Time guidelines:**

It is widely recommended that the amount of time the child should study each weekday should follow a “ten-minute formula.” A child in first grade can expect to do ten minutes of homework per night (grade one times ten minutes equals ten minutes) while a fourth grader will generally spend forty minutes on homework assignments (grade four times ten minutes equals forty minutes). Under ideal circumstances, this formula would show the maximum time spent on homework at a particular grade level. Keep in mind, however, that there will be times when a “twenty-minute assignment” may take a given student longer to complete. Anxiety, distractions, uncertainty about the assignment and other factors can have an impact on these guidelines. If, however, homework assignments routinely take your child longer than recommended to complete, please notify the teacher immediately. Together, you can examine the problem and make necessary adjustments.

#### **Reading and homework:**

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

### **Dover School District Homework Policy**

**(See School Board Policy IKB for additional information.)**

#### **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.

**Definition:**

Homework is defined as work that is assigned one night and is due the next day or assigned on Friday and due the next day back. Homework refers to a curriculum-related assignment, which is prepared and/or completed outside of the classroom. It is a meaningful learning activity which increases in complexity and independence with the maturity of the student.

Homework is reading, studying for tests and quizzes, practicing skills and concepts, developing independent study skills and work habits, memorization, observations, listening skills, skill mastery, and creative assignments that encourage investigation.

Homework should only require the use of reference materials when they are readily available in most homes, school libraries, or the public library, and students have had ample instruction in their use. Homework is not signed parent permission slips, signed tests, signed agenda books, having notebooks and/or texts in class. Homework is not to be used as a form of punishment under any circumstances.

**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.

**Relationship Between Homework and the School's Grading System:**

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. All teachers will establish a value for the symbols they use in grading homework, and these symbols will be clearly understood by both student and parents. The total grading scale for homework during any grading period shall range from 10% to 20%.

### **Frequency and/or Time Guidelines:**

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that a pattern of educationally meaningful homework can be established by the teacher and/or the student.

Homework is kept to a minimum over weekends. Homework assignments generally are not given to students when going on additional vacations with their family. Yet, students/parents have the option to request missed assignments.

### **Teacher's Role:**

- The teacher must provide a clear explanation of homework expectations along with a description of the relationship of homework to the grading system. These expectations should be shared with students and parents.
- Teachers should plan purposeful and relevant homework assignments which coincide with the classroom curriculum and students' academic needs.
- When assigning homework, the teacher should assure that the students comprehend the assignment and possess the necessary skills to complete it.
- Teachers at specific grade levels and/or teams need to collaborate on homework practices and coordinate the scheduling of homework.
- Teachers are expected to review all homework submitted and to return it to students in a timely manner, normally not to exceed one week.
- If a student develops a pattern of late, incorrect or incomplete assignments, it is the responsibility of the teacher to contact the student's parents.
- A plan for improvement in the completion of homework should be developed between the teacher, the student, and the parents.

### **Student's Role:**

- It is the student's responsibility to understand the purpose and value of homework to his or her overall learning and to be aware of homework expectations, policies, and guidelines.
- Students are expected to record their assignments in the school's agenda book.
- Students need to take the responsibility to understand, complete and submit homework assignments on time.
- Students need to have materials at home to complete their assignments successfully.

- Students need to schedule appropriate time for their homework and to complete it to the best of their abilities with neatness and quality.
- Students are expected to obtain and complete missed assignments promptly.

### **Parent's Role:**

- It is the role of the parent to encourage a positive attitude about the value of homework and to provide a quiet time and place for their children to successfully complete homework assignments.
- Specifically parents need to be aware of the homework policy, expectations, and their child's agenda book.
- Parents need to contact teachers to communicate any questions and/or concerns regarding their child's homework.
- If a child begins to develop poor homework habits, parents need to contribute to and support plans for improvement regarding their child's successful completion of their homework.

### **Vacation Homework Guidelines**

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

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

## **SCHOOL-WIDE EXPECTATIONS**

### **Woodman Park School's School-wide Expectations:**

1. Be safe
2. Be caring
3. Be respectful
4. Be Here and Ready

*Fostering and promoting an atmosphere of mutual respect that celebrates children - their similarities as well as their differences - can make an incredible impact on children and their community.*

### **Translating Expectations into Procedures and Rules:**

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

### **Positive Behavior Interventions and Supports (PBIS)**

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

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

### **Procedures for Handling Classroom Behavior:**



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

**Step 2:** The teacher and student discuss the problem and the rule that applies as in step 1. The teacher initiates disciplinary action as outlined in the class discipline/behavior plan. A review of further consequences will take place at this time. The student should have a clear understanding of what will happen if the behavior does not change. The teacher will document the incident in writing.

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

### **SCHOOL POLICIES**

The Dover School District has the responsibility to inform parents each year about a variety of programs and policies that are outlined below. 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.”

All policies herein are subject to change, and changes may be subsequent to this publication and may not be reflected in this handbook. Every effort has been made to reflect current educational laws. Please view the appropriate link from our district site to a complete view of the policies of the Dover School District.

<b>Special Education &amp; 504 Coordinator:</b>	<b>516-6722</b>
<b>Director of Curriculum &amp; Instruction Assessment:</b>	<b>516-6706</b>
<b>Homeless Liaison:</b>	<b>516-6708</b>
<b>Title IX Coordinator</b>	<b>516-6976</b>

## **Equal Opportunity Policy Statement – See Policies AC, ACE, AC-R**

It is the policy of Dover Schools not to discriminate in its education programs, activities or employment practices on the basis of race, color, national origin, language, religion, age, sex or handicap under the provisions of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Education for all Handicapped Children Act of 1975. **Sexual harassment** is a form of unlawful discrimination and is against school district policy. Sexual harassment is described as an unpleasant environment caused by an unwelcome verbal or physical conduct of a sexual nature that interferes with an individual's academic performance. **A concern or complaint concerning sexual discrimination should be made to the Director of Pupil Personnel who can be reached at 516-6722.** Any person having inquiries concerning Dover High School's compliance with the regulations implementing these laws may contact the Dover School System (**516-6804**). Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education or the Director, U.S. Department of Education, Office for Civil Rights, Region I, John W. McCormack Post Office and Court House Square Room 222 Boston, Massachusetts 02109.

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

### **I GENERAL STATEMENT OF POLICY**

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

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

This policy is intended to comply with RSA 193-F. The Superintendent is responsible for implementing this policy, but may delegate specific responsibilities to administrators and others as deemed appropriate.

## **II BULLYING AND CYBERBULLYING DEFINED**

### Definitions

1. "Bullying" means a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- a. physically harms a pupil or damages the pupil's property;
- b. causes emotional distress to a pupil; For the purposes of this policy, the term "emotional distress" means distress that materially impairs the student's participation in academic or other school sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
- c. interferes with a pupil's educational opportunities;
- d. creates a hostile educational environment; or
- e. substantially disrupts the orderly operation of the school.

"Bullying" shall include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs if those actions cause one or more of the results in paragraphs(a) through (e) above.

Bullying or cyberbullying of a student on the basis of sex, sexual orientation, race, color, ancestry, national origin, religion, age, marital status, familial status, pregnancy, physical or mental disability may constitute illegal discrimination under federal and/or state laws. Complaints regarding such conduct may be

processed through the Board's Student Discrimination and Harassment Complaint Procedure (ACAB-R).

2. "Cyberbullying" means conduct defined in paragraph I of this section that takes place through the use of electronic devices.

3. "Electronic devices" include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

4. "School property" means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

5. "Perpetrator" means a pupil who engages in bullying or cyberbullying.

6. "Victim" means a pupil against whom bullying or cyberbullying has been perpetrated.

### **Actionable Incidents of Bullying or Cyberbullying**

"Bullying" or "cyberbullying" shall occur when an action or communication as defined in the above "Definitions" section:

(a) Occurs on, or is delivered to, school property or a school-sponsored activity or event, on or off school property; or

(b) Occurs off school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event

### **III. BULLYING, CYBERBULLYING AND RETALIATION PROHIBITED**

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

It shall be a violation of this policy to engage in retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying.

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

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

action, which may include, but not be limited to suspension and expulsion. Any such disciplinary action shall be taken in accord with applicable school board policy and legal requirements.

#### **IV. REPORTING PROCEDURES**

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

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

The building administrator or designee shall notify the parents/guardians of the alleged victim(s) and perpetrator(s) that a bullying/cyberbullying report has been made within 48 hours of the report and in accordance with applicable privacy laws. However, the building principal or designee may request a waiver of this parent notification requirement from the Superintendent. The Superintendent may waive parent/guardian notification at this stage of the procedure if he/she determines this to be in the best interest of the victim(s) and/or the perpetrator(s). Any such waiver of the parent notification requirement shall be made in writing.

The district will make available forms for reporting incidents of bullying and harassment cyberbullying and shall encourage the use of these forms. Such forms shall be available in the principal's, administrative and the school guidance offices in each building and from the Superintendent's Office.

#### **V. INVESTIGATION**

The principal or designee will initiate an investigation within two (2) school days of the reported incident of bullying or cyberbullying. The investigation shall be completed within fifteen (15) school days of the reported incident, and should include speaking with the alleged victim, alleged perpetrator, known witnesses, and reviewing other evidence available through reasonable good faith efforts. The

results of the investigation shall be documented in writing and preserved in accordance with laws governing retention of educational records.

a. The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.

b. Privacy rights of all parties shall be maintained in accordance with applicable laws.

c. The building principal or designee shall keep a written record of the investigation process.

d. The building principal or designee may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.

e. The building principal or designee shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.

f. The investigation shall be completed within fifteen (15) school days of receipt of the report, if practicable. The Superintendent may grant in writing an extension of time to complete the investigation of up to 7 additional school days if necessary. The Superintendent shall notify all parties involved of any such extension.

g. If the building principal or designee substantiates the bullying/cyberbullying report, he/she shall, in consultation with the Superintendent determine what remedial and/or disciplinary actions should be taken against the perpetrator(s) and determine what further assistance should be provided the victim(s), if any.

h. The building principal or designee shall inform the victim(s), the perpetrator(s) and their parents/guardians in writing of the results of the investigation and any remedies and/or assistance provided by the school, including strategies for protecting students from retaliation. Such communication shall be provided within 10 school days and shall be compliance with applicable privacy laws.

## **VI. TRAINING**

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

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

## **VII. ANNUAL REPORT TO NEW HAMPSHIRE DEPARTMENT OF EDUCATION**

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

## **VIII. IMMUNITY**

By virtue of NH RSA 193-F:7, any employee of the school unit or contract company, regular school volunteer, student or parent/guardian shall be immune from civil liability for good faith conduct arising out of or pertaining to the reporting, investigation, findings, and the development or implementation of any recommended response under this policy.

## **IX. POLICY DISSEMINATION**

This policy shall be posted on the district website and included in student and employee handbooks. It shall also be provided to employees of any company contracted to provide services directly to students. The policy may also be disseminated by other means as determined by the Superintendent.

## **X. APPEAL**

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

The School Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education.

## **XI. CAPTURE OF AUDIO & VIDEO RECORDINGS ON SCHOOL BUSES:**

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

NOTE: See JICK-E (report form)

Legal References: NH RSA 193-F2-F:10 ; NH RSA 193:13 Pupil Safety and Violence Prevention Act as amended 7/2010

RSA 570-A:2 Capture of Audio Recordings on School Buses Allowed  
NH Code of Administrative Rules, Section Ed 317

Cross References:

AC – Nondiscrimination/Equal Opportunity

ACAB - Harassment and Sexual Harassment of Students

ACAB-R - Harassment and Sexual Harassment Students Complaint Procedure

JRA – Student Records and Information

### **DOVER SCHOL DISTRICT BULLYING/ CYBERBULLYING REPORT FORM**

#### **General Statement of Policy Prohibiting Bullying and Cyberbullying**

The Dover School District maintains a firm policy prohibiting all forms of bullying and cyberbullying. This includes engaging in, or causing others to engage in, the bullying or cyberbullying of a pupil, and retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying.



REPORTER: \_\_\_\_\_

DATE OF ALLEGED INCIDENT(S): \_\_\_\_\_

NAME OF PERSON YOU BELIEVE WAS THE VICTIM OF BULLYING OR CYBERBULLYING:

\_\_\_\_\_

NAME OF PERSON(S) YOU BELIEVE ENGAGED IN BULLYING OR CYBERBULLYING

\_\_\_\_\_

LIST ANY WITNESSES PRESENT:

\_\_\_\_\_

WHERE DID THE INCIDENT(S) OCCUR?

\_\_\_\_\_

Describe the incident(s) as clearly as possible including any written, verbal, or electronic communication or physical acts or gestures or both you observed. (Attach additional pages if necessary.)

This report is filed based on my good faith belief that I have observed an incident or have been a victim of bullying or cyberbullying. This report is not made in retaliation against any person previously a victim or witness of bullying or cyberbullying, or who provided information about an act of bullying or cyberbullying.

REPORTER'S SIGNATURE & DATE: \_\_\_\_\_

RECEIVED BY & DATE: \_\_\_\_\_

**BULLYING/CYBERBULLYING DETERMINATION**

**A. DESCRIPTION OF INCIDENT OR PATTERN OF INCIDENTS (must include one of the following)**

Bullying" means a single significant incident, or a pattern of incidents, involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil. Describe the incident.

**B. SIGNIFICANT BECAUSE IT RESULTED IN ONE OR MORE OF THE FOLLOWING (check all that apply; must check one)**

\_\_\_\_\_ 1. Physical harm to the pupil or damage to the pupil's property

\_\_\_\_\_ 2. Emotional distress to the pupil going beyond an emotive experience

\_\_\_\_\_ 3. Interference with a pupil's educational opportunities (e. g. excessive absenteeism , social isolation, avoidance of school environments or activities, disengagement from learning)

**C. ACTIONS MOTIVATED BY (must check one):**

\_\_\_\_\_ Imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs

\_\_\_\_\_ Association with another person and based on the other person's characteristics, behaviors, or beliefs

**D. PERSONAL CHARACTERISTICS, BEHAVIORS, OR BELIEFS (must circle one)**

Race	Color	Religion
National origin	Ancestry	Ethnicity
Sexual orientation	Socioeconomic status	Age
Physical disability	Mental disability	Emotional disability
Learning disability	Gender	Gender identity
Gender expression	Obesity	Distinguishing characteristics

Other personal characteristic \_\_\_\_\_

**CONCLUSION**

**This investigation finds /does not find (circle one) substantiation of the reported incident of bullying and/or cyberbullying.**

\_\_\_\_\_  
Signature of Principal or Designee Date

*Upon completion, this report will be filed with the building principal and a copy sent to the superintendent*

**REMEDATION AND DISCIPLINE RESPONSES**

**In response to this report, the following actions will be taken:**

\_\_\_\_\_ Remediation (explain briefly) \_\_\_\_\_

\_\_\_\_\_ Discipline (explain briefly) \_\_\_\_\_

\_\_\_\_\_ Assistance to Victim (explain briefly) \_\_\_\_\_

\_\_\_\_\_ Assistance to Perpetrator (explain briefly) \_\_\_\_\_

Date investigation completed \_\_\_\_\_

Date parents informed of the district's remedies and assistance \_\_\_\_\_

How parent informed (check all that apply) \_\_\_\_\_ Telephone \_\_\_\_\_ Letter \_\_\_\_\_ Conference

**BULLYING AND CYBERBULLING INVESTIGATIVE REPORT**

Investigator \_\_\_\_\_ Principal or  
Designee \_\_\_\_\_

Date Incident Reported \_\_\_\_\_ Date Investigation Began \_\_\_\_\_

**THE VICTIM**

Victim \_\_\_\_\_

Victim Parent/Guardian Name \_\_\_\_\_

Victim Parent/Guardian Address \_\_\_\_\_

Victim Parent/Guardian Telephone \_\_\_\_\_

**TRUANCY**

Regular attendance for all school days is expected of students (see RSA 193:1,7 - Compulsory School Attendance). Unauthorized absence from school is considered truancy and will be treated as such (see RSA 189:35a Truancy). Students between the ages of 6-18 who are absent from school without a proper excuse are considered truant under state law. Habitual Truancy is defined as 10 half days of unexcused absences from class.

**Sexual Harassment**

**(See School Board Policy ACAB for additional information.)**

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

**Child Protection Act (RSA 169c, 1979)**

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

**Visitor/School Volunteer Policy**

The School Board encourages the use of qualified lay people to assist in the educational program. Volunteers shall be carefully chosen on the basis of their interest in children and the ability to devote the necessary time and energy to the school. Use of such persons will only be upon prior approval by the principal for the specific duty to be performed. Volunteers must fill out a background investigation form. Chaperones who participate in day excursions away from school must complete a Volunteer Criminal Record Release Authority Form

**(Policy IJOC-E).** Chaperones who supervise children in overnight trips must be fingerprinted.

### **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.

### **Dangerous Items: Weapons**

**(See School Board Policy JICI for additional information.)**

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

### **Electronics:**

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

### **No Animals In School** (See School Board Policy IMG )

Due to health, safety and air quality concerns, fur-bearing animals (dogs, cats, rodents, rabbits, etc.) are NOT ALLOWED in school. Building principals may approve an animal visit if it is part of an approved curriculum.

### **Hazing**

**(See School Board Policy JICFA for additional information.)**

Hazing will not be tolerated in our schools. Hazing is defined as any conduct, coercion or intimidation used as a method of initiation into a student organization or team which is likely to endanger the physical or mental health of any student.

Every member of school community must report hazing to the school principal. Keep in mind that, under the law, the implied or even express consent of any person toward whom any act of hazing is directed is not a defense to hazing. Offending students will suffer appropriate disciplinary action including the possibility of suspension or expulsion.

Legal References

RSA 631:7

Rule 306.04 (a) (7)

### **Student Dress Code**

**(See School Board Policy JICA for additional information.)**

The Dover School Board recognizes the rights of students to express individuality through their attire. It also recognizes the rights and responsibilities of parents to determine the standards of dress for their children. The Dover School Board has a responsibility to assure that the atmosphere in the schools is conducive to learning. This policy is applicable from kindergarten through grade 12. The following guidelines are established to provide a clear understanding of the dress policy:

1. Clothing, jewelry, or accessories with decorations, patches, lettering, etc., that may be considered disruptive or offensive should not be worn to school. Accessories with drug emblems, tobacco or alcoholic beverage references are not permitted.
2. The entire torso must be covered at all times. See-through materials are not allowed. Crop tops, tube tops, halter-tops, spaghetti-strap tank tops are not acceptable unless covered by an outer shirt. Revealing necklines are not acceptable.
3. The length of a skirt, dress, shorts etc. must reach mid-thigh. No short-shorts or spandex shorts shall be allowed.
4. Outer clothing should cover undergarments at all times.
5. Safe and appropriate footwear must be worn at all times.
6. Except for religious and/or cultural purposes, head coverings may not be worn in school.
7. Sneakers must be worn in gym class.
8. Students attending school functions after school hours should adhere to the spirit and intent of the dress code policy.
9. Hats and coats will be stored by the start of the instructional day.

10. If a question arises regarding the interpretation of this policy, the school administrative staff shall make a determination as to the appropriateness of student dress.

## **Student Conduct, Discipline and Due Process**

### **Safe School Zone**

(See School Board Policy JICD for additional information.)

The Board endorses the following principles of student conduct:

1. Respect for law and those given authority to administer it shall be expected of all students. This includes conformity to school rules as well as to general provisions of the law regarding minors.
2. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall be expected of all members of the school community.
3. Respect for the real and personal property, pride in one's work, and exemplary personal standards of courtesy, decency, honesty, and wholesome attitudes shall be maintained.
4. Respect for individual worth is the obligation of the school. Diligence and a desire to benefit from the opportunity is the obligation of the student.

The board expects student conduct to contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual shall not take precedence over those of another individual or of the group itself, and all students shall have equal rights and equal responsibilities in the classroom or at any school-sponsored activity.

The Board further recognizes the right of each school to establish disciplinary procedures in accordance with RSA 193:D through the development of administrative procedures that are approved by the Superintendent or his/her designee. Due process shall be afforded to any student involved in a proceeding that may result in suspension, exclusion, or expulsion. Students expelled from school may be reinstated by the Board under the provisions of RSA 193:13.

The students' rights and responsibilities should mirror the school rules:

1. Be Safe
2. Be Kind
3. Be Respectful

#### 4. Persevere

### **Student Discipline-Out-of-School Actions**

(See School Board Policy JICDD for additional information.)

The Dover School Board recognizes that out-of-school conduct of students attending school within the district is subject to disciplinary action if the conduct has an adverse effect upon the school. It is the policy of the Dover School Board that such a disciplinary action can include, but is not limited to, suspension from school for any conduct that, in the opinion of the school administrators, has an adverse impact upon the school. Such activities include, but are not limited to, the following:

1. Damaging school property
2. Engaging in activity which causes physical or emotional harm to other students or staff
3. Engaging in activities which directly impede discipline at school or the general welfare of school activities, including field trips

**Annual Family Education and Privacy Rights Notification  
(Including FERPA)  
DOVER SCHOOL DISTRICT  
2015-2016 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.

**PUPIL PERSONNEL SERVICES, TITLE IX, & 504 COORDINATOR:**

516-6722

**CURRICULUM, ASSESSMENT, & INSTRUCTION, TITLE I:**

516-6707

CAREER TECHNICAL DIRECTOR, & NJROTC:

516-6976

HOMELESS LIAISON:

516-6708

**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 & JICK-E are intended to comply with RSA 193-F, which specifically identifies “bullying” as a form of pupil harassment. Conduct constituting bullying will not be tolerated and is prohibited by policies JICK & JICK-E, in accordance with RSA 193-F.

**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 Director of Pupil Personnel Services. This year federal funds are being used to fund special education teachers, family services facilitator, school psychologists, occupational therapists, speech pathology assistant, contracted audiologist, contracted behavior consultant and contracted assistant technology evaluator.

## **PARENTAL NOTIFICATION REQUIREMENTS**

### **PARENTS' RIGHT TO KNOW**

Through federal education law, parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at our school. If you are interested in learning this information, please contact the school administration office at (603) 516-6800. Upon this request, you will receive a detailed explanation of the licensing, education and experience of each of our teachers. You will also receive information regarding the names and qualifications of the paraprofessionals at our school. 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.

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

Students in grades 4 and 8 will complete the Science NECAP in May. The Smarter Balanced Assessment System, which has replaced the NECAP in math, reading, and writing for grades 3–8, will be conducted during the last 12 weeks of the school year. 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).

### **SAFE/DRUG FREE PROGRAMS**

From time to time throughout the school year, children at Dover Schools 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. As these programs are offered, parents will be notified of the time and content of the material. If a parent objects in writing to a program, their child(ren) will not participate.

### **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 Schools may neither promote religion nor inhibit it.

### **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.

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

**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.

**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 45 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 amend a record they believe is inaccurate or misleading. They should write the school principal, 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;
  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.
  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

**Schoolnet Acceptable Use Policy (See School Board Policy EHAA for additional information.)**

Woodman Park is pleased to offer its students access to the Dover School District's network system, SchoolNet. SchoolNet allows students to access the Internet and significantly expand their available information base. Successful operation of the network requires that all students conduct themselves in a responsible, decent, ethical, and polite manner while using school computers. Each student is ultimately responsible for his or her own actions in accessing SchoolNet. Students should read and understand the SchoolNet Acceptable Use Policy(EHAA), which can be found online at [www.dover.k12.nh.us/technology](http://www.dover.k12.nh.us/technology) by clicking on **Policies and Procedures**. In addition, students new to the district should sign and return a Student Acceptable Use Form (EHAA-S) available online at the same location. These documents outline what the school deems proper and improper use of our technology resources. Misuse of any aspect of the network, including school hardware, school software and peripherals will result in disciplinary actions. Students are responsible for the repair cost of any computer hardware damaged during their use.

**Entering School**

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

**Custodial/Guardianship**

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

**School Transportation Policy**

**(See School Board Policy EEAEK for additional information.)**

The Dover School Board Transportation Policy is available on the school district's website, [www.dover.k12.nh.us](http://www.dover.k12.nh.us). This policy outlines who is eligible to



ride on a school bus, appropriate student behavior, school bus driver responsibilities, procedures for handling school bus discipline, and the appeal process for revocation of bus privileges. If you do not have access to the internet, see your school secretary for a copy of this policy which is in compliance with New Hampshire RSA's 189:6 and 189:9. The following information is also provided to answer some of the more frequently asked questions regarding transportation in the Dover School District.

### District-wide Transportation Tips and Tidbits

Telephone Contacts:

First Student Transportation: 742-5984

Provider (Special Education): 895-9664

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

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

- Please be on time. The bus cannot wait or back up if you run after it. This impacts timing of the entire route.
- Before- and after-school care transportation will be provided to licensed daycare facilities only. Generally, these facilities must also be located in your

elementary school's district. Please contact First Student Transportation directly for information on approved daycare facilities.

- We are unable to transport students to friends' homes for after-school visiting. Bus routes are developed based upon student capacities. Please tell your child they must take the bus home and you will transport them to visit friends' homes after school.
- Bus Passes will be required to be displayed daily for all students riding the bus to and from Dover Middle and High Schools. Contact your school directly for the procedures to follow for bus passes.
- On a Delayed Opening, bus transportation will start approximately 2 hrs. later (i.e. if your child's pickup is at 6:15 am the delayed pickup time will be approximately 8:15 am).

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

## **STUDENT WELLNESS POLICY**

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

programs including intramurals, interscholastic athletics, and physical activity clubs.

### **The District Website and the MMS Parent Portal**

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

The purpose of the Website ([www.dover.k12.nh.us](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

### **CLOSING STATEMENT**

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

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