

DOVER CITY SCHOOLS

K-5

ELEMENTARY HANDBOOK

2017-2018



Dover Schools:
*Addressing Tomorrow's
Challenges Today*

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EDUCATION: OUR MUTUAL INVESTMENT IN THE FUTURE

Dear Parents and Students,

This handbook has been prepared to give students and parents information about the kindergarten through fifth grade buildings (Dover Avenue, East and South). It is intended to help you know more about the programs and procedures with which your children are involved. Your child's teacher will go over the handbook during the first week of school.

We share a common goal with you. We need each other. We begin with the firm belief that each child is entitled to respect as an individual. Together we have the privilege and great responsibility of helping our children become independent, responsible and caring people as well as learning to their potential.

You may always receive more information about your school by contacting your building principal.

Sincerely,

Renee Sattler
Dover Avenue School

Brooke Grafe
East School

Tracie Murphy
South School

DOVER CITY SCHOOLS

VISION

Dover Schools . . . Addressing Tomorrow's Challenges Today

MISSION

Educating all students to their fullest potential to become productive and responsible citizens through the coordination of parents, teachers, and community is the mission of the Dover City Schools.

BELIEFS

We, as a district believe:

I. Students:

1. All students have the ability to learn. All students have the right to learn.
2. Students learn when they link concepts to real-life activities.
3. All students are unique; diversity should be valued.
4. Students learn best through interaction and application.
5. Students want a safe, consistent, positive environment in which to learn.
6. Students need a support system to succeed.
7. Students prefer choice.
8. Students should be challenged.
9. Students need to be trained to be lifelong learners.

II. Parents:

1. All parents should want their children to succeed.
2. Parental support encourages school success.
3. All children are born teachable.
4. Environment influences children.

III. Community:

1. The Dover community should be supportive.
2. A sense of ownership is crucial for all team members.
3. The Dover community should provide students with mentorship and apprenticeship.

IV. Schools:

1. Schools should have technology as a part of all learning.
2. Schools should not be an 8:00 to 4:00 institution.
3. Schools should provide materials for learning.
4. Schools should foster trust and respect.
5. Schools should be flexible and child-centered.
6. Schools should revolve around people; developing interpersonal skills is key.
7. Schools should not be a separate entity. Schools and community should work together.
8. Schools should provide employees with growth opportunities.
9. Schools should provide learning opportunities outside of their walls.

V. Teachers:

1. Teachers can teach all students; teachers share responsibility for all children.
2. Teachers must help students realize and understand there is hope.
3. Teachers are facilitators.
4. Teachers should foster respect for all people.
5. Teachers determine how teachers are publicly perceived.
6. Teachers should instill a desire to learn.

7. A teacher's responsibility is to find and nurture students' strengths.
8. A teacher's obligation is to raise standards and challenge students.
9. Teachers need to be collaborators and life-long learners.
10. Teachers who enjoy teaching make better teachers.
11. Teachers should cooperate with staff and community.

V. Administrators:

1. Administrators should remove barriers to teaching and learning.
2. Administrators need to create links between businesses and schools.
3. Administrators must be leaders.
4. Administrators should facilitate the vision statement and carry out the mission statement.

VI. Board of Education:

1. The Dover Board of Education is committed to making decisions consistent with maintaining a high level of trust with the Dover community.
2. Dover City Schools believes continuous, measurable, improvement is critical to realizing its vision.
3. The Dover Board of Education is committed to providing resources in the most cost effective manner possible.
4. Leadership must focus all members of the organization on its vision.

DISCLAIMER

Due to space considerations, some of the policies appearing in this handbook are shorter versions of the Policies adopted by the Board and which appear in the Board Policy Manual. Unless the Board has specified otherwise in its action adopting this handbook, the shortened versions of the policies included in this handbook are not to be considered newly adopted Board Policies.

THE SCHOOL DAY AT DOVER AVENUE, EAST AND SOUTH

Daily Building Schedule

Grades K – 5:

8:40 A.M. Building Open to Students

8:40 – 8:50 A.M. Bus Arrival

8:50 A.M. Classes Begin

Lunch and recess times vary by building. Contact your child's school for specific times.

3:30 P.M. Afternoon Dismissal

SCHOOL SAFETY

Crossing Guards:

Adult crossing guards provided by the City of Dover are stationed at the following locations:

Dover Avenue: Corner of 13th Street and Wooster Avenue
Corner of 13th Street and Dover Avenue
Corner of Sixth Street and Tuscarawas Avenue

East School: Corner of Third Street and Betscher Avenue
Corner of Fourth Street and Betscher Avenue

South School: Corner of Shafer Avenue and Prospect Street
Corner of Shafer Avenue and Union Avenue

Tuscarawas Central Catholic Elementary Corner of Sixth Street and Tuscarawas Avenue

Students should cross at the intersections.

Please talk with your child about his/her safest route to school and walk the route with him/her before school begins.

Bicycle Safety:

Fourth and fifth grade students may ride their bicycles to school. Students are required to walk their bikes on school property. Students should be instructed by their parents on safety procedures and the safest route to school. Bike racks are available for bicycles. It is expected that students have locks for their bikes. Scooters, skates, and skateboards are not permitted.

Parking for Student Pick-up:

Parents, please keep pick-up areas open for students to board buses. **Parents are asked not to stop on the opposite side of the street and ask your child to cross between cars for pick-up.** Parents should come to the crossing and assist the children.

SCHOOL TRANSPORTATION POLICY

The Dover Board of Education has adopted a student transportation policy for buses operated by Dover City Schools. The complete student transportation policy is on file in the principal's office of all Dover schools.

Responsibilities of Students:

1. Students are expected to behave in an orderly manner at all times while on the bus. Students should remain seated and keep the aisle and exits clear.
2. Students must follow the instructions of the driver at all times while on the bus.
3. Students will board and exit the bus only at their designated stop. Students will cross 10 feet in front of the bus, when necessary, in a prompt manner.
4. When it is necessary for a student to ride a bus other than their assigned bus, the student must have a note from their parent or guardian, and the principal must give a blue card to the student to give to the bus driver.
5. Students are not permitted to bring items on the bus that cannot be held on their laps, excluding musical instruments. Students are never permitted to transport animals, balloons, glass objects, or other potentially dangerous objects on the school bus.
6. Students should go promptly to the bus when dismissed from school.
7. Students must maintain absolute quiet at railroad crossings and other places of danger, as specified by the driver.
8. Students must not throw or pass objects on, from, or into the bus. Eating, drinking, or chewing gum on the bus is not permitted by state law.

Responsibilities of the Parents:

1. Parents/Guardians are responsible for the safety and discipline of students to and from the bus stop, and at the bus stop.
2. Parents/Guardians must have their children at the bus stop before the pick-up time as

- designated by the Transportation Department schedule. This schedule will not permit waiting for tardy students.
3. Parents/Guardians will be monetarily responsible for any damage done to a bus by their children.
 4. The school does not enter into disputes involving parents/guardians and/or students prior to pick-up or after drop-off.
 5. Do not discuss problems with the bus driver while he/she is in route. This delays the busing schedule. Call the Transportation Department at 330-364-7109.

Disciplinary Process:

When a student misbehaves on the school bus, the bus driver will identify the student and tell the student what he or she needs to do to correct the situation and avoid further disciplinary action. Students riding school buses are under surveillance at all times. If a student complies, the intervention has worked, and the situation is considered over unless there is a second occurrence, at which time the driver will report disciplinary incidents in writing to the building principal or designee. Infractions may result in bus privileges being suspended or denied.

Students need to be respectful of bus drivers and comply with reasonable requests when the bus driver sees the need to make them. Our strict attitude is solely designed to make sure that students are safe and orderly on the bus. If parents support our efforts to make sure that there is good behavior on the bus, we can assure you the safest possible transportation.

Discipline Code for the Bus:

Proper conduct on a school bus is an important concern for the safety of the students and the driver. When a student does not display proper conduct on a bus, suspension and/or expulsion can result. School personnel will make every effort to protect the rights of the student, through proper procedures, when suspension or expulsion occurs. The following violations will be reasons for disciplinary action.

- Improper boarding/departing procedures
- Bringing articles aboard the bus of an injurious or objectionable nature
- Failure to remain seated
- Refusing to obey driver
- Fighting/pushing/tripping
- Hanging out of the window
- Throwing objects in or out of the bus
- Lighting matches/smoking on the bus
- Spitting/littering
- Unnecessary noise
- Tampering with bus equipment
- Rude, discourteous and annoying conduct
- Destruction of property
- Other behavior relating to safety, well-being and respect for others

Fire, Tornado, Emergency Evacuation, and Intruder Drills:

Fire, tornado, emergency evacuation, and intruder drills are held in compliance with the Revised Code of Ohio. The drills are planned to provide practice at varying times and under differing conditions. Order and speed are stressed during a drill. No talking is permitted as an emergency situation requires being able to hear directions given by a staff member. The intent is that the response to the signals for these drills will become so routine that the procedure will be carried out rapidly, automatically, and in an orderly manner to maximize safety for all occupants of the building in the event of an emergency.

The Board of Education recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by preparedness and planning. All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

Emergency School Closing Announcements:

If we have a two-hour delay, school closing, or early dismissal due to inclement weather or for some other reason, a call will be made to your primary phone number through the district's phone notification system. Schools closed on consecutive days are announced each day. The local media will also be contacted.

Stranger Awareness/Child Abuse:

In order to make children aware that there are such problems in our society, our school curriculum includes programs about stranger awareness and child abuse. Parents have the opportunity to preview materials used concerning child sexual abuse.

SCHOOL HEALTH

Good health for your children requires the continuous cooperative efforts of home, school and your family physician. The health service in the school is not a substitute for medical care. Its chief purpose is to promote, protect, maintain, and improve the health status of each student.

Illnesses or Injuries:

In the event of an accident or illness requiring medical consultation or your child to go home, attempts are made to contact parents. When a parent cannot be reached, an effort is made to contact other persons listed in the online contacts summary. Emergency Medical Consent Information, required by Ohio law, must be completed online at the beginning of each school year. Please keep these records current by logging into the student registration system to make changes in work or home telephone numbers, doctor or dentist, and the person(s) to be contacted when a parent cannot be reached. You will find the link called "Annual Forms" under the parents' tab on the Dover City Schools homepage, www.dovertornadoes.com.

Keep your child home for fever of 100° or more, vomiting, diarrhea, or other potentially contagious conditions. Call the school before 8:30 a.m. to report your child off from school. Also, please inform the school of the nature of your child's illness so that his/her health record may be kept current and outbreaks of contagious diseases, such as flu, can be monitored.

ENTRANCE REQUIREMENTS/IMMUNIZATIONS

Every child entering kindergarten needs a physical and dental exam. In addition, Dover City Schools has the following immunization policies in place.

Except as otherwise provided in the Policy, no student, at the time of initial entry or at the beginning of each school year, to an elementary, middle, or high school shall be permitted to remain in school or school-related activities for more than fourteen (14) days unless the parent presents written evidence satisfactory to the person in charge of admission, that the student has been immunized, or is in the process of being immunized, by a method of immunization approved by the Department of Health pursuant to O.R.C. §3701.13.

Therefore, any child initially entering school:

1. Must present a birth certificate or comparable certificate; and
2. Present proof of immunization as reflected in the following chart:

VACCINES	<i>FALL 2017</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>K</u> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required. * <u>1-12</u> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	<u>K-7</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <u>Grades 8-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>K-12</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>K-7</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. <u>Grades 8-11</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<u>Grade 7-8</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

“In the process” status applies to students who have not completed a required series of vaccines, but have at least one dose. Any student previously admitted under the “in process of being immunized” provision and who has not complied with the immunization intervals prescribed by the director of health shall be excluded from school on the 15th day of the following school year. Any student so excluded shall be readmitted upon showing evidence to the student’s building principal or chief administrative officer of progress on the director of health’s interval schedule.

ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL

The school shall encourage parents and physicians to adjust medication (prescription or over the counter) schedules to avoid administration of medicines during school hours. However, when it is absolutely necessary, trained school personnel will administer medications, in accordance with the following policy as outlined in the ORC 3313.713:

A. GENERAL MEDICATIONS

Effective July 1, 2011, only employees of the board who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the board, may administer to a student a drug prescribed for the student. Except as otherwise provided by federal law, the board’s policy may provide that certain drugs or types of drugs shall not be administered or that no employee shall use certain procedures, such as injection, to administer a drug to a student.

These rules also apply to day and night overnight field trips, which are considered an extension of the school day.

No drug prescribed for a student shall be administered until the following occur:

1. The board, or a person designated by the board, receives a written request, signed by the parent, guardian, or other person having care or charge of the student, that the drug be administered to the student.
2. The board, or a person designated by the board, receives a statement, signed by the prescriber, that includes all of the following information:
 - a. The name and address of the student;
 - b. The school and the class in which the student is enrolled;
 - c. The name of the drug and the dosage to be administered;
 - d. The times or intervals at which each dosage of the drug is to be administered;
 - e. The date the administration of the drug is to begin;
 - f. The date the administration of the drug is to cease;
 - g. Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in an emergency;

- h. Special instructions for administration of the drug, including sterile conditions and storage.
- 3. The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement signed by the prescriber to the board or a person designated by the board if any of the information provided by the prescriber changes.
- 4. The person authorized by the board must receive a copy of the required statements and revisions of the statements.
- 5. The drug is to be received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or a licensed pharmacist.
- 6. New request forms must be submitted each school year and as necessary for changes in the medication order throughout the school year.
- 7. It is advised that the medication and the signed permission forms be brought to the school by the parent/guardian.
- 8. The school nurse is responsible for the monitoring of medications administered by school personnel.
- 9. Accurate records of the medication given must be kept in the student's record.
- 10. The board is required to retain copies of the parent written requests and the prescriber statements and shall ensure that by the next school day following receipt of any such statement a copy is given to the person authorized to administer drugs to the student for whom the statement has been received.
- 11. The board, or a person designated by the board, shall establish a location in each school building for the storage of drugs to be administered under this section and federal law. All such drugs shall be stored in that location in a locked storage place, except that drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
- 12. In case of self-administered medication, all procedures in this policy shall be followed. (Refer to Inhaler/Epinephrine)
- 13. No authorized employee who administers a prescribed drug under the conditions of this policy will be liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner that would constitute "gross negligence or wanton or reckless misconduct".
- 14. No employee shall be required to administer a prescribed drug to a student, if the

employee objects to administering the drug on the basis of religious convictions.

15. Nothing in this policy affects the application of ORC §§2305.23, 2305.231, or 3313.712 to the administration of emergency care or treatment to a student.
16. All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of the local health district, and/or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

B. ASTHMA INHALERS

A student may possess and use a metered dose inhaler at school or any activity, event, or program sponsored by or in which the student's school is a participant to alleviate asthmatic symptoms, or before exercise to prevent the onset of symptoms as long as written approval from both the prescriber and parent/guardian is provided. Written approval must be on file with the school nurse or principal indicating the same information that is required for other general medications in addition to the following information:

- a. The prescriber needs to indicate where the inhaler will be kept (office/student's possession). If the student possesses, it is recommended that a back-up inhaler be kept in the office.
- b. Written instructions that outline procedures school personnel should follow if the medication does not produce the expected relief.
- c. Any severe adverse reactions that may occur to another child, for whom the inhaler is not prescribed, should such a child receive a dose of the medication.
- d. At least one emergency phone number each for contacting the parent/guardian and prescriber in an emergency.

C. EPINEPHRINE AUTOINJECTORS (Epipens/Auvi-Q)

A student may possess and use an epinephrine autoinjector at school or any activity, event, or program sponsored by or in which the student's school is a participant to treat anaphylaxis until medical help is summoned as long as written approval from both the prescriber and parent/guardian is provided. Written approval must be on file with the school nurse or principal indicating the same information that is required for general medications received. Whenever a student is administered an epinephrine autoinjector in school, a school employee shall immediately request emergency assistance from a medical service provider as well as call the parent/guardian.

- a. The prescriber needs to indicate where the autoinjector will be kept (office/student possession). The parent is required to provide a back-up dose.

- b. Written instructions that outline procedures school personnel should follow in the event that the student is unable to administer the anaphylaxis medication or the medication does not produce the expected relief.
- c. Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of medication.
- d. At least one emergency phone number each for contacting the parent/guardian and prescriber in an emergency.

SCREENINGS

During the first couple months of school, our nurses will conduct health screenings on students in designated grades and in particular circumstances as required by state law and according to guidelines from The Ohio Department of Health. Screenings may include vision, hearing, growth (height/weight/BMI), scoliosis (middle school), dental, and lice (elementary students). Rechecks of any student not passing a screening will be done several weeks following the initial screenings to ensure follow-up on referrals. Please remind your child to wear his/her glasses or contacts, if he/she has them. Failure to act on repeated referrals may be a reflection of medical neglect.

DOVER CITY SCHOOLS Medication Administration Record (MAR)

(Including Inhaler and Epinephrine Autoinjector Use)

In accordance with ORC 3313.718/3313.141

Prescription and over-the-counter medication administration during the school day is discouraged unless medically necessary for the student's health, safety and optimal learning. In the event that this is necessary, certain procedures *must* be followed. Medication must be in the original container and properly labeled. A MAR must be completed and signed by the prescribing physician and parent. Any change in medication will require a new MAR and new labeled container. A new MAR is required every school year. It is strongly recommended that medication be dropped off and picked up by the parent or other parent-designated adult.

Student Information

Student Name	School Year	School	Grade	Teacher
D.O.B.	Any Known Allergies			

Prescriber Authorization

Name of Medication		Reason for Use	
Date to Begin	Date to End	Time to be Given	
Dosage		Route	
Special Instructions			
<p>For Epinephrine Autoinjector (as required by law, 911 is to be called immediately if medication is used):</p> <ul style="list-style-type: none"> • Keep the autoinjector in the school office instead of in the student's possession • As the prescriber, I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in its proper use. A backup dose has been prescribed and will be kept in the school office as required by law. 			
<p>For Rescue Inhaler:</p> <ul style="list-style-type: none"> • Keep the inhaler/nebulizer in the school office instead of in the student's possession • As the prescriber, I have determined that this student is capable of possessing and using this inhaler appropriately and have provided the student with training in its proper use. I understand that best practice recommends a backup inhaler be kept in the school office. 			
Possible Severe Adverse Reaction(s) per ORC 3317.716 & 3313.718			
a) To the student for whom it is prescribed (that should be reported to the physician)			
b) To a student for whom it is not prescribed who inadvertently receives a dose			
Prescriber Signature			Date
Address		Phone	Fax

Parent/Guardian Authorization

I agree with the prescriber information above. I authorize an employee designated by the school board to administer the above medication. I also authorize the school nurse to contact the prescriber or pharmacist to clarify information regarding this medication order.	
Parent/Guardian Signature	Date
#1 Contact Phone	#2 Contact Phone

School Nurse Signature			Date
Dover High School:	520 N. Walnut Street, Dover, OH 44622	(330) 364-7124	Fax: (330) 364-7142
Dover Middle School:	2131 N. Wooster Avenue, Dover, OH 44622	(330) 364-7121	Fax: (330) 364-7127
Dover Ave. Elementary:	125 W. 13 th Street, Dover, OH 44622	(330) 364-7117	Fax: (330) 343-7636
East Elementary:	325 Betscher Avenue, Dover, OH 44622	(330) 364-7114	Fax: (330) 343-8526
South Elementary:	280 Shafer Avenue, Dover, OH 44622	(330) 364-7111	Fax: (330) 343-3976

Insurance:

A school insurance plan may be purchased for students at the beginning of each year. Information is available in the school office, and all transactions are made directly between parents and the insurance company. Students involved in athletics and other activities are encouraged to purchase insurance for their protection.

Emergency Medical Authorization:

Each student must have an Online Emergency Medical Authorization form completed. The purpose of this form is to enable parents and guardians to authorize the provision of emergency treatment for children who become ill or are injured while under school authority when parents or guardians cannot be reached. **This form must be completed online within one week after the opening of school. Your child will not be permitted to attend any off-campus field trips if this form is not updated each school year.**

NUTRITION SERVICES

Breakfast and lunch are served in each building every day. Monthly menus are sent home, published weekly and in the *Times Reporter*, and can be viewed on our school website at www.dovertornadoes.com.

Breakfast and lunch prices are established by the Board of Education and are published on the first day of school. We encourage parents to pay money on their child's account. This may be done by sending payments to school or paying online at www.payforit.net. Students may also pay for their lunches on a daily basis; however, no change will be given. Any amount paid over the cost of the lunch will be credited to your child's account. Please keep in mind the District allows elementary lunch charges as a convenience to our parents. Please pay all charges promptly.

Federal free and reduced price applications are available for qualifying families. Applications are available online and are accepted throughout the year. If you qualify one year, you will have 30 days at the start of the next school year to renew your application. New applications are required each school year for your child to continue to receive free or reduced price meals.

Students with Allergies/Dietary Needs: The school nurse will notify the cafeteria staff of any students with food allergies/dietary needs verified by a physician. A written notice is required from a health care provider to make substitutions, such as milk, due to lactose intolerance. It is prohibited by the USDA to substitute other beverages for milk without written consent from a medical authority.

REGISTRATION, ENROLLMENT, WITHDRAWAL

Registration and enrollment forms are completed online. The link is called “New Student Enrollment” and is found under the parents’ tab on the Dover City Schools homepage, www.dovertornadoes.com. Withdrawal forms are completed at the building the student is currently attending. Parents are required to present the child's birth certificate at the time of enrollment. School records cannot be released without a parent's signature. Parents of students transferring or withdrawing to any other school in or out of the district are asked to notify the school office.

Enrollment information, including health and medical information, must be updated at the start of every school year.

Custody – Divorce Decree:

Divorce/Custody decrees are required as a part of your child's cumulative record. The school cannot provide protection beyond the law. If we do not have such papers (example: custody), we must assume that rights are extended to all parents/guardians. If we have the legal paperwork, we will then follow the most recent court decisions. This is very important for the safety and concern of all.

Updating Enrollment Information:

If you move, get a new home or business phone number, or wish to change persons to be contacted in the event of an emergency, please log in to the student registration system and make the changes. You will find the link called “New Student Enrollment” under the parents tab on the Dover City Schools homepage, www.dovertornadoes.com. **Please also call the school office to ensure the information is updated in all necessary locations.**

ATTENDANCE

The Board of Education requires that the students enrolled in the schools of this District attend school regularly in accordance with the laws of the State. The Educational program offered by this District is predicated upon the presence of the student and required continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which he/she has been assigned, unless it is shown to the satisfaction of the Superintendent that the mental condition of the student is such that he/she cannot benefit from instruction, or that the bodily condition of the student is such as to prevent attendance at school, or that he/she is receiving instruction at home from a person qualified to teach the branches of education in which instruction is required.

A student absent for observation or celebration of a bona fide religious holiday shall be excused from attendance on that holiday.

In accordance with statute, the Superintendent shall require from the parent of each student, or from an adult student who has been absent from school or from class for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each.

The Board may report to appropriate authorities, infractions of the law regarding the attendance of students below the age of 18. Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the regular school program.

ABSENCE

The Missing Children's Act of 1985 requires the parent or guardian to call the school office to report his/her child absent. If no call is made, the school will attempt to call you. Parents are responsible for informing the school of his/her child's absence and reason for the absence on the day of the absence. Please call the school office between 8:00 and 8:30 A.M. Upon returning to school, a written note is required explaining the reason for the absence.

The Ohio Department of Education has a definitely stated policy regarding absences from school (§3321.04 RC). In brief, the policy is as follows:

Absences from school for any reason other than those listed below and recommended by the State Department of Education are not acceptable and will carry disadvantages to the student. Those reasons acceptable by the State of Ohio and Dover City Schools are:

1. Personal illness (may require a doctor's signature)
2. Illness in the immediate family (requiring doctor's orders or parent need, that the student remain at home).
3. Medical, dental, or legal appointments (requires verification note on the provider's stationery upon return to school).
4. Death of a relative
5. Religious holidays (a student may be excused for the purpose of observing a religious holiday, provided it is required by his religion. If observance of such holiday requires only attendance at a religious service, the student should attend such service before or after school, if possible).
6. Other emergencies or circumstances that constitute good and sufficient cause as determined by the school administration. (Examples of unexcused absences are: oversleeping, missing the bus, car trouble of any kind, running non-emergency errands, shopping, out-of-school suspension).

Absences of 38 or more hours in one school month or 65 or more hours in a school year will result in parent notification and implementation of an intervention strategy per Board policy and requirements of Ohio House Bill 410 (2016).

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 hours in a school year. A

letter will be send to parents at this time warning of the legal consequences of being a “habitual truant.” Students are required to attend school immediately, and the school will develop an intervention strategy as outlined in Board policy.

As part of early intervention and to promote attendance that maximizes a child’s success in the classroom, principals or attendance officers will send letters to parents of students for whom regular attendance is a concern.

A **doctor's note** must include the following information:

1. Student's name (first and last)
2. Date and time the student was seen by the doctor
3. Exact day or days that student cannot attend school
4. Reason for nonattendance
5. Doctor's signature

Parents/Guardians are to notify the office before 11:30 A.M. if they plan to pick up the child's homework at the end of the day (3:30 P.M.).

TARDINESS

To School:

Tardy is defined as "not arriving at the appointed time: late; slow; reluctant." This would include to school and to class.

Students must **physically** be in class by 8:50 A.M. or they will be considered tardy.

When tardy, report to the office before going to class. In order to be considered as an excused tardy, students must have their parents come to the office and sign them in, or a parent must send a note with the student or call the office to let us know the student will be arriving late.

Students who are tardy to school three (3) times, either excused or unexcused, may receive a noon detention.

A student who accumulates more than three excused or unexcused tardies may receive additional disciplinary action, such as before or after school detention.

Partial Absences:

A student who must leave school before the dismissal time is asked to bring a written note to the office by 8:50 A.M. This note must include the following information.

1. Student's name (first and last)
2. Reason for early dismissal
3. Time they will be leaving

4. Time they will return
5. Parent/Guardian signature

Parents/Guardians are required to enter the building and report to the office and sign out the student.

Absence Recording:

Arrive 8:50-9:50 am	Tardy
Arrive 9:50am-1:00pm	½ Day Absence (AM)
Leave 12:00pm-3:30pm	½ Day Absence (PM)
Arrive after 1:00pm	Full Day Absence

Signing in or out for medical appointments with documentation totaling 90 minutes or less is considered a Partial Absence.

Vacations:

Family vacations are an acknowledged part of a student's educational growth. We would hope parents would make every effort to take their vacation during the summer; however, if the family plans a vacation during regularly scheduled school time, the following will be expected:

For an excused absence from the office:

1. Parents should notify the office in writing two days in advance of the absence. Shorter notice may be approved by the office, but make-up work must be obtained by the student upon return.
2. A parent, grandparent, or guardian must accompany the student on the vacation.

For homework (if excused):

1. If a student's parent contacts the school in writing two school days in advance of the vacation and it is approved by the office, assignments can be given to the student before leaving. Assignments are expected to be completed and turned in by the day after the student returns. Tests may be spread over several days upon arrangements with the teacher.
2. If no assignments are obtained prior to the excused vacation days, it is the student's responsibility to obtain all missed work the day he/she returns. This work will be due within a week.
3. When the student returns to classes, he/she will not be excused from assuming full responsibilities on current work.

KINDERGARTEN REGISTRATION

A child who is five years old on or before August 1st is permitted to enter kindergarten; however, this is not mandatory. Some parents choose to have their child wait until the following year to enter kindergarten. Children must successfully complete kindergarten before entering first grade.

From the middle of January through the first part of March, parents should call the school to register their child. At this time you will be scheduled for registration and mailed a packet of material to be completed and returned when you bring your child in for screening. Kindergarten registration is mandatory before a student may enter school. The kindergarten registration will be conducted in late March or early April. The program is conducted by a team of staff members and volunteers.

The registration process allows kindergarten teachers the opportunity to greet students. Teachers may observe your child's interaction with peers, active listening, and fine motor skills. Your child will also take part in a vision and hearing screening.

Parents receive information about the kindergarten program by letter, and meet briefly with the principal and nurse to discuss kindergarten expectations.

TESTING

Group achievement and ability tests are administered periodically during the elementary school years. Parents of second and third grade students receive a summary of their child's achievement and ability test scores. An individual child's group test results may be discussed with parents upon request. Parents and the public have the right to access all assessment data (except personally identifiable information), questions and current assessment instruments.

Achievement tests, developed by the Ohio Department of Education, are administered each year in the spring for students in grades 3-5. The tests serve as benchmarks to evaluate students' mastery of basic academic objectives. An individual report is sent to each parent at the beginning of the summer indicating areas of mastery and areas needing intervention. The achievement tests are also administered in grades 6-12.

Testing Dates:

Oct 23-Nov 3, 2017	ELA State Achievement Testing	Grade 3
March 26-April 27, 2018	ELA State Achievement Testing	Grade 3
March 26-April 27, 2018	ELA State Achievement Testing	Grade 4
March 26-April 27, 2018	ELA State Achievement Testing	Grade 5
April 2-May 11, 2018	Math State Achievement Testing	Grade 3
April 2-May 11, 2018	Math and Social Studies State Achievement Testing	Grade 4
April 2-May 11, 2018	Math and Science State Achievement Tests Testing	Grade 5
April 3-5, 2018	Otis Lennon Ability Testing	Grades 2,3

PROMOTION AND RETENTION

The Board of Education recognizes that the personal, social, physical and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

The Dover elementary schools operate on a plan which seeks to apply modern knowledge of the learning process and of child growth and development in its organization for learning. It recognizes that individual human personalities vary in many ways and utilizes this knowledge in planning differentiated learning programs. Responsibility is placed upon adults in education to demonstrate the ability to utilize scientific procedure and research evidence in formulating educational programs suited to the learning needs of children at a particular time. The plan is guided by the American ideal that each individual is worthy of respect and is not to be deprived of dignity by oppressive force or punished for his/her inherited characteristics or environmental background.

In practice, this means that the school attempts to:

- A. Assure that each child's placement is appropriate for his/her growth potential and is translated into successful forward progress at all times;
- B. Provide individualized programs so that each child has reasonable opportunities for success and retains his/her zest for learning;
- C. Arrange sufficient time for each child to achieve his/her maximum levels of mastery of a learning stage;
- D. Require the recommendation of the classroom teacher for promotion or retention;
- E. Require that parents are informed in advance of the possibility of retention of a student at a certain grade level and not later than the third report period of the school year, if possible;
- F. Assure that every effort will be made to remedy the student's difficulties before he/she is retained; and
- G. Assign to the building principal and Superintendent the final responsibility for determining the promotion or retention of each student.

SCHOOL SUPPLIES, FEES AND FINES

Supply fees will be included in email newsletters sent to all parents.

Information concerning specific grade level supplies and fees will also be found in the classroom teacher's letter.

These fees cover only a small part of the actual cost of workbooks and classroom supplies. Prompt payment of fees is appreciated. Report cards will be held until fees or other financial obligations to the district are paid or financial arrangements are made with the office.

Individual teachers will send detailed supply list requests home with students the first week of school.

Fines for Damaged or Lost Textbooks:

Students are responsible for textbooks assigned to them. If a textbook is lost or if damage exceeds normal wear, the student will be charged for an amount based on replacement or repair costs.

Library/Media Center:

Library/media centers are available in each building. They are designed to help each student develop library skills as well as a positive attitude toward learning. The system librarian and library aides help students needing assistance in locating materials.

The librarian and classroom teacher provide library lessons. The media centers are an important part of the elementary program.

Library Policy for Overdue Books:

1. One or two days after the due date an overdue notice will be sent to the student.
2. One week later a second notice will be sent to the student and to his/her teacher if there has been no response to the first notice.
3. If the book(s) is not returned within a week after the second notice, a letter stating the overdue material and its cost will be sent to the student's parents. A phone call may also be made at this time.
4. From the time of the letter or phone call to the parents to the time when the book is returned or paid for, the student's library borrowing privileges will be suspended. Students will be asked to pay for damaged or lost library books.

Field Trips:

Learning activities are frequently extended beyond the regular classroom into the community. You will be informed of field trips and permission slips will be sent home in advance. Field trip permission must be obtained from parents in order for the child to accompany his/her class on any field trip. Occasionally, children are asked to pay a small fee for class field trips or programs. Emergency Medical Authorization must be updated every school year for your child to attend field trips.

PERSONAL BELONGINGS

Please label all outer clothing such as hats, gloves, boots, and jackets. Lunch boxes and lunch bags should be labeled with the student's full name and room number. Please label all school supplies. It is best if children do not bring extra money to school. Carrying or wearing items of considerable value (such as an expensive watch) is also discouraged. The school will not be responsible for lost or damaged items.

A "lost and found" is located in each building. Children should be encouraged to check there for missing articles. Labeling is very important in assuring the return of lost items.

BIRTHDAYS

Students may, but should not feel obligated, to provide treats for their classrooms on their birthdays. When providing treats, parents are asked to contact the classroom teacher a few days in advance.

Birthdays are a special time for our students. Please be aware that when requesting a class list, complete with addresses and phone numbers, that this is public information and we will provide this for you in order for you to mail invitations. However, we will not distribute invitations here at school unless everyone in the class is invited. We want to avoid any hurt feelings.

When choosing "treats" for the classroom, please take into consideration any food restrictions (peanut allergy, etc.) that may be in your child's classroom. You may check with your child's teacher, but of course, student names will be kept confidential.

PARENT/TEACHER COMMUNICATIONS

School and Parent Cooperation:

Parents are encouraged to be active participants in their children's education. We are aware that only as we work together are we able to provide the best possible education for each child. There are many opportunities throughout the school year for the parents to visit the school. Meet the Teacher Night, Open House, Parent-Teacher Conferences, special music programs and Parent-Teacher Group (PTG) meetings are some of the activities designed for the parents and school to meet and work together.

Parent-Teacher Conferences:

Parent-teacher conferences are designed to provide the parents and teachers an opportunity to discuss together the program and progress of the individual student. It provides an opportunity for both the parents and the teacher to work together in the best interest of the child. There are two scheduled conferences a year. The parents or teacher may also request a conference any time if it is needed. Results of classroom performance, school adjustment, testing and any pertinent personal information may be discussed.

Reporting to Parents:

Along with the two scheduled conferences, a detailed progress report (report card) is sent home at the end of each nine-week period for students in grades K-5. Every effort is made to evaluate the child's progress fairly.

Parents will be given access to their student's grades through Progress Book, an on-line grading/reporting program.

Grading:

Kindergarten is the first year of the student's formal school life. The student faces many new experiences and learns many new skills. The progress report is intended to be an indication of developmental growth. Each major skill area and sub-skill area is evaluated with one of the following:

- M - Mastered
- S - Satisfactory (Adequate Progress)
- D - Developing (Limited Progress)
- HD - Having Difficulty

First through fifth grade students continue to grow in their academic development. The report card is designed to show you the progress your child is making toward goals established by the Dover City School District. Letter grades are given for all subject areas.

Grade scale:

A - Excellent	-	92 – 100%
B - Above Average	-	83 – 91%
C - Average	-	74 – 82%
D - Below Average	-	65 – 73%
F - Unsatisfactory	-	0 – 64%

Honor Roll:

At the end of each grading period, we will recognize fifth graders who have achieved honor roll status. Honor roll status will be awarded to those students earning A's and B's in all subjects.

Perfect Attendance:

Students having perfect attendance will receive a certificate of commendation.

2017-2018 Grade Card and Mid-term Distribution Dates:

Mid-terms

September 27, 2017
November 29, 2017
February 14, 2018
April 25, 2018

Report Cards

November 3, 2018
January 19, 2018
March 23, 2018
June 1, 2018

Mid-term Letters:

A mid-term letter will be sent home to parents indicating the current level of performance of their child's work. A phone call may be made to the parents in addition to the form letter. Parents are encouraged to call the school if you wish to arrange a follow-up conference.

Homework:

As a follow-up to classroom instruction, students may be assigned work related to the instruction to be done outside of school hours. Homework is necessary to reinforce and practice concepts taught during the school day. Many times these assignments are started to enable the child to ask for assistance if needed.

Students are sometimes given project work to be researched or constructed at home. Homework time should be scheduled. A quiet spot should be provided for the student to work. Parents are encouraged to review the student work.

Good study habits are essential to a successful school career. To assist the students in establishing good study habits the completion of assignments is required. Consequences for incomplete work will be determined by the school personnel.

Fifth Grade Notebooks:

Each student at the fifth grade level is required to have a three (3) ring binder with 2-1/2" or 3" rings (Dover Avenue prefers 2") in which to carry assignments. Dividers and homework log sheets will be provided by the school. The notebook program is designed to help the students develop proper study habits. The students are required to bring the notebook home daily unless excused by the teacher.

Assignments are to be written on the assignment log sheets and kept in the assignment notebook. Teachers will list all assignments in the classroom for the students to see. This provides the student an opportunity to review their work and also gives the parents an opportunity to observe their child's progress. Teachers may require a parent signature on the notebook periodically during a grading period. Each classroom teacher adjusts the use of the notebook to suit his/her teaching style.

News Publications:

A building newsletter will be emailed to parents at least once a month. The letter will contain information concerning school activities and upcoming events.

The **Dover School Calendar** will be available in the buildings in late August and on Dover Schools' website www.dovertornadoes.com. The calendar lists most of the school system's activities and events.

P.T.G. (Parent-Teacher Group):

The elementary schools have industrious and dynamic parent-teacher groups whose purpose is to promote the welfare of children and youth in the home, school, community. The P.T.G. serves as a support group for the staff and school system. These groups bring to the school family programs with topics of vital, current interest and student participation. The P.T.G. helps in the organization of Grandparents' Day, school musicals, and classroom parties. They conduct projects which benefit the students and their classroom.

The P.T.G. holds a membership drive each fall. Dates and information for meetings and activities are sent home with students as well as those listed on the Dover City Schools' calendar. All parents are welcome to become actively involved in their school's P.T.G. group as it seeks to enhance the welfare of children.

CODE OF STUDENT CONDUCT

Learning Environment:

Discipline is the positive direction of behavior toward established community norms of conduct. It must be based on logical and sensible assumptions about students and varying levels of expectations. Individual judgment, tempered with a respect for the rights of others, should determine the direction that discipline takes.

In Dover we believe that the type of discipline that is most desirable is self-discipline, wherein students learn to control their own behavior. It is a shared responsibility of parents, schools, and community to assist them in attaining this goal. Further, we believe that when self-control and self-discipline fail, forces outside the individual must be utilized to maintain the orderly environment which is most conducive to the teaching-learning relationship. This is a vital factor in assuring that each individual is permitted to reach his own potential for the world beyond the school.

All elementary students are expected to conduct themselves in a manner that enhances safety and promotes an optimal learning environment for all. This type of behavior is expected in all school-related settings from the time the student steps onto the school property, until he/she is released from school supervision, and will continue to be in effect during any school-related functions that extend beyond the normal school day or school setting. Students on school property may be under surveillance.

All school personnel are responsible for the handling of disciplinary problems in the school setting. Teachers and students are responsible for developing classroom behavior guidelines.

The items in this Code are applicable to misconduct by a student that occurs off of property owned or controlled by the District, but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a student that, regardless of where it occurs, is directed at a school district official or employee or the property of such official or employee, and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of

Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code shall apply to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- A. ACTIVITY THAT CHANGES OR ALTERS ANY STUDENT OR STAFF RECORDS: Activity that changes or alters any student or staff records; both written and electronic.
- B. ALCOHOLIC BEVERAGES: Use, possession, concealment, transmitting, or being under the influence of alcoholic beverages.
- C. ALCOHOLIC BEVERAGES OR MIND-ALTERING SUBSTANCES: The use of, possession of, selling, buying, transmitting or being under the influence of alcoholic beverages or mind-altering substances.
- D. ARSON OR ATTEMPTED ARSON OR UNAUTHORIZED USE OF FIRE: Arson or attempted arson and related offenses; unauthorized use of fire.
- E. ASSAULT, ASSAULT AND BATTERY: Assault, assault and battery, or threat thereof to any school personnel, other student, or visitor.
- F. BULLYING: An intentional written, verbal, or physical act directed toward another student; the behavior causes mental, physical, or emotional harm to the other student; prohibited activities include but are not limited to those engaged in via computer and/or electronic communications devices.
- G. BUS MISCONDUCT
- H. CELL PHONES AND OTHER ELECTRONIC DEVICES: Students who bring cell phones or electronic devices are to leave them in their lockers, turned off when entering the building. Violators of this policy are reported to the principal, assistant principal, or his or her designee, who confiscates the device and holds it in his/her office. Confiscated devices are subject to search, which includes the device, battery, all interior hardware, and/or data. School officials may require parents to reclaim the confiscated device, or the device may be retained in the office for an extended period of time. The District assumes no liability if these devices are broken, lost or stolen. At no time are cell phones or electronic devices permitted to be used or turned on in any Dover City Schools' locker room or changing area,

or at any school a team or organization is visiting during an athletic contest or extracurricular event.

- I. CHEATING: Unauthorized use of any information from any source to improve academic performance (plagiarism, cheating, internet sources/access).
- J. CYBER-BULLYING: Abusive behavior including but not limited to taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computers, cellular phones, internet websites, and/or any other electronic device.
- K. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM: Damage, destruction, defacement or vandalism of school property or private property on school premises; (including buses) or at any school. Any damage to school property, even if accidental, may require the student to reimburse the District for damages.
- L. DANGEROUS ORDNANCE: Violation of Dangerous Ordnance Policy and any other policies prohibiting certain conduct.
- M. DETRIMENTAL BEHAVIOR: Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration or as outlined in the student/parent handbook for the building in which the student is enrolled.
- N. DISRUPTION OF SCHOOL: Disruption of school by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
- O. DRESS CODE: Violation of school policies pertaining to dress and appearance.
- P. DRIVING: Driving in an unsafe manner.
- Q. EXTORTION OR ATTEMPTED EXTORTION: The act of extortion from any person on school property.
- R. FAILURE TO PAY TUITION: Failure to pay tuition or other approved charges.
- S. FALSE ALARMS: False alarms, including fire and/or bomb threats, or other terrorist threats or inducing panic.
- T. FALSELY REPORTING INCIDENTS: The act of falsely reporting incidents, making accusations, or giving testimony to school personnel.
- U. FALSIFYING: Falsifying in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- V. FIGHTING INCLUDING IN WRITING OR VERBALLY: This shall include inciting

and/or encouraging others to fight.

- W. FIREARMS: POSSESSION OF A FIREARM AND OTHER ACTS REGARDING FIREARMS PROHIBITED BY BOARD POLICY: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter's gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it. Concealed weapon permit holders may not bring firearms on school property, as per Ohio law.
- X. FIREWORKS, EXPLOSIVES, MATCHES, LIGHTERS OR OTHER SUCH INSTRUMENTS: Possession, use or threatened use of fireworks, explosives, matches, lighters, or other such instruments capable of inflicting bodily injury or disrupting the operation of the schools.
- Y. GAMBLING: Gambling for money, valuables, or gain on school property. Students should not bring playing cards or dice to school.
- Z. GRADUATION CEREMONIES: The Superintendent or Principal may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school.
- AA. HARASSMENT: Making explicit or implicit remarks to another student or group of students including but not limited to comments referencing gender, race, sexual orientation, or religion.
- BB. HAZING AND INTIMIDATION: Subjecting other students to pranks or humiliation causing mental or physical harm, which includes initiations. Prohibited activities include, but are not limited to those engaged in via computer and/or electronic communication devices.
- CC. IMMORAL ACTS: Commission of an immoral act.
- DD. INSUBORDINATION AND/OR DISOBEDIENCE: Insubordination and/or disobedience in refusing to comply with directions of school personnel.
- EE. INTERNET USE: Violation of policies governing internet usage.
- FF. KNIFE: Possession of a knife and other acts regarding knives prohibited by Board Policy.

Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge. Knife does not include scissors, wire cutters, or other similar tools determined by the Superintendent to be necessary in the school setting at a particular building or grade level, if used only for their necessary purpose.

- GG. LEAVING SCHOOL PROPERTY: Leaving school property or assigned area prior to specified dismissal time without official permission.
- HH. LOITERING, LITTERING, OR CAUSING A DISTURBANCE: Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- II. MISCONDUCT TOWARD A DISTRICT OFFICIAL OR EMPLOYEE: Misconduct by a pupil that regardless of where it occurs, is directed at a district official or employee or the property of such official or employee.
- JJ. MISUSE OF SCHOOL PROPERTY: To use equipment, materials, or supplies without permission or in a manner for which the item was not intended.
- KK. NARCOTIC DRUGS OR OTHER CONTROLLED SUBSTANCES: Use, possession, concealment, buying, selling, transmitting, or being under the influence of any narcotic drug or other controlled substance, including but not limited to, marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. This also includes drug paraphernalia.
- LL. PERMANENT EXCLUSION: Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- MM. PLAGIARISM
- NN. PUBLIC DISPLAYS OF AFFECTION ARE PROHIBITED: Public displays of affection are prohibited, including but not limited to kissing, handholding, etc.
- OO. REPEATED OFFENSES OR FLAGRANT VIOLATIONS: Repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.
- PP. SOLICITATION OF NON-SCHOOL SANCTIONED MATERIALS IS PROHIBITED: Students may not post or distribute material without prior permission from the principal or assistant principal.
- QQ. TARDINESS: Repeated tardiness to class or school.
- RR. THEFT: Theft of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities.

- SS. THROWING OF AN OBJECT: Unauthorized throwing of any object including, but not limited to snowballs.
- TT. TOBACCO: A student shall not possess, use, transmit, or conceal any tobacco products on school premises during school activities, on school transportation, or events off school grounds. No student shall smoke on school property or surrounding school properties as described in the Respect for Private Property policy. Holding a lighted or unlighted cigarette is interpreted as smoking. The Ohio Tobacco Law will also be enforced with violators being reported to the police.
- UU. TRUANCY: Truancy from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
- VV. UNAUTHORIZED TOUCHING: Unauthorized touching, includes hitting, grabbing, pushing, pinching, etc.
- WW. USE OF PROFANE, INDECENT, OR OBSCENE LANGUAGE OR MESSAGES: Profane, indecent or obscene language or messages, written or verbal, directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- XX. VIOLATION OF FEDERAL OR STATE STATUTES: Violation of federal or state statutes on school premises involving school activities.
- YY. VIOLATION OF STATE STUDENT MANDATES: Violation of state student mandates, including, but not limited to, required immunizations.
- ZZ. VIOLATION OF TERMS OF SUSPENSION, EXPULSION, OR OTHER FORMS OF DISCIPLINE.
- AAA. WEAPONS: Possession, use, or threatened use of weapons, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

School Property Search:

School personnel reserve the right to search students, their backpacks, their lockers, their desks, and electronic devices when necessary for the maintenance of the educational process or to protect the health, safety, and welfare of other students and school personnel.

Due Process:

Students have a right to due process. Before the punishment, students must be told why they are being disciplined and be given the chance to address the situation. Verbal or physical assault on a school employee, student, or other person on school premises could lead to suspension. The following must be considered:

1. Parents or guardians will be given specific written notice of charges.
2. The student may present evidence in his/her behalf.
3. The student and parents or guardians have a right to an impartial hearing before the principal or superintendent.
4. Parents or guardians will be notified of the suspension within 24 hours.
5. The student may be represented by qualified counsel at a hearing.
6. Parents or guardians may appeal the decision to suspend.

Positive Rewards and Privileges:

To motivate students to behave appropriately and develop self-discipline, the following are examples of positive rewards that may be utilized:

- | | |
|------------------------------|--|
| 1. Movies or videos | 10. Letter from principal |
| 2. Assemblies | 11. Field trips |
| 3. Extra recess | 12. Special luncheons |
| 4. Classroom parties | 13. Awards |
| 5. Field Day | 14. "No Homework" pass (redeemable in class) |
| 6. Special treats | 15. Extra physical education time |
| 7. Fast food coupons | 16. Etc. |
| 8. Discounts at local stores | |
| 9. Positive notes to parents | |

Appropriate Dress:

The Dover City Schools' Board of Education requires students to dress in neat and clean clothing that is in good taste and in good repair. A code which places emphasis on individual responsibility for general good grooming and dress should remain in effect. Anything that is a deterrent to learning is, obviously, not appropriate nor in good taste. Care needs to be taken that outer clothing worn to school is suitable for outdoor play during recess periods as children will be outdoors except when weather conditions prohibit.

1. Hair should be combed in a manner so that it does not cover the eyes and must be clean and well groomed. Hair dyed bright or unusual colors or fashioned in an unusual manner is not acceptable.
2. Tank tops worn alone, and sheer clothing are not permitted. Sleeveless shirts and dresses will be permitted providing they do not expose any undergarments.
3. Shorts will be permitted to be worn in school only during the months of August, September, October, April, May and June. Shorts need to be clean, neat and fit appropriately. School officials will have the final decision in these matters.
4. Bare backs and midriffs are not permitted. Clothing must continue to touch the waistline when arms are raised.

5. Hats may not be worn inside the school building.
6. Proper footwear is required at all times: cleats and flip-flops are prohibited.
7. All pants or shorts should be worn at the appropriate height to stay over the waistline and not be oversized or have the appearance of being oversized.
8. Piercing of the body will be limited to the ear lobe only. Earrings may not dangle due to safety reasons.

THE INTERPRETATION AND JUDGMENT RELATIVE TO THE STUDENT DRESS AND GROOMING CODE RESTS SOLELY WITH SCHOOL OFFICIALS AND IS FINAL.

General School Rules:

The following rules and regulations are established and followed not only in the classroom, but throughout the entire school in an effort to maintain an orderly, safe, and pleasant environment for all students.

1. Follow directions the first time they are given
2. Stay in assigned areas
3. Keep hands, feet and objects to yourself
4. No name calling, teasing or vulgar language
5. Be polite and kind to others

Classroom Rules:

Rules for classrooms will be established by the individual classroom teacher. Students are made aware of these rules and the consequences for choosing not to follow the rules.

School-Wide Consequences (alternatives that may be utilized):

1. Warning
2. Separation from large group, but still in the room
3. Separation from large group, out of the room
4. Loss of recess (or a portion of it)
5. Recess timeout
6. Restricted lunch
7. Lunch hour detention
8. After school detention – transportation home provided by parents
9. Involvement of outside agencies
10. Emergency removal from school
11. Saturday school
12. In school suspension
13. Suspension
14. Expulsion
15. Referral to court

***Severe Clause – any level or levels may be passed due to the severity of the incident.

Cafeteria Guidelines:

Children are asked to follow these cafeteria guidelines.

1. Always walk in the hall and in the cafeteria.
2. Act as if you are in a restaurant, use best manners, and be thoughtful of others.
3. Keep your hands to yourself.
4. Talk softly to the students near you at your table. Conversation should be at classroom level.
5. Keep your food in the space directly in front of you.
6. Please carry your tray carefully. If you have a spill, first tell the cafeteria monitor.
7. If discipline is necessary, the cafeteria monitor will speak to you. Then, if your behavior does not improve, disciplinary action will be taken.
8. Please keep your feet off the table bars.
9. Please clean up the area around you and properly dispose of trash.
10. Quietly leave the cafeteria after being dismissed.

Playground Rules:

1. Walk to and from the playground areas. Do not run on the sidewalk and do not enter the street at any time.
2. Only one activity should be played in an area at any one time. (Example: Do not play kickball and basketball in the same area.)
3. Follow equipment safety rules.
 - A. Swings
 - Sit on swing; do not stand; face the correct direction
 - No twisting or going sideways with swings
 - No climbing poles
 - Only one student on a swing
 - B. Slides
 - Up steps and down slide one at a time
 - Go down in sitting position
 - No walking up sliding board
 - No tag games on or around slide

- C. Climbing Equipment
 - Stay off when the bars or your hands are wet
 - Do not pull or push anyone who is playing on the equipment
 - Do not overcrowd

 - D. See-Saws
 - Hold onto the handlebar
 - No bouncing
 - No backward sitting
 - No sitting on fulcrum bar
 - One person on each end
 - No hand-holding
4. Do not play next to the building in the restricted areas marked with a yellow line.
 5. Students must stay on the blacktop when grass is wet and the grassy area is muddy.
 6. Students may not bring hard balls, metal or wooden bats, toys interpreted as weapons, scooters, skates, or skateboards to school. Expensive toys (ex: hand-held games) are the student's responsibility. The school is not responsible for loss or damage to these items.
 7. None of the following games are permitted.
 - Tackle football
 - Wrestling, boxing
 - Any form of grabbing and tackling
 - There will be NO rough play or horseplay
 8. Tag must be played away from swings, slides, and other equipment. Tag must be played in a safe area only.
 9. Touch football and passing must be played out in the field. No football will be played on the blacktop.
 10. No objects including stones, sticks, acorns and snowballs are to be thrown at any time.
 11. Do not climb fences or trees.
 12. Students must tell the teacher on duty if a ball goes in the alley or street.
 13. Students may not play in stairwells.
 14. Students will not be permitted to come back into the building from the playground except for first aid or emergency lavatory needs after obtaining permission from the teacher on duty.

15. Children who are staying inside because of illness must have a written note from home.
16. When the teacher on duty signals, students line up at their designated areas immediately. When students enter the building there should be classroom silence and this silence should continue as they enter and pass through the hall. Each teacher should meet his/her class as they enter the room.
17. Students are not permitted on the playground before or after school. Students must go home after school before returning to the playground.

Inside Recess Rules:

1. Report directly to your room and sit down.
2. Have something quiet to do.
3. Stay seated.
4. Speak in quiet classroom voices.
5. No throwing of any object.
6. No running, fighting, or name calling.
7. Ask the teacher on duty for permission to use the restroom.
8. Your classroom teacher may set additional rules and you are responsible for abiding by them.

SEXUAL HARASSMENT POLICY

Dover City Schools is committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, illegal and will not be tolerated. Ohio and Federal Laws define sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical contact of a sexual nature. Such offensive behavior includes, but is not limited to, the following:

- A. Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written or physical conduct of a sexual nature, when made by a member of the school staff or a third party to a student or when by any student to another student, constitutes sexual harassment when:
1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education.
 2. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student.
 3. The conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an education program or activity or creates an intimidating, hostile or offensive academic environment.
 4. Sexual harassment, as defined above, may include, but is not limited to, the following:
 - a. Verbal harassment or abuse
 - b. Pressure for sexual activity
 - c. Repeated remarks to a person, with sexual or demeaning implications
 - d. Unwelcome touching
 - e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades

Unwelcome: Conduct is unwelcome if the student did not request it and regarded the conduct as undesirable or offensive.

If a student is subjected to behavior that he/she considers to be harassment of any type, from any person(s), he/she should promptly notify a school counselor, teacher, or administrator. The student should put his/her complaint in writing and an investigation will immediately be made into the matter. The administrator investigating the matter will report back to the student making the charge.

BULLYING POLICY

Dover City Schools is committed to minimizing and preventing bullying. Bullying is defined as an intentional written, verbal, or physical act directed toward another student; the behavior causes mental, physical, or emotional harm to the other student. Another example of bullying is Cyber-Bullying which is abusive behavior including but not limited to taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computer, cellular phones, internet websites, and/or any other electronic device.

If a student is subjected to behavior that he/she considers to be bullying of any type, from any person(s), he/she should promptly notify a school counselor, teacher, or administrator. The student

or parent should put the complaint in writing and an investigation will immediately be made into the matter. The administrator investigating the matter will report back to the student making the charge. Anonymous reports may be made to the building principal or assistant principal.

RESOURCE SERVICES

The Dover Schools offer the following instructional and learning opportunities for the students:

Art:

The art teacher meets with each classroom weekly on a regular schedule. The main goal is to develop aesthetic awareness in the students and to introduce them to various art forms and media. By correlating the art lessons with other student work and the environment, it is the hope of the art teacher to instill in young people the ability and will to seek out a more sensitive, creative and meaningful life.

Vocal Music:

A music teacher meets with each K-5 classroom for two sessions weekly. The study of music is a source of personal satisfaction and is an effective means of self-expression. All students are encouraged to use their voices correctly, to sing with light, free and pleasing tone quality.

Physical Education:

A physical education teacher meets with every K-5 classroom for two sessions weekly. The major goals for this program are to:

1. develop and maintain a suitable level of physical fitness.
2. become competent in management of the body and acquire useful physical skills.
3. acquire a desirable self-concept.
4. enjoy wholesome recreation.

Band/Orchestra:

The fifth grade students may elect to participate in band or orchestra. Additional information and demonstrations will be available in each building. Students are encouraged to try new activities and to give them a fair trial period before they make any decision to discontinue the activity.

Students will be permitted to drop band or orchestra only if ALL the following are done:

1. A written request must come from the parent.
2. The drop must occur at the end of a grading period.
3. A conference has been held with the music instructor.
4. The principal must approve ALL drops.

Band is a graded subject; therefore, a student must complete a grading period before dropping. No final yearly grade will be issued if a student drops band.

DISTRICT POLICY AND PLAN FOR THE IDENTIFICATION OF CHILDREN WHO ARE GIFTED

Information for Parents

Definition

"Gifted" means students who perform or show potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment and who are identified under division (A), (B), (C), or (D) of section 3324.03 of the Revised Code.

Screening and Assessing

The District uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior cognitive ability, specific academic ability, creativity, and visual and/or performing arts.

STAGE I:

Pre-Assessment

The pre-assessment part of the process involves gathering student data from a variety of sources including teacher, parent, and peer nominations, grades, portfolios, observations, review of student records, and outstanding products or performances, etc. All students are involved in the pre-assessment pool.

By using the pre-assessment process, the district ensures equal access to screening and further assessment by all district children, including culturally or linguistically diverse children, children from low socioeconomic backgrounds, children with disabilities, and children for whom English is a second language.

STAGE II:

Assessment for Screening

The screening stage examines the data gathered from the pre-assessment stage and determines if additional assessment is necessary.

In making decisions about additional assessment, existing test data for students is not the sole determining criteria. School personnel examine all available information about a student to determine if an evidence of possible giftedness exists for that student and conduct necessary additional assessment.

District-determined cut-off scores, to move students from the screening stage to the assessment stage, are lower than the scores necessary for identification. Parents must be notified within 30 days of the results of screening.

STAGE III:

Assessment for Identification

Assessment strategies provide additional data necessary for an identification decision and the delivery of services. Strategies for additional assessment include the individual and group testing

requirements of Sections 3324.01 – 3324.07 of the Ohio Revised Code; and as described in the district’s approved Identification Plan.

Once additional assessment has been completed, the data obtained throughout the stages of identification are evaluated, the identification decision is made and the student's educational needs are determined.

Referral

The District ensures there are ample and appropriate scheduling procedures for assessments and reassessment using:

- Group tests;
- Individual-administered tests;
- Audition, performance;
- Display of work;
- Exhibition; and
- Checklists.

Children may be referred on an ongoing basis, based on the following:

- Child request (self-referral);
- Teacher recommendation;
- Parent/Guardian request;
- Child referral of peer; and
- Other (e.g., psychologist, community members, principal, gifted coordinator, etc.)

Upon receipt of a referral, the district will:

- Follow the process as outlined in this brochure; and
- Notify parents of results of screening or assessment and identification.

The District shall provide at least two opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children.

General

The District accepts scores on assessment instruments approved for use by the Ohio Department of Education provided by other school districts and/or trained personnel outside the school district.

Transfer

The District ensures that any child transferring into the district will be assessed within 90 days of the transfer at the request of the parent. Parents shall contact the building principal.

Services

The District ensures equal opportunity for all district students identified as gifted to receive services offered by the District.

Written Education Plans

Each child who participates in the TAG program will have, on file, a Written Education Plan (WEP). Parents will meet with the TAG teacher at the fall conference where goals will be

established for the student. These goals may include, but are not limited to:

- interests and learning styles
- academic and social/emotional functioning
- student progress measures
- content knowledge
- specific academic goals in content areas

Teachers and parents may meet again at the spring conference to follow-up on the goals that were set for the student. At the spring conference, goals may be discussed for the following school year. The TAG program at Dover City Schools is taught by Gifted Intervention Specialists who will be responsible for the service delivery. Parents will be provided a copy of the WEP after each conference.

Parents of middle school and high school students taking advanced coursework will be provided a copy of their child's WEP.

Withdrawal

If at any time, a student wishes to withdraw from gifted programs or services, the request should be written by the parent or child to the building administrator. If children request to withdraw, parents will be notified.

Appeal Procedure

An appeal by the parent is the reconsideration of the results of any part of the identification process which would include:

- Screening procedure or assessment instrument (which results in identification);
- The scheduling of children for assessment;
- The placement of a student in any program; and
- Receipt of services.

Parents should submit a letter to the superintendent or designee outlining the nature of the concern.

The superintendent or designee will convene a meeting with the parent/guardian, which may include other school personnel.

The superintendent or designee will issue a written final decision within 30 days of the appeal. This written notice should include the reason for the decision(s).

If you have questions, please call your building principal or Karie McCrate at 330-364-1906.

ASSESSMENT INSTRUMENTS USED BY THE DISTRICT FOR GIFTED IDENTIFICATION

Information for Parents

The district uses the following assessment instruments for screening and identification. The screening criteria is included. For identification, see the additional brochure, *Identification of Children Who are Gifted: Excerpts from HB 282*.

Superior Cognitive Ability

(See tests in Specific Academic Ability also)

- ACT Assessment Program
 - Screening Criteria 94th percentile
 - Identification Criteria 95th percentile
- Otis-Lennon School Ability Test, 8th Ed.
 - Screening Criteria 125
 - Identification Criteria 126
- Stanford Achievement Test Series, 9th or 10th Edition
 - Screening Criteria 94th percentile
 - Identification Criteria 95th percentile
- Stanford – Binet Intelligence Scales, 5th Edition
 - Screening Criteria 126
 - Identification Criteria 127
- Universal Nonverbal Intelligence Test (UNIT)
 - Screening Criteria 125
 - Identification Criteria 126
- Wechsler Intelligence Scale for Children, 4th Ed (WISC IV)
 - Screening Criteria 126
 - Identification Criteria 127
- Woodcock-Johnson III, (WJIII)
 - Screening Criteria 126
 - Identification Criteria 127

Specific Academic Ability

- ACT Assessment Program (AAP)
 - Screening Criteria 94th percentile
 - Identification Criteria 95th percentile
- Stanford Achievement Tests Series, 10th Ed.
 - Screening Criteria 94th percentile
 - Identification Criteria 95th percentile
- Woodcock-Johnson-Revised Test of Cognitive Ability
 - Cognitive Battery
 - Screening Criteria 94th percentile
 - Identification Criteria 95th percentile
 - Form A, Achievement Battery

- Screening Criteria 94th percentile
 - Identification Criteria 95th percentile
- Measures of Academic Progress (MAP)
 - Common Core State Standards Alignment, Survey with Goals, Reading and Math only, grades 2-12
 - Screening Criteria 94th percentile
 - Identification Criteria 95th percentile
- Measures of Academic Progress for Primary Grades
 - Common Core State Standards Alignment, complete Reading and Math, Grades K-1 only
 - Screening Criteria 94th percentile
 - Identification Criteria 95th percentile

Creative Thinking Ability

- Gifted and Talented Evaluation Scale (GATES), Creative Thinking: Section 4, Items #21-30
 - Screening Criteria 82
 - Identification Criteria 83
- Otis-Lennon School Ability Test, 7th or 8th Ed.
 - Screening Criteria SAI – 109 or higher
 - Identification Criteria SAI – 110 or higher
- Scales for Rating the Behavior Characteristics of Superior Students-Creativity 1997 Version (Creativity Part II)
 - Screening Criteria 50
 - Identification Criteria 51
- Wechsler Intelligence Scale for Children, 4th Ed. (WISC IV)
 - Screening Criteria Intelligence Quotient – 111 or higher
 - Identification Criteria Intelligence Quotient – 112 or higher

Visual and/or Performing Arts Ability

- ODE Rubrics for Scoring Performance Rubric, Forms A & B
 - Screening Criteria Visual Art 20, Drama 19, Music 17, Dance 25
 - Identification Criteria Visual Art 21, Drama 20, Music 18, Dance 26
- Gifted and Talented Evaluation Scale (GATES)
 - Visual Art, Drama, Music, Dance
 - Screening Criteria 77
 - Identification Criteria 78
- Scales for Rating the Behavior Characteristics of Superior Students
 - Screening Criteria Visual Art 52, Drama 47, Music 33
 - Identification Criteria Visual Art 53, Drama 48, Music 34

If you have questions, please call your building principal or Karie McCrate at 364-1906.

COMPUTERS

Computer labs are available in each of the K-5 buildings. Each regular classroom also has computers. Students will be given specific grade appropriate instruction at each level as outlined in the course of study. Program objectives include introducing the students to the use of the computer and enhancing learning and motivation through computer assisted instruction.

Technology Acceptable Use Policy (AUP) for Dover City School Students

The Dover City School District is pleased to offer students access to technologies such as computers, computer networks, online student records, interactive video, the internet, digital storage, multimedia, streaming media, voice technologies, and others. The technologies of the School District are intended for educational uses and school related communications. The District also allows students in grades 6-12 to bring their own technology to school for educational uses. The requirements for using personal devices are outlined in the District's Bring Your Own Technology Policy. General school rules for behavior apply. The intent of the Acceptable Use Policy (AUP) is to make clear certain issues and not to enumerate all such possible uses. The administration may at any time make determinations that particular uses are or are not consistent with the purpose of the School District.

The School District reserves the right to monitor, copy, review and store at any time and without prior notice any and all usage of all computers, networks, internet access, electronic messaging, email and all other technologies. Any and all information that is transmitted or received in connection with any technology usage shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

Student Accounts

A student account has a unique username and password. These accounts have unique names and are assigned to unique students.. They allow the user to access the internet, email, his/her home directory and other network resources.

Acceptable and Unacceptable Uses

- 1) Do not divulge your password to anyone. No other person may use your single user student account. If a user suspects that a password is not secure, he or she must inform the technology department so his/her password can be reset. Any improper use of your account, even if you are not the user, is your responsibility.
- 2) Do not divulge personal information while using the internet. This includes full name, address, phone number, or any information which would specifically identify you. Be aware that information that is given by others in chat room and social networking sites is not necessarily true or accurate.
- 3) Students are required to disclose to a teacher or administrator any item that you encounter that is inappropriate, makes you uncomfortable, or is an offer to meet with you.

- 4) Under our student code of conduct, students are held accountable for web pages and/or posts they create off school grounds and/or school time that cause a disruption to the school process or violates other handbook policies. Students are not to engage in cyberbullying. You are to report to a teacher or administrator if you feel you are a victim of cyberbullying.
- 5) Internet sites and data that are prohibited by the Children's Internet Protection Act or are deemed inappropriate by the administration will be blocked or filtered. Students are not permitted to bypass or disable the filters on district-owned or personal devices. Any attempt to bypass or disable the filters or to find information on how to bypass or disable the filters is a violation of the AUP and is subject to disciplinary action.
- 6) Do not attempt to gain unauthorized access to computers or other technologies. Students shall not take any action which would compromise the security of any computer, network, messaging system, or other technology. This would include the disabling of any security features. Any attempt to bypass any security feature is a violation of the AUP and is subject to appropriate disciplinary action. Any attempt to search for information that would allow a user to bypass security features is a violation of the AUP and is subject to appropriate disciplinary action. Users shall not attempt to discover security problems as these actions may be construed as an illegal attempt to gain access.
- 7) Materials which are not in line with the rules of school behavior are not permitted to be accessed. Do not create, view, send, save or display offensive, abusive, obscene, pornographic, vulgar, racially derogatory, inflammatory, threatening, harassing, discriminatory, or disrespectful messages, information or pictures.
- 8) Users must obey copyright laws. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright is a violation of copyright laws. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- 9) Do not use school technologies for personal commercial transactions or for political lobbying/fundraising without administrative approval.
- 10) Students are to remain within allocated disk space. Do not waste technology resources such as bandwidth, printer supplies or disk space
- 11) Students may NOT download or install software (including shareware or freeware) to any computer without approval from the technology department. Students shall not take any actions which may adversely affect the integrity, functionality, or reliability of any technology for example, the installation of hardware or software not authorized by the technology department or using excessive bandwidth.
- 12) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.

- 13) Students may not use any district-owned technology without adult supervision.
- 14) All users must abide by rules of common courtesy for email communications, including not using inappropriate language such as: swearing, vulgarities, or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory, threatening, or bullying. Reading, deleting, copying, using or modifying other users email without their permission is prohibited.
- 15) Students shall report to the teacher or appropriate administrator any actions which would violate the security or integrity of any computer, network, messaging system, or other technology, or that violates this AUP whenever such actions become known to them.
- 16) By accepting access to the network, you understand and agree that the School District, any involved information technology centers, and any third-party vendors make no warranties of any kind, either expressed or implied, in connection with provision of access to or the use of the network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student or employee arising out of that user's use of and/or inability to use the network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.
- 17) This AUP is in place whether the student is using school equipment or a personal device.

Violations

A violation of any rules set forth in this policy may result in revoking technology privileges, or other appropriate disciplinary actions which may include confiscation of the device. Dover City Schools reserves the right to take legal action, if warranted, for misuse and violations of technology policies.

Policy for Displaying Student Information on the Web Page

The unauthorized disclosure, use and dissemination of personal identification information regarding minors is strictly prohibited. The following information may be posted on the school's web page at the discretion of the School District:

- A digitized version of a student's project
- Building that a student attends
- Name and/or description of the student's project or award
- Grade and/or program (11th grade basketball, English 10, etc.) and/or year of graduation
- Student's name and/or picture

Internet Access

Families should be aware that some material accessible via the internet might contain items that are

illegal, defamatory, inaccurate, or offensive. Special filtering programs are used to help prevent students from accessing inappropriate materials. Students are also monitored in classrooms, offices, libraries and labs where they have internet access. While the purposes of the school are to use internet resources for constructive educational goals, students may find ways around the filters to access inappropriate materials.

We believe that the benefits to students from access to the internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not their child should have internet access. **If you do not want your child to use the internet, please send a letter to the principal.**

PUPIL SERVICES

A variety of individual services are available to eligible students within Dover City Schools.

Speech and Language Program:

All kindergarten students, as well as new students to the district, are screened by the speech therapists. Referrals may also be made by teachers or parents. For a student to be eligible for speech services, they must demonstrate a communication disorder such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance.

School Psychologist:

The basic objective of a school psychologist is to help increase the efficiency of the learning environment so students will grow and mature into adults who can function more comfortably and efficiently with themselves, other people, and their world. The psychologist makes diagnostic studies of students and their environment. He/She evaluates areas such as mental ability, academic skills, social functioning, emotional stability, behavior patterns and work-study habits. Information is shared both with the parents and school personnel. Referrals to the psychologist are made through the school principal or teacher.

School Nurse:

The services of system-wide full time nurses are available to the students, staff and parents. The nurse plays an important role in the educational program and the child's personal health. The Parent's Guide to the School Health Program outlines the health program in detail.

Special Education Services:

Students are eligible to receive special education and related services if they have been determined to have a disability that adversely affects their educational performance, beginning at their third birthday. Teachers and parents must refer the students to the school's Intervention Assistance Team for remediation and intervention before any testing can occur.

Services are provided in a variety of settings, from the regular classroom to resource room, and are taught by specially trained teachers depending on each child's needs.

Related services of speech therapy, occupational and physical therapy, audiological services, adapted physical education, and low vision services are also provided to eligible students. Specific eligibility requirements are available by contacting the principal of each school or the Director of Special Education.

Teacher Qualifications:

Parents may request, and the District will provide on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including the following:

- licensing for grade level and subject
- emergency or provisional status
- B.A. major or graduate degrees
- whether the child is provided services by paraprofessionals

Preschool:

There is one integrated preschool program, located at South Elementary School, which serves students ages 3-5. For more information regarding this program, contact South Elementary School at 330-364-7111.

Child Abuse:

Any person employed by the public school system is required by law to report any suspected child abuse to the Department of Human Services.

Public Gym Usage:

Beginning in October or November and extending until the end of March, the Dover Board of Education makes available to Dover residents the use of all gymnasiums during evening hours. On Saturdays and Sundays they may be used on a rental basis. Dover school families or groups which are primarily Dover residents may sign up for one or two hours a week at the elementary buildings.

Volunteers:

There are many opportunities in the schools for parents and community members to share their

experiences and knowledge with the students. The curriculum covers a wide variety of topics in the educational program from kindergarten through graduation.

Students also need personal contact to grow socially, emotionally, and mentally. Volunteers provide an extra pair of hands to assist with research projects.

Media centers and computers are examples of other areas where volunteers may assist the students in their learning. Persons interested in doing volunteer work should contact the building principals.

SUGGESTIONS FOR PARENTS

1. Take time to talk with your child concerning his/her feelings, experiences and achievements. Listen to your child. Teach him/her to listen to others.
2. Start your child to school right by seeing that he/she has a good night's rest, a good leisurely breakfast, and is dressed according to the weather before he/she leaves for school.
3. Avoid conflicts at home. Do not talk about your child or the things he/she does when he/she is present.
4. Avoid excessive TV viewing by providing your child with a variety of hands-on learning experiences related to the world around him/her.
5. Avoid negative talk about other students and teachers in the presence of your child. Help your child to adjust to different personalities and respect the rights of and differences in others.
6. Arrange a conference with your child's teacher immediately when you are concerned, withholding snap judgments until you are well aware of all the facts. A child's self-confidence can be destroyed when he/she senses anxious concern or disapproval in his/her parents.
7. Remember, parents can best help children grow by setting a good example and by providing them with love, understanding, and secure guidance. Children are not small adults. They do not think, feel or react as grown-up people do. At all levels we find our children are very mature one day and very immature the next. This is part of growing up. Remember that as we lead, they will follow.
8. Believe in your child – never lose faith in him/her. Honor and respect him/her; he/she will do the same to you. Guide your child to develop into a self-sufficient person – you cannot do it for him/her. You serve him/her best as you help him/her acquire a feeling of security as a loyal, contributing member of his/her group who is able to lead as well as follow intelligently.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("adult students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the District's receipt of a request for access.

Parents or students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or student of the time and place where the records may be inspected.

(2) The right to request amendment of the student's education records that the parent or adult student believes are inaccurate or misleading.

Parents or adult students may ask the Dover City School District (the "District") to amend a record that 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 adult student, the District will notify the parent or adult student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or adult 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 administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District's Board of Education; 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 educational records without consent to officials of another school district in which a student seeks 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 is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, D.C. 20202-4605

The Protection of Pupil Rights Amendments (PPRA) provide parents the right to review student surveys, curriculum, or evaluation materials. Please contact your building principal if you have any questions regarding these materials.

NOTICE OF DESIGNATION OF DIRECTORY INFORMATION

The District has designated certain information contained in the education records of its students as "directory information" for purposes of FERPA.

If you sign and return the "Refusal to Release Directory Information" form for your child, Dover City Schools is **NOT** permitted to give out the following information, except where the school system is permitted by law to do so.

- name;
- address;
- telephone number;
- date and place of birth;
- major field of study;
- photographs of the student;
- participation in official recognized activities and sports;
- weight and height of members of athletic teams;
- dates of attendance at the district;
- date of graduation;
- diploma awarded;
- most previous educational agency or institution attended;
- honors and awards; or
- any other information which would not generally be considered harmful or an invasion of privacy if discussed.

In addition, the school releases student's name, address, and telephone number to military recruiters.

If you sign the Refusal to Release Directory Information form, Dover City Schools cannot give information about your child to any of the following or place information regarding your child on or in any of the following unless you provide additional written, dated and signed consent:

school newsletter	athletic programs
yearbook	team pictures
school website	club pictures
perfect attendance list	class t-shirts
athletic rosters	parents' night
music programs	graduation program
building student directories	play programs
elementary class pictures	scholarship information
student recommendation letters	student awards (month, subject area)

bus routes
class lists on school doors
web page
grade 5 t-shirts (5th graders sign names
on shirts)
awards
yearbook
invitations
radio

honor roll lists
student projects on display in the building
birthdays posted with student name
class picture
Times Reporter or other newspaper
Valentine's Day cards
Boy/Girl Scouts
television

*Please note that the above list cites examples and is not all inclusive.

Any parent or student refusing to have any or all of the designated Directory Information disclosed must provide written notification to this effect by filling out the form below and filing it with the Central Office located at **Dover City Schools' Administration Building, Attention: Assistant Superintendent, 219 W. Sixth Street, Dover, OH 44622.**

In the event a refusal is not filed, the District will deem that neither the parent of a student nor an adult student objects to the release of the Directory Information designated.

REFUSAL TO RELEASE DIRECTORY INFORMATION FOR 2017-2018 SCHOOL YEAR

Child's Name _____
(Please print)

Parent(s) Name _____
(Please print)

Parent Signature _____

Date _____ School _____

A. _____ I **REFUSE** to permit the District to disclose any Directory Information regarding the above-listed student without my prior consent, except as otherwise permitted by federal and state law.

B. _____ The District may disclose only certain types of Directory Information about my child. (For example, you can permit the District to disclose all types of Directory Information except for your phone number, or you could permit the District to just disclose your child's name.) **Please specify your wishes below.**

C. _____ FOR GRADES 11 AND 12 ONLY. I do not want my child's name, address, and telephone number released to military recruiters.

D. _____ The District may only release the following types of Directory Information to the following person(s) for the following reasons. (For example, you can permit the District to disclose Directory Information only to the newspaper for publication of the honor roll. Or, you could choose to permit the District to release all types of Directory Information as permitted by law, except onto the District's website.) **Please specify your wishes below.**

Person to whom Directory Information can be disclosed:	Reason for Release:
_____	_____
_____	_____

ONLY return this form if you are requesting refusal of Directory Information by **September 1, 2017**, so we can best carry out your wishes with respect to the disclosure of Directory Information about your child for the 2017-2018 school year.

If you have any questions regarding this, call your building principal or assistant superintendent, Karie McCrate.