



DOVER HIGH SCHOOL  
520 NORTH WALNUT STREET  
DOVER, OHIO 44622



2011-2012

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Adviser: \_\_\_\_\_

**FIRST SEMESTER SCHEDULE:**

Period 1: \_\_\_\_\_

Period 2: \_\_\_\_\_

Period 3: \_\_\_\_\_

Period 4: \_\_\_\_\_

Period 5: \_\_\_\_\_

Period 6: \_\_\_\_\_

Period 7: \_\_\_\_\_

**SECOND SEMESTER SCHEDULE:**

Period 1: \_\_\_\_\_

Period 2: \_\_\_\_\_

Period 3: \_\_\_\_\_

Period 4: \_\_\_\_\_

Period 5: \_\_\_\_\_

Period 6: \_\_\_\_\_

Period 7: \_\_\_\_\_

### QUICK-REFERENCE CALENDAR

August 24 .....	First Day of School
August 30 .....	School Pictures
September 5.....	Labor Day-No School
September 30 .....	Midterms
September 30 .....	Senior Big Picture
October 1 .....	Homecoming Dance
October 12.....	PSAT (juniors)
October 19.....	PLAN (sophomores)
October 24-28.....	OGT (grades 11 and 12)
October 28.....	End of First Quarter
October 28.....	Dover-Phila Game
November 10, 15 .....	Parent-Teacher Visitations
November 23, 24, 25 .....	Thanksgiving Recess
December 9 .....	Midterms
December 22 – January 2 .....	Christmas Recess
January 12.....	End of First Semester
February 9, 14 .....	Parent-Teacher Visitations
February 24 .....	Midterms
March 12-16 .....	OGT (grades 10-12)
March 22.....	End of Third Quarter
April 2-9 .....	Spring Recess
April 13 .....	National Honor Society Tapping
April 17 .....	National Honor Society Induction
May 4.....	Midterms
May 8.....	Awards Ceremony
May 19.....	Prom
May 21.....	Senior Trip
May 25.....	Commencement
May 31.....	Last Day of School for Students

**Additional times and dates are included with the agenda.  
Athletic events are Varsity only and are subject to change.**

**DOVER HIGH SCHOOL  
2011-2012**

**ADMINISTRATION**

BOB HAMM, SUPERINTENDENT  
CARLA BIRNEY, ASSISTANT SUPERINTENDENT  
KARIE McCRATE, PRINCIPAL  
JACK EDWARDS, ASSISTANT PRINCIPAL

**BOARD OF EDUCATION**

RANDY LONGACHER, PRESIDENT  
STEVE MASTIN, VICE PRESIDENT  
SHAUN IMMEL  
JEANNINE KENNEDY  
DOUG PETERMAN

**TELEPHONE DIRECTORY**

Assistant Superintendent's Office 364-7104  
Athletic Office 364-7143  
Attendance Office 364-7147  
Buckeye Career Center 339-2288  
Bus Coordinator 364-7109  
Communications/Media Center 364-7135  
Dean of Students/Attendance 602-2563  
High School Assistant Principal 364-7147  
High School Attendance Office 364-7147  
High School Guidance Office 364-7144  
High School Library 364-7140  
High School Music Department 364-7134  
High School Principal 364-7148  
Kent State University Tuscarawas 339-3391  
Student Services/Clinic 364-7124  
Superintendent's Office 364-1906  
Tuscarawas-Carroll-Harrison ESC 308-9939

Athletic Department Fax 364-1976  
High School Fax 364-7142

**Dover City Schools Webpage:**

[www.dovertornadoes.com](http://www.dovertornadoes.com)

## TABLE OF CONTENTS

Absentee Reporting .....	10
Add-On Point Values .....	58
Announcements .....	46
Assemblies.....	46
Assembly Conduct.....	46
Attendance .....	9
Auditorium Reservations.....	46
Building Hours .....	47
Building Use .....	50
Bulletin Boards.....	47
Buses .....	47
Cafeteria and Halls .....	27
Camps and Conferences .....	47
Chaperone Requirements.....	47
Class Schedule.....	57
Code of Student Conduct .....	18
College Visitations .....	11
Commencement .....	45
Dances .....	47
Deliveries/Messages.....	47
Directory Information .....	68
Disciplinary Procedures.....	22
Dress Code .....	15
Emergency Medical Authorizations .....	48
Excessive Absences.....	11
Extracurricular Activity Policy.....	30
FERPA Rights.....	67
Final Exam Schedule.....	64-66
Fire Drills.....	61
Friday Afternoon School Detention.....	23
Fund Raising.....	48
Gifted Student Identification .....	53
Grade Cards .....	57
Grade Point Average (GPA) .....	57
Grading Policy.....	56
Gymnasium Use .....	48
Honors and Awards .....	59
House Bill 204.....	25
House Bill 421.....	25
Immunizations.....	39
Incomplete Grades .....	57
Illnesses and Injuries .....	48

Lab Fees .....	48
Late Arrival to School.....	12
Library Media Center .....	44
Locker Decorating Guidelines.....	51
Lunchtime Detention .....	22
Medications.....	36
Ohio Graduation Test (OGT) .....	55
Parking Rules and Regulations .....	26
Physical Education .....	13
Pre-Approved Absence.....	13
Prom .....	49
Promotion and Retention .....	53
Refusal to Release Directory Information.....	68
Respect for Private Property .....	29
Scheduling .....	57
School Property Search.....	27
Security Cameras .....	49
Semester Exam Schedule.....	64
Senior Final Exam Schedule.....	65
Sexual Harassment Policy.....	27
Signing Out .....	14
Social Functions .....	49
Student Insurance .....	49
Study Hall Regulations .....	49
Suspensions .....	24
Technology Policy.....	40
Telephones .....	49
Test Make-ups .....	14
Testing Schedule .....	52
Textbooks .....	50
“Top Twenty” Students .....	60
Tornado Drills .....	63
Valedictorian/Salutatorian.....	60
Vision and Philosophy .....	6
Visitors .....	51
Web Page Information.....	42
Work Permits .....	51

## **DOVER CITY SCHOOLS**

### **DISTRICT VISION**

*Dover Schools... Addressing Tomorrow's Challenges Today*

### **DISTRICT 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.

### **DOVER HIGH SCHOOL** **MISSION STATEMENT**

To best provide for the future of all our students, we pledge ourselves to providing an environment wherein each student feels safe to fully develop his or her talents, skills, knowledge, and sense of responsibility.

This mission of Dover High School will inspire the students of today to become the leaders of tomorrow!

### **DOVER HIGH SCHOOL** **Title I Section IV**

Dover High School takes great pride in the qualifications of the teachers and paraprofessionals employed by the district. Parents may request teachers' qualifications:

- Licensing for grade level and subject
- Emergency or provisional status
- B.A. major or graduate degrees
- Whether child is provided services by paraprofessionals

**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 PHILOSOPHY OF DOVER HIGH SCHOOL**

**DOVER HIGH SCHOOL** strives to develop and guide the native ability of all students into channels which will properly develop the individual's mental, moral, physical, social, and emotional adjustment, and citizenship development.

Specifically, we recognize six fundamental facets in the life of each individual student. It is our purpose to guide and develop students in those ways:

### **MENTAL**

1. Promote the effective use of the basic skills of reading and comprehension, as well as the higher cognitive processes of syntheses, analysis, and evaluation, mathematical computation, writing skills, listening skills, speaking skills, computer literacy, and analysis of graphs, charts and diagrams.
2. Develop the ability to use knowledge to think logically, judge fairly, and think critically about personal and group problems.

### **MORAL**

1. Create a wholesome consciousness of the spiritual and aesthetic values of all human activities and accomplishments.
2. Develop a desire to look for the best solution to every problem.
3. Develop a moral courage and character.

### **PHYSICAL**

1. Stress that good health is basic to well being.
2. Develop interests and skills that students can pursue in later life.
3. Direct students into physical activities which will encourage group participation and competition.
4. Encourage pupils to develop analytical thought processes that will enable them to have the personal knowledge and will-power to resist substance abuse and acts harmful to their physical well being.

### **SOCIAL**

1. Create the feeling in students that they are a part of a social group, and as such, they have a definite contribution to make to its well being.
2. Develop a wholesome respect for the traditions and customs in each other's background and heritage.

### **EMOTIONAL**

1. Strive for balance and moderation in all desirable traits.
2. Encourage students to develop basic ideals to which they can cling in time of stress.

### **CITIZENSHIP**

1. Encourage students to exercise good citizenship in and around the school.
2. Promote respect and tolerance for other's property and well-being.
3. Develop and encourage participation in school and community activities.
4. Acquire an understanding of each individual's interrelatedness to humankind and one's responsibility to our past, present and future so as to acquire a belief that one person can make a difference.
5. Acquire a willingness to become an active participant in the local, state, national, and international arena.
6. Foster the development of an appreciation for our national heritage.
7. Help the student develop a sense of personal integrity, pride, and self-worth and to accept responsibility for his/her own actions and development.

In general, Dover High School accepts its students as they are and endeavors to influence them individually to grow normally into respected and useful citizens and be happy in the process.

## 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 any 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.

## ABSENCES AND ATTENDANCE

**Absences and Attendance.** The entire educational process requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the optimum educational benefits for each individual student. Regular contact of pupils with one another in the classroom and their participation in well planned activities include group discussions, lectures, dialogue with others, quizzes and tests, field trips, guest speakers, and audio-visual media. Regular attendance is essential to success in school since discussions and work done in class can never be fully recovered. Regular and punctual attendance is expected of all Dover High School students. When in attendance, students are expected to be in all classes and study halls. Attendance and promptness to school is the responsibility of each student and his/her parent/guardian. It is also the responsibility of each student and parent/guardian to use discretion in scheduling planned absences and early dismissals from school. School officials are obligated to assist students in becoming dependable, disciplined citizens and workers. Establishing good attendance habits is an important aspect of the citizenship development.

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 High School 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). Notes not on stationery may be verified prior to excusing the absence.
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 employment, oversleeping, missing the bus, car trouble of any kind, running non-emergency errands, shopping, out-of-school suspension)

**Absence and After-School Activities** Students who are absent due to illness or truancy the last half of a school day (periods 5-7) may not participate in any school activities or extracurricular events held after the school day is over.

**Absentee Reporting:** Parents are responsible for informing the school of his/her child's absence and reason for the absence between 7:00 a.m. and 8:30 a.m. on the day of the absence. The attendance office phone number is 330-364-7147. A written excuse is still required when the student returns to school. Notes from home that include the dates missed and a parent signature are required to excuse an absence, and are to be taken to the concession stand located in the gym lobby prior to the start of first period.

Upon receiving the absence list for the day, the Attendance Office will telephone all parents who have not notified the school of their child's absence; therefore, parents/guardians shall provide the school with their current home and/or work telephone numbers as well as emergency telephone numbers. By law, (Missing Child Bill), the primary purpose of this contact is to insure that the parent is aware of the student's absence from school.

After being absent for part of a school day or if a student arrives late, he/she must report to the Attendance Office before reporting to class to sign in on the attendance sheet. Students not providing a note to verify an absence within three (3) school days will have the absence deemed unexcused and no credit will be issued for the work missed. Eighteen-year-old students living at home are required to have a note from a parent.

With the exception of Pre-Approved Absences, students will have the same number of days missed to complete assignments/tests missed due to an absence. Example: If a student misses 2 school days, the student must complete all missing work on the third school day back to school. **It is the student's responsibility to meet with all their teachers to secure missing assignments and re-schedule missed quizzes and tests**

**Arrival to School after the start of first period**

1. Students must check into the attendance office immediately upon entering the building.
2. A pass with time noted is given to the student for admittance to class.
3. Failure to check into the attendance office upon arrival will result in a detention.
4. Repeatedly failing to check into the attendance office upon arrival to school will be handled by an administrator.
5. If a student brings a written excuse from his/her parent/guardian and presents it to the attendance office as the student signs-in, a determination will be made on the same guidelines as attendance as to whether the tardy is excused or unexcused. Students will be assigned a minimum of one detention starting with the second unexcused tardy per quarter.
6. Any student arriving late to school regardless of the time will be considered tardy. Students sent to the attendance office for failing to have an admit slip will be considered tardy.
7. Students who are persistently tardy to school may be required to present a medical excuse on the provider's stationery to excuse the tardiness.

**College Visitations:**

Students who are interested in visiting colleges are encouraged to do so on Saturdays and during vacation. Since this is sometimes impossible:

1. A written request by the parent/guardian must be submitted to the attendance office in order to receive a pre-approved absence form.
2. A pre-approved absence form from the Attendance Office must be secured two days prior to the scheduled college visit.
3. A college official must verify on that college's stationery that a college visit has been successfully completed.

***Failure to comply with above rules may result in an unexcused absence.***

**18-Year-Old Students:** Any student 18 or over can be withdrawn from school for poor attendance.

**Excessive Absences:** There is a positive correlation between a child's attendance and achievement. Class attendance is important because it is not possible to make up totally that which is missed. Each classroom experience is an important part of the child's education.

The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and the regulations of Dover High School.

1. A student who misses six (6) days of school per year, excused or unexcused, is considered alarming and will result in a letter being sent home.
2. A student who misses twelve (12) days of school per year, excused or unexcused, is considered truant and charges may be filed. A student of compulsory school age who is habitually truant will also be reported to the registrar of motor vehicles for removal of driving privileges.

The only exceptions to this rule are:

1. Hospitalization for an extended period of time.
2. Epidemic-quarantine called for by a physician.

3. School sponsored activities, trips, testing, or pre-approved college days. ***College Days are limited to junior and senior students only with a maximum of 4 days per year. A pre-approved absence form must be completed and returned to the attendance office.*** If both of these criteria are met, the day will be recorded as a field trip, rather than an absence. A college official must verify on the college's stationery that an official visit took place.
4. Any situation or emergency as declared by the school administration.
5. Medical/Legal-Court/Counseling appointments documented on the provider's stationery.

It is extremely important that students and parents realize and understand that absences mentioned in the attendance policy are not to be considered as "approved days" for absence.

**General Guidelines:**

**Absences: What constitutes an absence?**

- A. Absences may include the reasons cited earlier under "Those reasons acceptable by the State of Ohio and Dover High School."
- B. Students must be in class more than half a period or they will be considered absent for the period. The teacher will keep the official record in the classroom.
- C. Pre-approved absences are considered absent days when determining the total number of days absent from class for any period of time, with the exception of those listed in this policy.
- D. Late arrivals (to school) and permitted leaves are considered absent periods/days when determining the total number of periods/days absent from class, with the exception of those listed in this policy. (Students, including those 18 or over, will not be given permission to leave during the school day without parents' or guardians' consent.)

Note: School related activities or functions are not counted as an absence from class. Examples might include calls to the office, assemblies, field trips, academic testing, sporting events, etc., that are scheduled during school hours.

**Notifications of attendance problems:**

- A. Parents and students will be notified of attendance problems.
- B. Means of notification:
  1. Teachers will note attendance concerns on mid term reports and daily attendance can be viewed on-line through Progress Book.
  2. Days absent will be noted on quarterly grade cards.
  3. A letter will be mailed home following the 6th and 12th day of absence.
  4. When a student exceeds 8 days absent, excluding absences with medical documentation, a conference may be scheduled with school officials, student, and parent.
  5. Other informal means (e.g. phone calls to parents) may be used as needed.

**Teacher Responsibilities:**

- A. Keep accurate daily class attendance.
- B. Explain attendance procedures to students during the first week of classes.
- C. Notify students accordingly when they are in danger of being considered truant.

**Tardiness to Class Periods 2 – 7:**

- A. Students will be given one tardy to class per quarter. The teacher will issue a detention for every tardy thereafter.
- B. Teachers will report problems of habitual tardiness to the administration.

**Permitted Leave Requests:**

Students who need to leave school before the end of the day will present a written note to the attendance secretary when signing out. The note from the parent is the pass to show the teacher to leave class to sign out. Upon return prior to the end of the school day, the student will sign in at the attendance office and provide official documentation of the scheduled appointment. If the student does not return until the following day, the student will present the official documentation on the provider's stationery to the attendance personnel located at the gym lobby concession stand prior to the start of first period.

- A. Permitted Leaves will count toward an absence if it is for a reason other than those outlined in the absences-excessive area of this policy. Official documentation is required for medical, legal, and college visit absences.
- B. Any student who leaves school early for any reason must sign out in the Attendance Office or must be called off, by the parent or guardian, the same day as the early leave. Failure to do so will result in a detention.

**Physical Education** Excuses from Physical Education must be from a physician explaining the medical condition, limitations, and length of the exemption from PE. If a student is out of physical education class for any medical reason, he/she cannot participate in school athletics until after he/she has been released to return to physical education class.

**P.M. Absence** Students not returning to school in the afternoon are required to have a parent/guardian inform the school that they are not returning for the remainder of the day. Students failing to notify the school will be assigned a minimum of one detention.

**Pre-Approved Absence:** Students who anticipate being out of school because of a family emergency, family trip or vacation, hunting or college visitations must secure a "pre-approved absence" form from the Attendance Office. The form must be secured two days prior to the scheduled absence. Care should be given when planning a vacation during the school year because a student's grades/credit may be adversely affected. This absence is also counted toward the total number of days that a student can be absent, with the exception of college visitation. Students with poor attendance or who plan a trip with someone other than a parent, grandparent, or court appointed legal guardian will not receive approval and will be counted as unexcused.

**The following criteria apply to all requests for Pre-approved Absences:**

1. Pre-approved absences are not to be requested during those days established for semester exams, or final examinations, or state-wide testing.
2. It will be the student's responsibility to make arrangements for make-up work and/or tests missed prior to leaving school. Teachers will not be expected to tutor individual students. All work is expected upon return to school.
3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in "0" credit to be computed in the student's current grading period average.
4. A college official must verify on that college's stationery that a college visit has been successfully completed.

**Public Library** Unless accompanied by a teacher, students will not be allowed to sign out to the public library during school hours.

**Signing Out:** Students must sign out in the attendance office if they are leaving school other than lunch (juniors and seniors only), field trips, permitted leaves, or departing at their regular dismissal time. Students are not to leave school without checking out through the attendance office or clinic.

**Students Who Become Ill During School** Students who are ill are to notify a teacher, counselor, school nurse, or a member of the office staff, but they are not to remain out of class without permission. The school nurse or office will notify parents of the illness.

**Test/Quiz Make-up Period:** Please note that tests/quizzes can be made up between 7:00-7:40 a.m. every day at the high school. Specific students need to make arrangements with his/her individual teachers.

**Trips:** Absences for trips are to be discouraged. Where trips are unavoidable, the student should fill out a pre-approved absence form and obtain assignments that will be missed. Vacations do count toward the total number of days that a student can be absent. Only family trips with parents, grandparents, or court approved legal guardians will be approved. Students with poor attendance or who plan a trip with someone other than an immediate family member will not receive approval and will be counted as unexcused.

**Unexcused Absence:** Results in a zero (0) entered for all graded materials in each subject for the day, days, or partial day of non-attendance without the opportunity to make up the missed work. **An unexcused absence may also be an absence by consent of a parent or with a parent's knowledge for a reason not acceptable to the school. Examples may include music lessons, hair appointments, car trouble, over-sleeping, out-of-town, etc.**

## DRESS CODE

**Philosophy:** *In a society where clothing styles are more a reflection of fashion than individuality, it is important that the District establish a set of standards for dress which can assist students as they prepare to take greater responsibility for themselves and their future years when dress code can be an important consideration.*

*Since our community residents, school board members, staff, and students take pride in the District's image, it is essential that a student dress and grooming code enhance the educational process and foster a positive attitude toward learning and behavior as well as provide for a healthy and safe atmosphere devoid of distractions.*

*We feel there is a relationship between appearance and the attitude with which a student approaches learning. Therefore, a personal dress code built on mere fashion will become outmoded within a few years. A code, which places emphasis on individual responsibility for general good grooming and dress, should remain in effect.*

*It is important that one's mode of dress be conducive to maintaining an atmosphere that will enable the school to achieve its educational objectives. Anything that is a deterrent to learning is, obviously, not appropriate nor in good taste.*

**The interpretation and judgment relative to the student dress and grooming code rests solely with school officials and is final.** *The code will be reviewed periodically by the Board of Education.*

**Important note for Dover students attending Buckeye Career Center:** This dress code applies whenever you are participating in Dover High School activities, i.e., classroom, assemblies, prom, graduation rehearsal, graduation, banquets, etc.

1. Hair must be clean and well groomed, and should not be combed in a manner so that it covers the eyes. Hair dyed bright or unusual colors or is fashioned in an unusual manner is not acceptable. Sideburns can be no longer than 1 inch below the base of the earlobe. No facial hair of any kind is permitted.
2. Tank tops can be worn provided a sleeved shirt is worn underneath or over it. Seamed, sleeveless shirts and dresses are permitted providing that they do not expose any undergarment, cover the shoulder, and are modest in cut. \*Note: Tank tops and sleeveless shirts are not one in the same. Sleeveless is defined as a shirt that the material on the shoulder touches the base of the neck as well as the outer shoulder.
3. Windpants and sweatpants are permitted if worn in an appropriate manner—above the waistline and with ankle zips zipped so far as to not allow the pants to drag the floor.
4. Sheer clothing must have proper outer or under clothing so as not to expose undergarments. At no time should undergarments be visible.
5. Shorts are permitted. Short shorts, bicycle shorts, cutoffs, shorts manufactured to look like cutoffs and boxer shorts are not permitted. Shorts should be no

shorter than mid-thigh length and fit properly. When a student's arms are held down, shorts should be no shorter than fingertip-length.

6. All pants and shorts should be worn at the appropriate height and fastened to stay over the waistline and not to be oversized or have the appearance of being oversized, the length of which unrolled does not permit the pant to touch the floor. Sagging pants are inappropriate. Pants are considered sagging if the pants drop when the belt is unbuckled, the pants are two sizes larger than the waist, and/or the crotch is lower than fingertip length as the arms and fingers are extended down. T-shirts, shirts, sweatshirts, coats and jackets are not to be oversized or have the appearance of being oversized.

7. Dresses, skirts, shorts, etc. must be no shorter than mid thigh length and fit properly. When a student's arms are held down, skirts and dresses should be no shorter than fingertip-length.

8. Bare backs, bare midriffs and low-cut tops are not permitted. There should be no exposed skin between the top of the pants and the bottom of the shirt.

9. Sunglasses, hats, head coverings, or bandanas may not be worn inside the high school building.

10. Proper footwear is required at all times.

11. Jewelry, clothing, clothing bearing patches, tattoos, drawings, or sayings (stated or implied) which refer to drugs, violence, alcohol, sex, gangs, or hate will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. Pierced jewelry will be limited to the ear only during regular school hours. Jewelry must be modest and conservative.

12. Any clothing, jewelry, insignias, etc. relating to gangs or disruptive groups or determined by the administration as a potential weapon is prohibited.

13. Jewelry, wallet chains, or any chains which are perceived by the administration as a potential weapon, will not be permitted.

14. Clothing that has tears, cuts or holes, or that is not clean is not permitted.

15. Students must be clean and well groomed.

16. Coats and jackets are not permitted in the classrooms.

17. Special programs, extra-curricular activities, co-curricular activities, athletics, band, work-study programs, vocational programs, etc. may establish dress and grooming requirements that are more stringent. Such requirements are in the interest of efficient performance and a uniform appearance before the public.

18. Heavy or excess makeup will not be permitted. Students are not permitted to use cosmetics in classes, lunchroom or study halls.

19. Backpacks, book-bags, satchels, and/or purses are not permitted in the hallways, cafeteria, lobby or classrooms. All backpacks and purses must be stored in the student's locker and used only for carrying books and supplies to and from school.

Unusual or extreme cases will be at the discretion of the principal and assistant principal. **In all dress code matters, the decision of school officials is final.**

Any school time missed as a result of a dress code violation—being sent home to change clothes, time out of class, etc., will be considered unexcused. Other disciplinary consequences may also apply. Students in violation of the dress code will be asked to call home for a change of clothes, may be sent home for a change of clothes upon parent's contact, or may be remanded to the office for the remainder of the day. The code of conduct will be followed.

## **CODE OF STUDENT CONDUCT**

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 pupil 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 schools. This code applies to areas surrounding the school as outlined in the "Good Neighbor" policy.

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. 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

I. **Detrimental behavior**: any 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; this includes persistent misbehavior.

J. **Cheating**: unauthorized use of any information from any source to improve academic performance (plagiarism, cheating, Internet sources/access, falsifying or modifying documents/information).

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 Ordinance**: violation of Dangerous Ordinance policy and any other policies prohibiting certain conduct.

M. **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. This may also include events that happen outside the school day that disrupt the normal school environment.

N. **Dress code**: violations of school policies pertaining to dress and appearance.

O. **Driving and parking**: driving in an unsafe manner on school grounds. Parking in staff, visitor, or assigned parking spaces.

P. **Extortion or attempted extortion**: the act of extortion from any person.

Q. **Failure to pay tuition**: failure to pay tuition or other approved charges.

R. **False alarms**: false alarms including fire and/or bomb threats or other terrorist threats or inducing panic.

S. **Falsely reporting incidents**: the act of falsely reporting incidents, making accusations, or giving testimony to school personnel.

T. **Falsifying**: falsifying in writing or verbally the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

U. **Fighting**: This shall include inciting and/or encouraging others to fight.

V. **Firearm**: possession of a firearm and other acts regarding firearms prohibited by Board Policy. Firearm has the same meaning as provided pursuant to the "Guns-Free Schools Act of 1994." At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including starter's guns) 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 ordinance, 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 "Guns-Free School Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it. A firearm may also be anything that is indistinguishable from a firearm. Concealed weapon permit holders may not bring firearms on school property, per Ohio law.

**W. Fireworks, explosives, matches, lighters, or other such instrument:** 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.

**X. Gambling:** gambling for money, valuables or gain, on school property including buses or at any school-sponsored activity. Students should not bring playing cards, dice or other like items to school.

**Y. 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.

**Z. 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.

**AA. Hazing and intimidation:** subjecting other students to pranks, harassment, or humiliation causing substantial risk of/or mental or physical harm; which includes initiations; prohibited activities include but are not limited to those engaged in via computer and/or electronic communications devices

**BB. Immoral act:** commission of an immoral act.

**CC. Insubordination or disobedience:** insubordination and/or disobedience in refusing to comply with directions or reasonable instructions of school personnel.

**DD. Internet use:** violation of policies governing Internet usage.

**EE. 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.

**FF. Leaving school property:** leaving school property or assigned area prior to specified dismissal time without official permission.

**GG. 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.

**HH. Misuse of school property:** to use equipment, materials, or supplies without permission or in a manner for which the item was not intended.

**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. 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 counterfeit or “look alike” controlled substances or any prescription drug or medication which is not in its original container and prescribed for the student. This includes drug paraphernalia.

**KK. Permanent Exclusion:** Those acts or violations listed in the permanent exclusion portion of Board Policy or student disciplinary procedures.

**LL. Cell phones or other electronic devices:** Students are not permitted to possess cell phones or any electronic devices during school hours. Students who bring cell phones or electronic devices are to leave them in their lockers, turned off. 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.

**MM. Property of school:** students will not skateboard, roller blade, bicycle, or ride a scooter on school property. Students are expected to use designated crosswalks when coming to and leaving school grounds.

**NN. Profane, indecent or obscene language or messages:** use of profane, indecent, or obscene language or messages directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.

**OO. Public displays of affection:** including but not limited to kissing, handholding, etc.

**PP. Repeated offenses or flagrant violations:** repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.

**QQ. Sexual harassment:** 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 made by any student to another student, constitutes sexual harassment.

**RR. Solicitation of non-school sanctioned material:** Students may not post or distribute material without prior permission from the principal or assistant principal.

**SS. Tardiness:** repeated tardiness to class or school.

**TT. 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.

**UU. Throwing of an object:** unauthorized throwing of any object including, but not limited to, snowballs, water balloons, etc.

**VV. Tobacco:** a student shall not possess, use, transmit, or conceal any tobacco products on school premises, during school activities, 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.

**WW. 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.

**XX. Unauthorized touching:** unauthorized or inappropriate touching including hitting, grabbing, pushing, pinching and etc.

**YY. Violation of Federal or State Statutes:** on school premises or involving school activities.

**ZZ. Violation of terms of suspension, expulsion, or other forms of discipline**

**AB. Violation of state student mandates:** including but not limited to required immunizations.

**AC. 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.

#### **DISCIPLINARY PROCEDURES**

**Lunchtime Detention:** Lunch detentions are issued to students for tardiness to school and class, as well as for minor classroom problems. Lunch detentions are for the student's entire lunch period. Students are expected to be in their seat when the tardy bell rings for that period. Lunch detentions will be issued for the day following the infraction, and students are expected to plan for lunch in detention. Students are permitted to bring in a lunch from home or purchase a school lunch, which will be delivered to the noon detention room. Any student missing detention due to an excused absence from school is expected to make up that detention on the day they return to school. Failure to report to detention will result in a Friday Afternoon School assignment.

#### **Detention Hall Regulations**

1. Students must be in their assigned seats by the starting time in order to receive credit for their attendance.
2. Students are required to bring school textbooks with them to study. Magazines, yearbooks, newspapers, etc. are not permitted. Drawing, unless for a specific assignment, is not permitted. Students are not permitted to go to their lockers-students must arrive with all needed material.
3. Students are not permitted to talk or sleep or pass notes.
4. There are no drinking fountain privileges. Restroom privileges are conducted on an emergency basis only.
5. If the monitor determines that a student is disruptive or has failed to follow guidelines, the student will be dismissed and counted as absent.
6. Students are required to work the first portion of the period and eat lunch the latter.

**Time Out:** If a student's presence poses an ongoing threat to the academic process either within a classroom or elsewhere on the school premises, then he/she may be removed immediately. The student will complete a "time out" in the office. The result of this type of behavior may also result in Detention(s), Friday Afternoon School, Out-of-School Suspension, Expulsion, or the matter may be turned over to civil authorities.

**Friday Afternoon School:** Students who violate the standards of conduct of the Dover City Schools are subject to a variety of disciplinary actions. In cases deemed appropriate, an assignment to Friday Afternoon School can be made and will only be assigned by the principal, assistant principal, dean of students or designee. Friday Afternoon School will not be offered as an option when, in the opinion of the principal or assistant principal, the offense is serious in nature or criminal.

**Note:** A student will only be assigned to a maximum of six (6) Friday Afternoon Schools during the course of the school year. Additional violations will result in Out-of-School Suspension for repeated violations.

**Regulations for Friday Afternoon School:** After a student has committed a possible offense under this regulation, a hearing will take place between a school official and the student. If it is determined that an offense has been committed, the student and his/her parents will be informed of the decision to assign the student to Friday Afternoon School. Friday Afternoon School is a three (3) hour program (2:45 p.m. – 5:45 p.m.) that will provide the student an opportunity for concentrated study time. It is the student's responsibility to get a list of assignments from his/her teachers. These assignments, given at the discretion of the teacher(s), may consist of make-up work, intervention materials, or content review assignments. All work completed by the students during Friday Afternoon School will be given to the monitor at 5:45 p.m. before the students have been dismissed. Any credit given for assignments completed at Friday Afternoon School will be at the complete discretion of the teacher making the assignment.

The rules governing Friday Afternoon School will be consistent with the rules in the high school's Student Code of Conduct. In addition, students will be expected to observe the following:

1. It is the responsibility of the parent/student to arrange transportation for drop-off (if needed) and pick-up.
2. Students are to be present at the main entrance doors (lobby area) prior to 2:45 p.m. Students arriving late will not be permitted to attend and will be counted as absent. At 2:45 p.m., the Friday Afternoon School monitor will direct the students to the Friday Afternoon School room which will vary depending upon other activities at the high school.
3. Students must bring work. Only schoolwork and/or appropriate recreational reading are permitted. Students are not permitted to go to their lockers. Students must arrive at Friday Afternoon School with all needed material.
4. If it is determined by the monitor that a student is disruptive or has failed to follow Friday Afternoon School guidelines, the student will be dismissed and counted as absent.
5. Students are not permitted to talk or sleep or pass notes in Friday Afternoon School.
6. Students are not permitted to eat or drink in Friday Afternoon School, this includes gum and candy.

7. There are no drinking fountain privileges. Restroom privileges are conducted on an emergency basis only. The monitor will conduct a five-minute break.
8. Friday Afternoon School is an alternative to suspension. Failure to attend, late arrival, or dismissal from Friday Afternoon School may result in a suspension.
9. Absence on the school day of the assigned Friday Afternoon School does not excuse the student's absence from Friday Afternoon School. Absence due to illness or extreme emergency requires a note from the parent detailing the reason for the miss. A second consecutive miss requires a doctor's statement in order to excuse the miss. Any note to excuse a Friday Afternoon School absence should be given directly to the assistant principal upon return to school.

**Friday Afternoon School Work Option:** Students assigned to Friday Afternoon School have the option of serving on a volunteer work detail in lieu of the traditional "study session" assignment. This option requires the agreement of the student, parent, and administrator at the time of the assignment. The volunteer work detail is a 1½ hour program and will run from 2:45 p.m. until 4:15 p.m. Students who successfully complete the volunteer work detail will be excused at 4:15 p.m. If a student fails to successfully complete the Friday Afternoon School Option, they will be scheduled into the following traditional Friday Afternoon School. The student will also forfeit any future assignments into this option. Friday Afternoon School option will not be offered to students who have been truant.

**Out-of-School Suspension:** Students will be notified in writing of the intent to suspend by the high school principal or assistant principal. At the time of notification, the student will be given an opportunity to explain his/her side of the incident. If a suspension is forthcoming, an attempt will be made to notify the parent/guardian by phone. It should be noted that this is not required as an official notification. The required official notification of the suspension will be mailed certified to the parent/guardian within 24 hours. Students assigned to OSS will receive zero (0) credit for all schoolwork missed without benefit of make-up. In addition, students assigned to OSS may not participate in or attend any school events or be on school grounds.

**Note:** A student will only be assigned to a maximum of eighteen (18) days of Out-of-School Suspension during the course of the school year. Additional violations will result in a recommendation for expulsion for repeated violations.

**Counseling Based Suspension Alternative:** Upon agreement of the school administrator, parent, and the student, a student may be offered a counseling-based suspension alternative for some violations that might otherwise result in an out-of-school suspension. The out-of-school suspension would be deferred pending successful completion of the offered course. The course must be completed during the first available cycle following the infraction. Failure to successfully complete the course will result in the student serving the original out-of-school suspension. A student will only be offered this option as an alternative to suspension one time per academic year.

Participants in this program will meet for two class periods twice a month at assigned times. The program will last for one grading period (9 weeks), and students must complete the assigned program in its entirety. A counselor will lead the class, and parent interaction may be required. Students will discuss ways to recognize and deal with daily problems, and areas such as personal

health and nutrition, sex education, and drug and alcohol education may be covered. Issues such as goal-setting, self-respect, accountability, family and social responsibility, and mental health may also be discussed. Students are expected to actively engage in the class and its discussions.

**Expulsion:** Expulsions can be for a major rule violation, chronic misbehavior, or due to repeated offenses. If a student is considered a definite threat to other students or staff members, he/she may be immediately recommended for expulsion.

**Referral to Local Police Authorities:** Students who violate a criminal law may be referred to local police authorities in addition to any action which may be taken by the school administration.

**Denial of Privilege (Extracurricular Activities):** Attendance at extracurricular activities whether as a participant or spectator is considered a privilege. Students may be denied this privilege for violations of the Student Code of Conduct, the Extracurricular Drug/Alcohol and General Offense Policy, or violations of any rules of the particular extra curricular activities in which the student is participating.

**House Bill 204:** In the spring of 1990, the Dover School Board adopted the provisions of House Bill 204. Under these provisions, Dover Schools are required to report the name of any student under one or more of the following conditions:

1. Any student accumulating 10 consecutive unexcused absences
2. Any student accumulating 15 total unexcused absences
3. Any student suspended from school for possession or use of alcohol or drug abuse.

*Names are to be sent to the Register of Motor Vehicles which will suspend the driver's license or learning permit of the student.*

**Guidelines for Implementing Amended Substitute House Bill 421**

**Removals:**

1. If a pupil's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process then:
  - A. The superintendent, principal, or assistant principal may remove the student from the premises, curricular or extracurricular activity.
  - B. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, his/her reasons must be submitted to the assistant principal in writing (form available in assistant principal's office) as soon after the removal as possible.
2. A due process hearing must be held within three school days after removal is ordered.
  - A. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing. The pupil must have the opportunity to appear at the informal hearing before the principal, assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
  - B. The person who ordered or requested the removal must be at the hearing.
  - C. Within twenty-four (24) hours of the decision to suspend, the parent, guardian, or custodian of the pupil and the Dover Board of Education must be notified of the suspension. The notice must include the reasons for the

suspension and the right of the pupil and/or parent to appeal to the Board of Education or its designee, the right to request the hearing or appeal to be held in executive session.

3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement.

4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than twenty-four (24) hours and is not subject to further suspension or expulsion, the due process requirements of House Bill 421 do not apply.

In an emergency removal, a pupil can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion. The Constitutional right of the student includes his/her Civil right in a Court of Law. The student has the right to a prior hearing and the right to be told what the charges are against him/her. The student has the right to Civil protection under the Law; but the student also has commensurate responsibility, which means that he/she can be tried by the same Civil or Criminal Court. The school may file a charge where the matter is of a Criminal or Civil nature.

#### **DOVER HIGH SCHOOL PARKING RULES AND REGULATIONS**

Students interested in using the gym parking lot must pre-register with the assistant principal during the first quarter. Parking lot assignments will be based upon the student's attendance, grades, and grade level.

1. The student assigned the parking space is the only student permitted to use that space. Students are not permitted to lend or sell spaces to other students.
2. Students who are assigned a parking space will be assigned a reserved space and a parking pass indicating that space. A fee of \$10.00 will be collected to cover the cost of the pass.
3. Students are reminded that they park at their own risk in the parking lot. The school is not responsible for damages taking place in the lot.
4. When leaving the parking lot at the end of the day, students must yield to school bus traffic.
5. All State rules and regulations governing the safe operation of vehicles shall be in effect.
6. If necessary, Dover High School officials reserve the right to close the parking lot without prior notice.
7. Any student not complying with the above rules and regulations is subject to disciplinary action including loss of parking privileges.
8. Any student who fails to maintain good attendance and grades or follow the Student Code of Conduct is subject to loss of parking privileges.
9. Students are to return parking passes at the conclusion of the school year. A fee of \$5.00 will be collected to cover the cost of replacing any lost tags.
10. Parking in an unauthorized space or parking lots will result in detention.

**CAFETERIA, HALLS, AND GYM LOBBY**  
**RULES AND REGULATIONS**

**CAFETERIA:** Students are permitted to eat only in the lunchroom or gym lobby. Students are not permitted to eat in the main lobby or the senior hallway. Socializing may take place in the lunchroom, senior hall, gym lobby or gym. Students should not be in the main building during lunch unless accompanied by a staff member.

1. Tables are not to be moved. They are to be kept as they are arranged (single tables with four chairs and four people at each table.) This regulation is also in effect during the lunch period and will be enforced. All trays, food, and paper are to be removed from tables when you finish eating.
3. Only food and drink purchased in cafeteria or brought from home are permitted to be eaten in cafeteria. Students on closed lunch are not permitted to bring in food from outside vendors.
4. Cutting in line will not be permitted. Lines are to be single file.
5. Any inappropriate behavior in cafeteria will result in removal from cafeteria.
6. Students are to place all school material in their locker prior to arriving at the cafeteria. Backpacks are not to be brought to the cafeteria. Backpacks must be stored in lockers during lunch.
7. Freshmen and sophomore students are permitted access to gym lobby and the 6<sup>th</sup> Street patio outside the gym lobby during lunch.

**SCHOOL PROPERTY SEARCH**

The principal, assistant principal, or designee reserves 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. The school, lockers, school grounds, and surrounding area will be randomly searched with the assistance of police and police search dogs.

**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 made 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 School 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 computers, 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 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.

### **RESPECT FOR PRIVATE PROPERTY**

In order to maintain Dover High School's "Good Neighbor Policy," the following areas surrounding Dover High School are designated as "Off Limits" for all Dover High School students during school hours (7:20 a.m. – 4:00 p.m.). All school rules apply.

1. Fifth Street and adjoining alleys.
2. Walnut Street directly across from the high school and one block north and one block south, and all adjoining alleys-particularly the alley behind the Dover Public Library.
3. Sixth and Seventh Street and all adjoining alleys.
4. Tuscarawas Avenue at the rear of Dover High School and one block north and one block south and all adjoining alleys.

"Off Limits" areas for students will include St. Joseph's Church property. Students are not to park in the Church parking lot; violators' cars will be towed. Any student who does not honor these "off limits areas" will be subject to the penalties as noted in this handbook and/or civil disciplines or laws. Students are expected to use street crosswalks at all times. The Student Code of Conduct will be enforced in these areas during the designated times.

### **SPECIAL NOTICE TO DOVER HIGH BUCKEYE STUDENTS**

1. It is important that each student attending BCC work out his/her graduation requirements with Dover High Guidance Counselors.
2. Dover High students at Buckeye will be selected to represent Buckeye and will be responsible for daily communications.
3. Any time a BCC student is in or around Dover High School during a normal school day (7:20-4:00) he/she is expected to observe the same rules and regulations including the "Good Neighbor Policy: as the students who are attending Dover High School.
4. BCC students returning to Dover High School in the afternoon may wait for their bus inside the gym lobby. They are not permitted in the high school or middle school halls.

**EXTRACURRICULAR ACTIVITIES**  
**EXTRACURRICULAR DRUG/ALCOHOL**  
**AND GENERAL OFFENSE POLICY**

OHSAA Grade Reporting and Athletic Eligibility: Pursuant to the authority vested in the Dover City Schools Board of Education, the mandatory grade report date for all secondary teachers throughout the entire District shall be as follows:

November 4, 2011  
January 19, 2012  
March 29, 2012  
June 7, 2012

The following is a copy of the Extracurricular Drug and Alcohol Policy. Students and parents are expected to be familiar with this policy. In order to avoid duplication of signatures, we have included a statement of receipt and awareness of the policy at the bottom of the Emergency Medical Authorization form. We request that all parents also sign this portion of the form along with a signature for medical authorization.

NOTE: Electronic devices, including but not limited to cell phones, cameras, and PDAs, are not permitted to be turned on or in use in any locker room and/or dressing area facility. This includes sites at Dover City Schools, as well as sites teams are visiting for any events. Students who need to call or text message parents are required to exit the locker room and/or dressing area prior to using these electronic devices.

Drug/Alcohol and General Offense Policy  
Revised: May 2009

**Statement of Philosophy**

The administrators, coaches and activity advisors of the Dover City School District consider participation in extracurricular activities to be a privilege, not a right. Students VOLUNTEER to participate in the extracurricular programs offered, and are expected to accept the responsibilities granted them by this privilege.

As representatives of our school system, students involved in extracurricular activities are scrutinized by the public, become role models for young children, as well as peers, and are ambassadors of our community. They have chosen to accept this role and with it, the responsibilities of maintaining a drug, alcohol and crime free life style.

**Overview**

To ensure consistency in all extracurricular activities, the Extracurricular Policy has been established by the coaching staff, activity advisors and school administrators for all students in the Dover City School District, Grades 7 – 12. Each coach/advisor may have additional rules and training regulations specific to their sport/activity, which the student must also abide by.

This policy is in effect at all times throughout the entire calendar year. Violations will be cumulative; however, a student's record will be wiped clean one year from the date of the last violation providing no additional violations have occurred. Violations of the following rules will lead to denial of participation in, or dismissal

from the activity. This policy is in accordance with the Dover City School District General Policy on drug and alcohol abuse.

Extracurricular activities covered by the policy include but are not limited to:

Art Club	Foreign Language	Scholar Challenge
Ball Boys/Girls	Clubs	Team
Baseball	Golf	Science Olympiad
Basketball	Gymnastics	Soccer
Cheerleaders	Hi-Y	Softball
Chemistry Club	Interact	Student Council
Class Officers	Key Club	Swimming
Cross Country	Managers	Tennis
Dance Team	Statisticians	Thespians
Fellowship of	National Honor	Track
Christian Athletes	Society	Volleyball
Football		Wrestling

Procedure for Implementation:

1. All students will be issued a Student-Parent-Teacher Handbook containing the Extracurricular Drug/Alcohol and General Offense Policy.
2. The coach/advisor of each activity will explain the rules to the participants orally.
3. One signed permission form will be signed each school year by the parent acknowledging the existence of the Drug/Alcohol/General Offense Policy. (This form is part of the emergency medical form).

**RULES GOVERNING ALL EXTRACURRICULAR  
ACTIVITIES OF DOVER SCHOOLS**

*No Dover High School Student Involved in Extracurricular Activities shall:*

**Rule I: Use or possess any of the following substances:**

1. All dangerous controlled substances as so designated and prohibited by Ohio Statute.
2. All chemicals which release toxic vapors.
3. All alcoholic beverages, or low alcohol beer as set forth in Board Policy.
4. Any prescription or patent drugs except those for which permission has been granted pursuant to Board policy.
5. Any drug paraphernalia.
6. Tobacco and tobacco products during school hours, at school activities, or on school property. (Student athletes are prohibited from using tobacco at all times).
7. Look-alike drugs as described by Board policy.
8. Anabolic steroids.

**Rule II: Sell, distribute, or possess to sell or distribute any of the substance described in Rule I.**

**Rule III: Admitting to or being convicted of any misdemeanor or felony other than minor traffic violations. Persistent or major violations of the Student Code of Conduct.**

**Rule IV: Engaging in any violation of the Dover High School Code of Conduct and/or any Conduct Deemed Unbecoming of a Student-Athlete or Representative of Dover High School.**

**CONSEQUENCES FOR  
VIOLATIONS OF POLICY RULES**

**Rule I: Use or possession of controlled substances as described in Rule I of this policy:**

**A. First Violation**

1. If the student is "in-season" or actively participating, he/she will forfeit 20% of the immediate activity schedule. The student will not be allowed to practice, travel with the team, sit with the team, wear a uniform, compete, or participate in any way.
2. If the student is "out-of-season" or not actively participating, he/she will be given the opportunity of completing 40 hours of community service in lieu of forfeiting 20% of the activity. The community service must be completed prior to the student engaging in any activity.
3. In addition to Number 1 or Number 2 above, the student will be required to attend the Insight Program as assigned by the At-Risk Coordinator or other designee.

The 20% denial of the season/activity is figured by taking the total length of the season/activity and dividing by 1/5. Examples: Football = 10 games, therefore a 20% denial would be 2 games. Student Council = regular school year, therefore a 20% denial would be 7 weeks.

If an activity goes into an extended season, the denial of participation would continue into the extended season. Example: (Football = 10 games) A violation occurs during the 9<sup>th</sup> game and the student is suspended for 2 games. The student would miss the 10<sup>th</sup> game and the first post-season game.

Denial of participation would extend into a student's next season. Example: A violation occurs after football Game #9 and the student involved participates in both football and basketball. The suspension would be Football Game #10 (1/10) and Basketball Games #1 and #2 (1/10) for a combined denial of 20%. The student could complete community service hours between seasons to satisfy the denial prior to starting the next activity—(Suspended for Football Game #10 and completes 20 hours of community service prior to starting basketball, the student would not serve a game suspension from basketball.)

If a student is involved in two non-connecting activities, (i.e. Football and Track), he/she may utilize a combination of denial of participation and community service to satisfy the rule violation requirement. Example: Football Game #10 and 20 hours of community service.

If a student is involved in more than one activity at the same time, (i.e. Football and Student Council), the denial of participation of both will run concurrently for both/all activities until the denial of participation has been satisfied for one activity. The student will then be reinstated to both/all activities.

B. Second Violation

1. The student will be denied participation in all extracurricular activities for one year from the date of the second violation.

**Rule II: *Selling, distributing or possessing to sell or distribute any substances described in Rule I of this policy***

A. First Violation

1. The student will be denied participation in all extracurricular activities for one year from the date of the violation.

2. The incident will be reported to the police.

3. The student will be required to attend the Insight Program as assigned by the At-Risk Coordinator or other designee.

**Rule III: *Admitting to or being convicted of any misdemeanor or felony other than minor traffic violations; Persistent or major violations of the Student Code of Conduct***

A. First Violation

1. The student could receive up to full denial of participation as determined by the hearing officer based upon the severity of the offense(s).

B. Second Violation

1. The student will be denied participation in all extracurricular activities for one year from the date of the second violation.

**Rule IV: *Engaging in any violation of the Dover High School Code of Conduct and/or any Conduct Deemed Unbecoming of a Student-Athlete or Representative of Dover High School.***

A. First Violation

1. The student could receive up to full denial of participation as determined by the hearing officer based upon the severity of the offense(s).

**B. Second Violation**

1. The student will be denied participation in all extracurricular activities for one year from the date of the second violation.

**Hearings**

When a coach/advisor/director receives information that a participant (student) may have violated the Extracurricular Activities Policy, the following procedures will occur:

1. The coach/advisor/director will complete an Extracurricular Activities Referral outlining the details of the suspected infraction and provide the referral to the hearing officer (athletic director or other designee).

2. The hearing officer will schedule a hearing with the student in question. The hearing officer will fill out and provide the participant an "Intent to Deny Participation" form. The original will be kept by the participant and copies will be sent to the assistant principal and parents.

3. If, during the course of the hearing and/or later investigation, it is determined that a violation took place, the following procedures will occur:

**A. First Violation of Rule I or Rule III**

1) The "Denial of Participation" form will be filled out and signed by the hearing officer and by the student.

a) The original copy will be sent to the parents within one (1) school day of the hearing.

b) Copies will be given to the assistant principal, athletic director, dean of students and all coaches/advisors directly involved with the student.

c) The dean of students or designee will schedule any required Insight sessions.

d) Failure to attend the Insight Program will result in denial of participation in all extracurricular activities for the remainder of the school year.

e) The participant will begin attending the Insight Program upon notification of the next session.

f) If the participant is appealing the decision, Insight sessions will not be served until after the appeal hearing is held.

g) The participant will begin serving the period of denial of participation immediately.

**B. First Violation of Rule II and subsequent violations of Rule I or Rule III.**

1) The "Denial of Participation" form will be filled out and signed by the hearing officer.

a) The original copy will be sent to the parents within one (1) school day of the hearing.

b) Copies will be given to the assistant principal, athletic director, dean of students and all coaches/advisors/directors directly involved with the student.

c) The participant will begin serving the period of denial of participation immediately.

**Appeals:** The student/parent has the right to appeal the decision of the hearing officer. The principal or his or her designee will hear all appeals.

**Procedures for Appeals**

1. If an appeal is desired the student/parent must notify the principal in writing within three (3) school days after the student receives the "Denial of Participation" form.
2. The appeal hearing will be scheduled within five (5) school days of the notification of the principal or his or her designee.
3. The principal or his or her designee will set the date, time and place of the appeal and will notify the student/parent and the hearing officer of it.
4. The appeal hearing will be conducted in accordance with procedures used in general school suspension hearings.
5. The principal or his or her designee will make the final decision concerning after the appeal hearing of the decision concerning the appeal.
6. The principal's or his or her designee's decision is final.

**The Extracurricular Policy in Relation to the General School Policy**

The General School Policy dealing with drugs and alcohol is in effect for all students during school hours from 7:20 a.m. through 4:00 p.m., on school property or carriers, at school-sanctioned events, and as it applies to the "Good Neighbor" Policy.

The Extracurricular Policy is in effect for student participants at all times.

The Extracurricular Policy does not supersede the General School Policy in cases involving policy violations during school hours, on school property, or at school-sanctioned events. In such cases, the Extracurricular Policy is enforced in addition to the General School Policy for those students who are involved in extracurricular activities.

**Insight Program:** The Insight Program functions as a constructive consequence for violations of the school's General Drug and Alcohol Policy and Extracurricular Activities Policy. It is intended to provide students with information concerning the health risks and legal issues surrounding illegal substance use. In addition, it gives students the opportunity to work with people who are knowledgeable about substance use and abuse. This program can help participants evaluate their own use, its significance in their lives and alternative behaviors.

The Insight Program is required for violators of the Extracurricular Activities Drug and Alcohol Policy. Note: The Insight Program is also available to any student who feels it would be beneficial. Interested students should contact a guidance counselor.

It is the responsibility of the parents/guardians of the student assigned to Insight to assume the financial responsibility of paying for the student's participation in the Insight Program.

### **ECOL GYMNASIUM REGULATIONS**

The following gymnasium regulations have been approved by all principals of the East Central Ohio League, of which Dover High School is a proud member. These regulations are in effect in all events within the Dover High School gymnasium, as well as in the gyms of all ECOL member schools.

1. All student section fans are prohibited from standing on the gym floor. Students' feet must be on or behind the first row of bleachers.
2. No signs, flags, or banners may be held by students in the student section.
3. Cheerleaders only may use megaphones and signs that are part of a cheer (i.e. "go-fight-win"). Cheerleaders are not permitted to build pyramids or mounts.
4. Mini-trampolines are prohibited.
5. Throws and lifts are prohibited.
6. All spectators are to remain off the gym floor until competing teams and coaches have shaken hands and cleared the floor.

All student code of conduct regulations are in effect at all school functions, including athletic events that take place outside of regular school hours. Positive sportsmanship is expected at all times.

### **ADMINISTRATION OF MEDICATIONS BY SCHOOL PERSONNEL**

The school shall encourage parents and physicians to adjust medication schedules to avoid administration of prescribed medicines during school hours; however, when it is necessary for school personnel to administer prescribed medication, the following guidelines are to be followed:

**Note: All medication forms may be downloaded from the Dover City Schools Website.**

#### **A. GENERAL MEDICATIONS** (not including asthma inhalers or epinephrine auto-injectors)

1. All school personnel shall be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
2. The principal in each building shall appoint a responsible person or persons to supervise the storing and administering of the medication in the absence of the school nurse. All drugs shall be locked in a designated place except that certain drugs requiring refrigeration may be kept in a refrigerator in a place not commonly used by students.
3. Written request must be obtained from the physician and the parent/guardian or other person having care or charge of the student before any medication may be administered by school personnel. The request must include 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 physician and one or more phone numbers at which the physician can be reached in an emergency; and
  - h. Special instructions for administration of the drug, including sterile conditions and storage.
4. The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement signed by the physician who prescribed the drug to the Board or the persons designated by the Board if any of the information provided by the physician changes.
5. The person authorized by the Board must receive a copy of all statements and revisions of the statements.
6. 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 prescribing physician or a licensed pharmacist.
7. New request forms must be submitted each school year and as necessary for changes in medication order.
8. It is advised that the medication and the signed permission forms be brought to the school by the parent/guardian.
9. The school nurse is responsible for the monitoring of medications administered by school personnel.
10. Accurate records of the medication given must be kept in the student's record.
11. In case of self-administered medication, all procedures in this policy shall be followed. In addition, the student will be required to self-administer the prescribed medication in full view of the responsible school person.
12. No authorized employee who administers a prescribed drug under the conditions of this policy will be liable in civil damages unless he/she acts in a manner that would constitute "gross negligence or wanton or reckless misconduct."
13. No employee shall be required to administer a prescribed drug to a student, if that employee objects, in writing, to administering said drug on the basis of religious conviction.
14. 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.
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. The Board is required to retain copies of the written requests and the 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.

**B. ASTHMA INHALERS**

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of symptoms as long as written approval from the physician 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 medications (see general medications policy above) plus the following information:

- a. Written instructions that outline what school personnel should do if the inhaler does not produce the expected results.
- b. At least one emergency phone number for contacting the guardian of the student.

**C. EPINEPHRINE AUTOINJECTORS (EpiPens)**

A student may possess and use an Epinephrine auto-injector to temporarily relieve severe allergy symptoms until medical help is summoned as long as written approval from both the physician and the 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 medications (see general medications policy above). In addition, the school nurse must have a backup dose of the medication from the student or parent. Whenever a student is administered an epinephrine auto-injector in school, emergency medical personnel must be called immediately as well as the parent/guardian.

**ENTRANCE REQUIREMENTS/IMMUNIZATIONS**

Except as otherwise provided in this Policy, no pupil, at the time of initial entry or at the beginning of each school year, to a high school shall be permitted to remain in school for more than fourteen (14) days unless the pupil presents written evidence satisfactory to the person in charge of admission, that the pupil has been 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:

**Immunization Summary for Child Care, Head Start, Pre-School and School Attendance**

VACCINES	FALL 2011 IMMUNIZATIONS FOR CHILD CARE/HEAD START AND PRE- SCHOOL ATTENDANCE	FALL 2011 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
<b>DTaP/DTP/DT Tdap/Td</b> Diphtheria, Tetanus, Pertussis	4 doses of DTaP, DTP, or DT or any combination.	<b>Kindergarten</b> 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4 <sup>th</sup> birthday <b>Grades 1-12</b> 3-4 doses of DTaP, DTP, DT or Td or any combination. <b>Grades 7-8</b> 1 dose of Tdap or Td vaccine must be administered prior to entry.
<b>POLIO</b>	3 doses of OPV or IPV or any combination of OPV or IPV.	<b>K-1</b> 3 or 4 doses of IPV, the final dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. 4 doses if a combination of OPV and IPV was administered. <b>Grades 2-12</b> 4 doses if a combination of OPV and IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4 <sup>th</sup> birthday.
<b>MMR</b> Measles, Mumps, Rubella	1 dose of MMR administered on or after the first birthday	<b>K-12</b> 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.
<b>Hib</b> <i>Haemophilus Influenzae</i> Type b	3 or 4 doses depending on the vaccine type, the age when the child began the 1 <sup>st</sup> dose and the last dose must be after 12 months <b>or</b> 1 dose if given on or after 15 months of age	<b>None</b>
<b>HEP B</b> Hepatitis B	3 doses of Hepatitis B	<b>K-12</b> 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.
<b>Varicella</b> (Chickenpox)	<b>None</b>	<b>K-1</b> 2 doses of varicella vaccine must be administered prior to entry. <b>Grade 2-5</b> 1 dose of varicella vaccine must be administered on or after the first birthday

**NOTES:**

- The 4 day "grace" period applies to all age and interval minimums. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- The Tdap and Varicella requirements will be progressive.
- Only full doses of vaccine using proper intervals shall be counted as valid doses.
- For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for Child Attendance. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

ODH Immunization 01/24/2011  
SchReq2011-12.docx

Parents should be advised that failure to complete the required immunization in a timely manner is basis for excluding pupils from school; parents should be further advised that readmittance will not take place until proof of additional immunization is submitted.

"In the process of being so immunized" means the pupil has been immunized against mumps, rubeola and rubella, and if the pupil has not been immunized against poliomyelitis, diphtheria, pertussis, tetanus and hepatitis B, the pupil received at least the first dose of the immunization sequence, and presents written evidence to the pupil's building principal of each subsequent dose required to obtain immunization at the intervals prescribed by the Director of Health. Any student previously admitted under the "in process of being so immunized" provision and who has not complied with the immunization intervals prescribed by the Director of Health shall be excluded from school on the fifteenth (15th) day of the following school year. Any student so excluded shall be readmitted upon showing evidence of the student's building principal of progress on the Director of Health's interval schedule.

The required immunizations can be waived if a medical contraindication exists; a physician's written statement is required. Objection on religious or philosophical grounds is a valid exemption only when a written statement to this effect is signed by a parent or guardian; these parents should be advised that their children are subject to exclusion from school in the event of a school-based outbreak of any of the aforementioned diseases. Waivers are exceedingly rare, and evidence that a waiver exists must be kept on file at the school.

#### **TECHNOLOGY POLICY**

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. General school rules for behavior apply. The intent of the acceptable use policy is to make clear certain issues and not to exhaustively 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**

There are two types of accounts that students may use.

Multiple user generic accounts: The high school generic account is **hs** (subject to change). This account may be used by students to do word processing, PowerPoint presentations, run certain network programs, restricted printing abilities, and work with other network resources. There is no limit to the number of students that may use a generic account. Generic accounts do not allow internet access and certain other network privileges.

Single user 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 be logged into one computer at a time. They allow the user to access the internet, their home directory, enhanced printing capabilities, 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 you do not have a student account, you may use a generic account provided that access has not been denied because of a violation. Students are strongly urged to use their unique single user student account whenever possible.
2. Internet sites and data that are prohibited by the Children's Internet Protection Act and/or are deemed inappropriate by the administration will be blocked or filtered. All district email accounts may be filtered for inappropriate content. Students are not permitted to bypass or disable the filters. 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.
3. 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.
4. 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.
5. Users must obey copyright laws.
6. Do not use school technologies for commercial transactions or for political lobbying/fundraising without administrative approval.
7. Students are to remain within allocated disk space and delete email or other files that take up excessive storage space. Do not waste technology resources such as bandwidth, printer supplies or disk space.
8. 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. Students may NOT download or install software (including shareware or freeware) to any computer without approval from the technology department.
9. 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. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.

10. Students may not use any technology without adult supervision.
11. Students shall report to the Technology Coordinator or appropriate administrator any actions which would violate the security or integrity of any computer, network, messaging system, or other technology whenever such actions become known to them. Students are required to disclose to a teacher or administrator any item that you encounter that is inappropriate, makes you uncomfortable, is an offer to meet with you, or that violates this AUP.
12. The school web page is a part of the curriculum and subject to direct supervision and control. Ownership, including all intellectual property rights, is and remains with the school. All postings shall conform to adopted school policies. Information concerning the district, posted on personal web sites, must not represent in any way that it is an official Dover City Schools web site. Links may be made from outside sources to the official Dover City School site (<http://www.dovertornadoes.com>). Links from the district's site to outside sources must represent a clear educational purpose. No one may establish a link from the Dover City School site for personal, political, or non-educational purposes.

#### **Violations**

The use of technology and computers is a privilege, not a right, and may be revoked if abused. A violation of any rules set forth in this policy may result in revoking technology privileges, detention, out-of-school suspension, expulsion or other appropriate disciplinary actions. Dover City Schools reserves the right to take legal action, if warranted, for misuse and violations of technology policies.

#### **Grade 9-12 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 (11<sup>th</sup> grade basketball, English 10, etc.) and/or year of graduation
- Student's name and/or picture

#### **Internet and Email Access**

Families should be aware that some material accessible via the internet and email 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 and/or email access. Should a parent or guardian prefer that a student not have internet and/or email access, use of the computers is still possible for more traditional purposes such as word processing, multimedia projects, and educational programs. **If you do not want your child to use the internet and/or email, please send a letter to the principal.**

## LIBRARY MEDIA CENTER

The library media center exists to serve the needs of the students and faculty of Dover High School by providing supplemental educational resources and a pleasant, purposeful, quiet atmosphere in which to do research, recreational reading, and study. Students should view the library media center as an extension of the classroom, a collection of resources and services that will enable them to complete class-related projects and pursue personal goals and interests. It is the goal of the library media program that students become skillful, responsible users of information leading to good decision-making and lifelong learning.

The library media center is open to students every school day, 7:00 a.m. to 3:30 p.m., except when it is being used for testing, meetings, etc. The library media center will also be closed the first week of school for freshman orientation and staff training, and the last two weeks of school for inventory.

Students may sign out to the library media center from study hall one period per day. Students must arrive at the library from study hall within 8 minutes of the start of the period; students arriving late will be returned to study hall. The student's school photo identification card must be presented at the circulation desk for attendance and computer use. Students needing to use the library for additional periods to complete class-related work must obtain permission and a pass from the librarian or the assigning teacher.

Students should be busy, quiet, and seated unless browsing for or checking out materials.

No calculator games, cell phones, or personal listening devices (CD players, iPods) will be permitted the library media center.

No food, candy, or drink except water is permitted in the library media center.

Library materials may checked out as follows: Reserve books and magazines, 1 period, for use in the library media center; reference books and audiovisual resources, 1 day with permission from the librarian; back issues of magazines and all other books, 2 weeks.

Materials should be returned on time and in good condition. Magazines and books may be renewed once. Overdue fine is \$.05 per day for books and magazines, \$1.00 per day for audiovisual items. Lost items must be paid for at replacement cost. If a student has one or more overdue items or \$1.00 or more in fines, no further checkouts will be permitted until the items are returned and the fines are paid. Report cards and transcripts will be held at the end of the year for unreturned materials and fines of \$1.00 or more.

Library media center computers may be used for class-related research of the Internet, the library catalog and databases, and for word-processing and multimedia projects.

Students may not use computers to listen to music or view video on the Internet unless they are adding these features to a PowerPoint presentation. Games, chat rooms, and message boards should not be accessed.

Students who misuse the library media center will be subject to loss of library privileges and/or detention.

## COMMENCEMENT

**Dover High School Graduation Requirements Class of 2012 and 2013.** In order to participate in the graduation ceremony, Dover High School students, including Dover students at the Buckeye Career Center and those enrolled in a post-secondary program, must meet all graduation requirements which include the following:

Health (Healthy Decisions)	.50 credit
Physical Education	.50 credit
Language Arts (English)	4.00 credits
Mathematics	3.00 credits
Social Studies	3.00 credits
Science	3.00 credits
*Electives	<u>7.00 credits</u>
Total Credits Needed for Graduation	21.00 credits

Electives include one unit or two half units in Business/Technology, Fine Arts, or Foreign Language

***and***

Pass all five parts of the Ohio Graduation

***and***

Have returned all school textbooks and materials and have paid all school fees and fines in total. Students attending Buckeye Career Center must have all Dover High School and Buckeye Career Center fines paid to participate in graduation.

### **Dover High School Graduation Requirements Class of 2014 and beyond:**

<b>Language Arts/English</b>	-	<b>4.0 credits</b>
<b>Mathematics<sup>1</sup></b>	-	<b>4.0 credits</b>
<b>Social Studies</b>	-	<b>3.0 credits</b>
<b>Science<sup>2</sup></b>	-	<b>3.0 credits</b>
<b>Electives<sup>3</sup></b>	-	<b>6.0 credits</b>
<b>Physical Education<sup>4</sup></b>	-	<b>.50 credits</b>

**Total Credits Needed for Graduation 21.00 credits**

Pass all five parts of the Ohio Graduation

---

<sup>1</sup> Mathematic units must include one (1) unit of Algebra II or Honors Algebra II

<sup>2</sup> Science units must include (1) unit of physical sciences, one (1) unit of life sciences, and one (1) unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; physical geology, or other earth and space science.

<sup>3</sup> Elective units must include one or any combination of world languages, fine arts, business, career-technical education, family and consumer sciences, technology, or English language arts, mathematics, science, or social studies not otherwise required.

<sup>4</sup> The Ohio Core and Dover City Schools allows students who participate in interscholastic, marching band, or cheerleading for two full seasons from the physical education requirement for graduation. Students who meet the participation criterion are not required to complete any physical education course as a condition to graduate. However, the student shall be required to complete one-half credit in another course of study.

**and**

Have returned all school textbooks and materials and have paid all school fees and fines in total. Students attending Buckeye Career Center must have all Dover High School and Buckeye Career Center fines paid to participate in graduation.

**Please note:** *Failure of a student to complete all state and DHS requirements will prohibit the student from participating in the graduation ceremony.*

**Commencement Rehearsal** will be held Friday, May 25, 2012 at 1:00 p.m. (Additional information regarding senior activities will be distributed in April 2012 in a senior bulletin.) Attendance at graduation practice is mandatory in order to go through the graduation ceremony.

**Commencement Dress Code:**

A student participating in the commencement ceremony is expected to adhere to the following dress code:

1. Caps and gowns are to be worn throughout the ceremony.
2. Men are to wear dress pants and a light-colored dress shirt. Leisurewear such as jeans, shorts, etc. will not be permitted.
3. Women are to wear dresses or skirts with light colored blouses or sweaters. Leisurewear such as jeans, shorts, etc. will not be permitted.
4. Shoes should be dress type. Leisure shoes such as tennis shoes, sandals, flip-flops, etc. will not be permitted.

Commencement by nature is a dignified ceremony. Students are expected to dress with this thought in mind. Any student not adhering to the commencement dress code will not be permitted to participate in the graduation ceremony.

NOTE: Seniors will order caps and gowns and graduation announcements in November of 2009. Payment will be due when ordering.

**Friday, May 25, 2012**

**7:00 P.M.**

**Graduation at Crater Stadium, Dover**

**GENERAL INFORMATION**

**ANNOUNCEMENTS:** Announcements must be turned in to Mr. Morris or placed in Mr. Morris' mailbox by noon prior to the day they are to be announced. Announcements will be broadcast during second period.

**ASSEMBLY CONDUCT:** All students are expected to behave in a respectful manner and sit in their assigned seat during any school assembly.

**AUDITORIUM RESERVATIONS:** Reservations must be made through the principal's office. The advisor of the organization must be present during the time the auditorium is being used by his/her group. It should be noted that food, drink and gum will not be permitted in the auditorium. *ANY CLUB MEETING REQUIRES THE ADVISOR TO BE PRESENT.*

**BUILDING HOURS:** Students are permitted to enter the building at 7:35 a.m. Students arriving early may wait in the gym lobby, cafeteria, or the Walnut Street entrance. All students must be out of the building by 2:45 p.m. and off school grounds by 3:00 p.m. unless authorized by a staff member to remain

**BULLETIN BOARD NOTICES:** Notices or posters from other schools, industry and organizations, etc., must be approved by the principal or assistant principal and bear the DHS stamp, before they can be posted at Dover High School.

**BUSES:** The School Board provides transportation for students who live too far from school to walk. The driver is in full charge of the bus at all times, and he/she is responsible for order. Pupils shall conduct themselves on the school bus as they would in the classroom. When a bus driver finds that a discipline problem on his bus may cause removal of a student from his bus, he shall report the problem to the office before refusing transportation to a student. The administration will then review the problem and decide whether or not the student shall continue to ride the bus.

**CAMP/CONFERENCES:** Students are not to be sent to camps, conferences, seminars unless accompanied by an advisor. This includes student council members, cheerleaders, majorettes, and members of school activities that are school sponsored and/or funded.

**CHAPERONE REQUIREMENTS:**

Concession stand: two staff members

School dances: two staff members, two City of Dover police officers, and two parents

**DANCES:** Some required guidelines for school dances are necessary to protect individuals, the sponsoring organization, and the school. These guidelines are as follows:

1. Each club wishing to sponsor a dance should submit its request to the principal. The request should indicate the date, time, names of four chaperones and be signed by the staff advisor and president of the organization.
2. Arrangements must be made with the building and grounds supervisor, so that a custodian is available for the event.
3. Teachers are responsible for the conduct of all persons at the dance.
4. All dances require supervision by two policemen from the Dover Police Department or two security patrol officers. This cost is to be paid from the dance proceeds.
5. A current Dover High School student ID is required to enter and attend all school dances.
6. **Students may be required to submit to a breathalyzer test for alcohol prior to entrance to a dance.**

**DELIVERIES:** Deliveries of flowers, balloons, and gifts to students are not permitted.

**EMERGENCY MEDICAL AUTHORIZATIONS:** By law each student must have an emergency medical authorization form completed and on file in the assistant principal's office. The purpose of this form is to enable parents/guardians to authorize the provision of emergency treatment for students who become ill or are injured while under school authority when parents/guardians cannot be reached. Any student not returning a completed emergency medical form by Friday, August 27, will be assigned detention until the form is returned.

**FIELD TRIP CONTINGENCY PLAN:** Dover City Schools will make every attempt to go on planned trips; however, the administration cannot guarantee that a planned trip will not be cancelled. Current world affairs make it impossible to predict the feasibility of future trips.

**ILLNESSES OR INJURIES:** Staff members refer pupil health concerns to the nurse's office in Room 129A. In the event of an accident or illness requiring medical consultation or your child needs to go home, attempts are made to contact parents. The Emergency Medical Authorization, a form given to you to complete at the beginning of the school year, is consulted for parental instructions if medical help must be sought immediately. It is important that information on these forms be up-to-date. **Please keep these records current by notifying the school office of any changes in work or home telephone numbers, doctor or dentist, and the person(s) to be contacted when a parent cannot be reached.**

Please keep your child home for fever, vomiting, diarrhea, or other potentially contagious conditions. Please call the school prior to 8:30 a.m. to report your child off from school.

**FUND RAISING:** All fund-raising activities must be submitted to the principal for approval.

**GYMNASIUM USE:** The athletic director is in charge of the use of the gymnasium after school hours. Due to the demands of our own students, it will not be possible for clubs outside of school to use the gym.

**LAB FEES:** Lab fee bills will only be mailed one time for the entire school year. There will be no refunds for dropped classes. Student records and reports will be held pending payment of outstanding class/lab fees. Senior students with outstanding fees will not be permitted to participate in commencement, prom, and/or the senior trip.

**LOCKERS:** Students will be assigned lockers. Students must purchase a school lock at a cost of \$5.00; this lock will be used all four years the student is enrolled. The student will be responsible for remembering the combination.

Students are not permitted to exchange lockers or to share a locker with another student without the permission of the principal or assistant principal. Students are not permitted to share their locker combinations with other students. Students are responsible for their lockers and the contents of their lockers. Students are to report any locker that does not work correctly or is missing a lock to the attendance office. **Lockers are the property of Dover City Schools and are subject to search at any time by school officials.**

Lockers must be locked with the school-provided padlock at all times. If a non-school lock is on a locker, it may be cut off. Replacement locks will cost \$5.00. **LOCKERS ARE TO BE LOCKED AT ALL TIMES.**

**MESSAGES FROM PARENTS/GUARDIANS:** Although every effort will be made, the high school office cannot guarantee delivery of non-emergency messages.

**PROM REGULATIONS:** The Junior/Senior Prom is scheduled for May 19, 2012. The Prom is open to juniors and seniors and to sophomores who have been invited by a junior or senior. Persons outside of the school are permitted if

invited by a Dover High junior or senior and approved by the principal or assistant principal. Persons not attending Dover High School must be approved by the principal or assistant principal two weeks prior to the prom. Ninth graders are not permitted to attend the prom.

Both activities are school sanctioned and chaperoned. It should be noted, however, that the responsibility of the school ends at the conclusion of the prom.

**SCHOOL NURSE:** The nurse will be in the building as often as possible. She will be located in the Pupil Services Office (room 129A). When the clinic is not open, students should report to the high school office.

**SECURITY CAMERAS:** Security cameras are in use in the building and on school busses at all times.

**SOCIAL FUNCTIONS RULES:** All functions (excluding prom) held at night shall begin not later than 8:00 p.m. and end no later than 11:00 p.m. No one shall be admitted to any function or special event who is not a member of the organization sponsoring the function.

All social functions shall be under the direct supervision of the staff advisors. Application for permission to hold a social function must be made and approved by the principal a week in advance of the date. Lack of advisors will be sufficient reason to cancel the event. If a teacher is physically unable to attend, he/she may have another high school teacher substitute for him/her on that date.

Students who are bringing a non-Dover student to the homecoming or the prom must register that student with the assistant principal two weeks prior to the event.

**STAFF IN-SERVICE DAYS:** Students are not permitted in the building during In-Service hours.

**STUDENT IDENTIFICATION CARDS:** Students are provided a Student Identification Card in order to increase the security of Dover High School. Students will be charged a \$5.00 replacement fee for any ID card that is lost or stolen.

**STUDENT INSURANCE:** Students may enroll in the School Accident Insurance or the 24-hour Accident Insurance Program.

**STUDY HALL REGULATIONS:** Students are permitted to sign out of study hall to go to the library or to go to a classroom with a teacher's permission slip. All permanent passes out of study hall must be approved by the principal or assistant principal. All office aides must complete an application form.

**TELEPHONES:** Students may use office phones in case of emergency or other reasons as deemed appropriate by administration.

**TEXTBOOKS:** For students leaving Dover High School or dropping a course, any textbooks should be returned to the appropriate classroom teacher. A guidance office sign-out sheet must be completed prior to withdrawal. Fees will be assessed for any lost, damaged, or stolen textbooks.

**USE OF THE BUILDING:** Groups or clubs using the building at night must be accompanied by their faculty sponsor who will be responsible for their conduct while in the building and their dismissal on the completion of their work.

Pupils using the building at night must wait for their faculty sponsor to unlock the door and admit them. They must remain in the room to which they are assigned. They must leave the building upon their dismissal before their faculty sponsor leaves. School doors are not to be propped open to allow entry.

All group activities, rehearsals, or club meetings held at the high school building at night will terminate promptly at 10:00 p.m. on the nights when school is in session the following day and 11:00 p.m. on other nights.

**VISITORS:** State Law requires that all visitors must report to the principal's office. A visitor's pass must be secured students are discouraged from bringing visitors for the day. Any visiting student must obtain permission from Dover HS principal, as well as written permission from their principals and parents at least one day prior to the visit, and the student's home school cannot be in session on the visitation date.

**WORK PERMITS:** Work permits are available in the guidance office from the Guidance Secretary. Students are requested to conduct business regarding work permits during lunchtime or after school. NOTE: Student work permits can be withdrawn for poor attendance and/or failure to follow school rules and policies.

## **LOCKER DECORATIONS GUIDELINES**

### **Permission to Decorate**

1. Prior to decorating, permission is needed from the High School Principal's office.
2. The Decoration Chairperson for each sport/activity may request locker numbers of the team/organization members from the High School Office. A roster/list of names must be submitted to the High School office. No locker combinations can be given out.

### **Entering and Exiting the Building**

1. Locker decorations must be hung outside of regular school hours.
2. Everyone is to enter and exit the high school through the door off of the gym parking lot next to the loading dock
3. All decorators must be in the building prior to 9:00 p.m. Doors will be locked after that time. Decorators must exit the building prior to 10:00 p.m. Exit using the same door that you were requested to enter—across from the Guidance Department.

### **Regulations for Seasonal Decorations**

1. All seasonal decorations must be the same for all members of the team/organization.
2. Decorations may be no larger than 8 ½ x 11 inches, and must be attached with magnets. No tape or adhesive of any kind is permitted.
3. Seasonal decorations may be put up no earlier than three days prior to the start of the season, and must be removed no later than three days following the season's end.

### **Regulations for Special-Game Decorations**

1. Each activity may decorate beyond the 8 ½ x 11 inch regulation for one game per season. This may include the team's home Dover-New Philadelphia contest or the team's ECOL championship if there is not a dual competition with New Philadelphia. For football players, football cheerleaders, and band members/majorettes, this includes the Dover-New Philadelphia game regardless of the game's location.
2. Special game decorations may go up no earlier than three days prior to the competition, and must be removed the following day.
3. Decorators must use magnets to attach decorations. No tape or adhesive of any kind is permitted.

**DOVER HIGH SCHOOL**  
**TESTING SCHEDULE**

**AMERICAN COLLEGE TEST (ACT)**

September 10, 2011  
October 22, 2011  
December 10, 2011  
February 11, 2012  
April 14, 2012  
June 9, 2012

**SCHOLASTIC APTITUDE TEST (SAT)**

January 28, 2012

\*Additional SAT test dates are available; the above dates are only those given at Dover High School.

**ADVANCED PLACEMENT TESTING DATES 2011-2012**

Monday, May 7	Chemistry
Wednesday, May 9	Calculus AB/BC-a.m. session
Thursday, May 10	English Literature-a.m. session
Friday, May 11	United States History-a.m. session
Monday, May 14	Biology-a.m. session
Tuesday, May 15	U.S. Government and Politics
Wednesday, May 16	English Language-a.m. session
Thursday, May 17	Microeconomics-p.m. session

**ADDITIONAL TESTING DATES FOR 2011-2012**

October 12	PSAT(Juniors)
October 19	PLAN (Sophomores)
October 24-28	Ohio Graduation Test (gr 11-12)
March 12-16	OGT Practice Test (grade 9)
March 12-16	Ohio Graduation Test (grade 10)

## **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.

A student is promoted from the Ninth to the Tenth Grade when he has earned five (5) credits; from the Tenth to Eleventh with ten and one-half (10 ½) credits; from the Eleventh to the Twelfth with sixteen (16) credits.

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

**Information for parents:** Parents and the public have the right to access all assessment data (except personally identifiable information), questions, and current assessment instruments.

**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 any evidence of possible giftedness exists for that student and conduct necessary additional assessment.

District-determined cut-off scores, to move students from 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 Gifted Identification pamphlet.

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

**Referral:** The district ensures there are ample and appropriate scheduling procedures for assessments and reassessment using.

- Group tests
- Individually-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;
- 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 any services offered by the district.

**Withdrawal:** If at anytime, 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 Carla Birney, Assistant Superintendent at 330-364-7104.

### **OHIO GRADUATION TEST**

The Ohio Graduation Tests (OGT) are the tests that students must pass in order to earn a high school diploma. They measure content learned through the end of the 10<sup>th</sup> grade in reading, mathematics, writing, science, and social studies. Students take the OGT for the first time in the spring of their sophomore year.

Students may graduate and receive a diploma without passing all five parts of the OGT if they meet **ALL** of the following requirements:

1. Pass four of the five tests and have missed passing the fifth test by no more than 10 points;
2. Have had a 97% attendance rate through all four years of high school and must not have had an expulsion in high school;
3. Have a grade point average of at least 2.5 out of 4.0 in the subject area missed and have completed the curriculum requirement in the subject area missed;
4. Have participated in any intervention programs offered by the school and must have had a 97% attendance rate in any program offered outside of the regular school day;
5. Obtain letters of recommendation from each teacher in the subject area not yet passed, as well as the principal.

**DOVER HIGH SCHOOL GRADING POLICY**

Calculation of grades will be based on percentage.

Percentage	Grade	GPA
99 - 100%	A+	4.00
94 - 98%	A	4.00
92 - 93%	A-	3.67
90 - 91%	B+	3.33
85 - 89%	B	3.00
83 - 84%	B-	2.67
81 - 82%	C+	2.33
76 - 80%	C	2.00
74 - 75%	C-	1.67
72 - 73%	D+	1.33
67 - 71%	D	1.00
65 - 66%	D-	0.67
0 - 64%	F	0.00

**SEMESTER COURSE GRADE CALCULATION:** The final grade at the conclusion of a semester course is calculated by giving a value of 45% to each of the quarter grades and by giving the final exam a value of 10%. A student must have a final grade of 65% or above in order to have passed the class and receive credit.

**Example of a Semester Course:**

1 <sup>st</sup> Quarter (45%)	2 <sup>nd</sup> Quarter (45%)	Final Exam (10%)	Average	Final Grade
80%	93%	85%	86.35%	86% (B)
94%	93%	92%	93.35%	93% (A-)
70%	30%	50%	50%	50% (F)

**YEARLONG COURSE GRADE CALCULATION:** The final grade at the conclusion of a yearlong course is calculated by giving a value of 22.5% to each of the quarter grades and by giving each semester final a value of 5%. A student must have a final grade of 65% or above in order to have passed the class and receive credit.

**Example of a Yearlong Course:**

1 <sup>st</sup> Quarter (22.5%)	2 <sup>nd</sup> Quarter (22.5%)	Sem. Final (5%)	3 <sup>rd</sup> Quarter (22.5%)	4 <sup>th</sup> Quarter (22.5%)	Sem. Final (5%)	Average	Final Grade
95%	93%	90%	93%	94%	97%	93.725%	94% (A)
84%	93%	86%	90%	98%	93%	91.075%	91% (B+)
75%	50%	83%	72%	70%	70%	67.725%	68% (D)
80%	80%	75%	69%	69%	65%	74.05%	74% (C-)

### **GRADE POINT AVERAGE**

The final grade is the only grade used in calculating grade-point average. The values used for the grades are as follows:

A+ = 4.00	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67
F = 0.00		

### **INCOMPLETE GRADE**

It should be noted that unless there are extenuating circumstances when a student has an "INCOMPLETE" he/she will be allowed the number of excused days absent he or she missed for make-up work. Example: If a student is out 2 excused days, he or she will have 2 days to make up work. It is the student's responsibility to meet with their teachers to secure all missing assignments and tests. A student may not make up work if his/her absence is unexcused.

### **SCHEDULING**

Students may not schedule more than one study hall per day. Students requesting more than one study hall per day must obtain permission from the principal, assistant principal or guidance counselor.

**CLASS SCHEDULES:** Dover High School uses the computer registration system of scheduling. This requires the student to make decisions in the spring of the year regarding his/her next year's schedule. A student will be permitted to change his/her schedule two weeks prior to the beginning of school. Appointments with the counselors must be made in advance of the conference. Any changes which are absolutely necessary and are approved by a guidance counselor, the principal, and parent/guardian must be taken care of prior to September 8, 2011. After that time a failing grade may result for dropping a course, if a change is initiated by the student or parent.

### **Rule 3 - Page 4 (Program of Studies)**

A student may be permitted to drop a yearlong course at the end of the first semester if he/she has permission of the teacher, parent, and principal. A student may **not** drop a class at semester that he/she has a semester grade of "C" or above. Dropping a course may result in a grade of "F". A course dropped at the end of the first semester will be included in determining the cumulative grade point average and class rank.

### **2011-2012 GRADE CARD DISTRIBUTION DATES**

November 4, 2011	March 30, 2012
January 20, 2012	June 8, 2012

Grade reports will be distributed to the parent/guardian of record. Copies of midterm reports and report cards may be mailed to another parent/guardian upon request. The other parent/guardian should provide the guidance secretary a self-addressed stamped envelope if this option is selected.

### **ADD-ON POINT VALUES**

A point value will be added to the cumulative grade point average for each Advanced Placement (AP) course attempted for which the student has earned an average of "C" or better. The additional point value of 0.05 will be added to the cumulative average for students. Courses to be included are the following:

A point value of 0.025 will be added to the cumulative grade point average for a select number of advance courses that are determined to be exceptionally challenging and demanding by a panel of teachers and administrators. Student must earn a "C" or better average to receive the add-on point value. Courses to be included in this category are the following: Pre-Calculus; Fundamentals of Calculus; Honors Language Arts 11; Honors Language Arts 12; Physics; Chemistry; Spanish IV; and Spanish V.

All add-on points will be added to the cumulative average at the end of the school year for freshmen, sophomores, and juniors and at the end of the third grading period for seniors. The adjusted cumulative average will only be used for determining the top twenty students for Honors Program, valedictorian(s), and salutatorian(s). The transcript cumulative averages and class rank will be listed both by 4.0 scale and add-on point value.

Post-secondary enrollment courses **will not** receive add-on point value at Dover High School. All add-on points must be earned at Dover High School. The only exception may be transfer credits from another high school's College Board-approved AP course in which the student sat for the exam. All transfer credit add-on point value is pending the approval of the principal.

### VALEDICTORIAN(S)/SALUTATORIAN(S)

Valedictorian(s) and Salutatorian(s) are determined by the add-on cumulative grade point average calculated at the end of the 3<sup>rd</sup> nine weeks of the senior year.

Beginning with the Class of 2013, academic designations will be awarded based on the following weighted grade point averages, as outlined in *2011-2012 Dover High School Program of Studies*. These academic distinctions will be awarded in lieu of the traditional valedictorian and salutatorian awards.

Summa Cum Laude:	4.001 and above
Magna Cum Laude:	3.850– 4.000
Cum Laude:	3.700 – 3.849

All references to Valedictorian, Salutatorian, and Top Twenty students, as stated in this handbook, do not apply to members of the Class of 2013, 2014, or 2015.

### TOP TWENTY STUDENTS

The top twenty students of the graduating class will be named at the annual Honors Program.

To be considered for Valedictorian, Salutatorian, or the Dover High School “Top Twenty,” a student must have been enrolled as a student in the Dover City Schools District for at least four semesters during his/her high school career.

Foreign Exchange students will not be considered for Valedictorian, Salutatorian, or the Dover High School “Top Twenty.” However, foreign exchange students may qualify for honor roll, merit roll, and National Honor Society.

Foreign Exchange students are not eligible to receive a Dover High School diploma.

### HONORS AND AWARDS

**HONORS DIPLOMA:** Eligibility requirements can be obtained in the guidance office.

**CRITERIA FOR HONOR ROLL:** All subjects shall be included in determining the honor roll. A student must have an average of 3.500 on a 4.00 scale for all subjects to be included on the honor roll.

**CRITERIA FOR NATIONAL HONOR SOCIETY:** Eligibility for membership in National Honor Society is based upon scholarship, character, leadership, and grade-point average at the end of five semesters for juniors and seven semesters for seniors. All faculty members may rate prospective members on character. Advisors and coaches give leadership and service ratings. Induction is held during the second semester.

**CRITERIA FOR AWARD OF MERIT:** This award will be determined at the end of the first semester of the senior year. The student must meet curriculum as well as performance criteria. This information can be obtained in the guidance office.

**MERIT ROLL:** All subjects shall be included in determining the merit roll. A student must have an average of 3.2 to 3.49 to be included on the merit roll.

### **HONORS PROGRAM**

The annual Dover High School Honors Program is held in May 2012. In order for a student to be invited to this program, he/she must receive 3.5 or above GPA for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> quarter or be the recipient of a scholarship or special award. Certificates will be presented in the classroom. The criteria for a certificate are the following:

1. He/she must have earned an "A" in each of the first three grading periods of a year-long course, or
    - a) Two "A's" in a semester course taken the first semester, *or*
    - b) An "A" average to the date the award recommendation is submitted to the office for courses taken the second semester
- AND**
2. He/she must have demonstrated the following:
    - a) Genuine interest in the field of study (ie: English, Social Studies, Math, Science, etc.)
    - b) Quality of work is above and beyond what is required for an "A" (pursuit of excellence)
    - c) Excellent attendance record
    - d) Positive daily attitude in class
    - e) Ability and willingness to work independently
    - f) Works cooperatively and effectively with peers
  3. Approved by consensus of department members which students are worthy of certificates.

**Post Secondary Students:** In order to be eligible for the Dover High School Honor Roll and Merit Roll, a full time post-secondary student must be active in at least four classes that will receive letter grades (min = 13 hours) at college level. Honor Roll and Merit Roll status is only available to these full-time students at the end of each semester, due to the University's grade reporting period. Students enrolled in a combination of college and high school classes must be enrolled in a minimum of three courses at Dover High School to be considered each grading period for Honor Roll and Merit Roll.

**Buckeye Career Center Students:** Full-time Buckeye Career Center students are eligible for the BCC Distinguished Honor Roll or Honor Roll in lieu of the Dover High School Honor Roll and Merit Roll. Part-time students at BCC must be enrolled in a minimum of three courses at Dover High School to be considered for the DHS Honor Roll or Merit Roll. Both BCC and DHS grades are used in calculation of eligibility.

## **FIRE DRILLS**

**PURPOSE:** The purpose of the fire drill is to provide a safe and rapid plan of vacating the building in case of fire and to train the pupils in self-control in time of excitement of real or supposed danger. Only the principal of the building, someone appointed by him or her, the fire chief, or the superintendent shall turn in an alarm except in case of actual fire when the first one convenient—pupil, teacher, or other person may sound the alarm.

### **STANDARD PROCEDURE:**

1. At the sound of the fire alarm bell, every teacher and pupil should act on the assumption that the building is on fire. ALL classroom work should stop immediately and the teacher should step to the door and open it as a signal to the pupils to leave. Pupils should not be permitted to run, scuffle, or shout, either in the room, halls or on the steps, during a fire drill.
2. The signal for the drill is the sound of an electric gong.
3. A sign is posted at the front of each room to indicate which exit should be used by pupils in each particular room.
4. Monitors are to be appointed from each room to attend to the opening of all necessary doors and the guiding of the line so as to prevent students running or interfering with the lines from other rooms.
5. The teachers on the lower floor should have the pupils pass promptly and rapidly to make room for those on the floors above and should take their groups far enough away from the building to allow the groups following to clear the building.
6. Great care should be exercised to prevent crowding on the stairway. The width of the stairs will allow pupils to pass in double file.
7. Provisions should be made not only for clearing the building when all the pupils are in the classrooms, but also for when they are scattered throughout the building in small rooms for special work. Be prepared for prompt action at any hour or minute of the day.
8. It will be the duty of the teachers to see that no student is left in any restroom or any room adjacent to a classroom.
9. The first fire drill of the year will be announced ahead of time; however, fire drills for the remainder of the year will be unannounced so that you should periodically review with all of your classes the exit procedure.
10. It is possible that occasionally a fire exit may be blocked, just as might occur during an actual emergency; therefore, it is advantageous for the teacher-assigned monitors to have planned ahead for an alternate exit route to the one assigned.
11. The use of the elevator is prohibited during any emergency.
12. Students exiting on 5<sup>th</sup> street, 6<sup>th</sup> Street, or the Gym Lobby are to cross the street in the crosswalks. Students are not to return to the building until they have been instructed to do so by the principal or assistant principal.

### **FIRE DRILL DURING AN ASSEMBLY**

1. The people in the first five rows (A thru E) of all three sections on the main floor of the auditorium will move to their right and out of the emergency exit in the right front of the auditorium to the gym lobby. They will exit by the gym parking lot doors. All other people on the main floor in the auditorium will move to the nearest aisle and will leave the building by the main entrance.
2. The people in the lower right balcony (as you face the stage) will leave the auditorium by the second floor exit and the building by EXIT 1. People in the upper right balcony (as you face the stage) will leave the auditorium by the second floor exit and the building by EXIT 1.

3. The people in the lower left balcony will leave the auditorium by the second floor exit and the building by EXIT 11. People in the upper left balcony will leave the auditorium by the third floor exit and the building by EXIT 11.
4. It should be noted that the directions could be subject to change, necessitated by the location of a fire or other emergency, in which case guides would direct students toward different exits.

#### **TORNADO DRILLS**

We are required by State Law to have tornado. Information for procedures will be given to students by classroom teachers.

**If a tornado drill occurs during a class change**, students should report to their next class and the teacher will direct them to the proper location.

**If a tornado drill occurs during an assembly in the gym**, all students and staff should immediately fill into the boys and girls locker rooms, the weight room, and the hallway under the stage.

**If a tornado drill occurs during an assembly in the auditorium**, homeroom teachers should direct their homeroom to the nearest exit in an orderly manner and escort them to the homeroom teacher's normal tornado drill station.

Other emergency drills (lock down drill and emergency evacuations) will also be conducted. Information will be provided by your homeroom teacher.

**DOVER HIGH SCHOOL CLASS SCHEDULE**  
**Closed Lunch for 9<sup>th</sup> & 10<sup>th</sup> Grade Students**  
**Open Lunch for 11<sup>th</sup> & 12<sup>th</sup> Grade Students**

**Regular Schedule (Monday – Thursday)**

Period 0 7:00 a.m. – 7:40 a.m.

1<sup>st</sup> period 7:45 a.m. – 8:35 a.m.

2<sup>nd</sup> period 8:38 a.m. – 9:35 a.m.

3<sup>rd</sup> period 9:40 a.m. – 10:30 a.m.

4 <sup>th</sup> period	A Lunch	10:30 a.m. – 11:05 a.m.
	Class	11:05 a.m. – 11:55 a.m.
	Class	10:33 a.m. – 11:23 a.m.
	B Lunch	11:23 a.m. – 11:58 a.m.

***A student's lunch period is determined by his/her 4<sup>th</sup> Period Class.***

5<sup>th</sup> period 11:58 a.m. – 12:48 p.m.

6<sup>th</sup> period 12:51 p.m. – 1:41 p.m.

7<sup>th</sup> period 1:45 p.m. – 2:35 p.m.

**Advisory/Activity Schedule (Friday)**

Period 0 7:00 – 7:40

Period 1 7:45 – 8:29

Period 2 8:32 – 9:16

Period 3 9:21 – 10:05

Advisory/Activity	10:08 – 10:53 (ann.)	
	4A Lunch	10:53 – 11:28
	4B Class	11:28 – 12:12
	4A Class	10:56 – 11:40
	4B Lunch	11:40 – 12:15

Period 5 12:15 – 12:59

Period 6 1:02 – 1:46

Period 7 1:51 – 2:35

**Two Hour Delay Schedule**

Warning Bell 9:40

Period 1 9:45 - 10:19

Period 2 10:22 – 10:56

Period 3 11:00 – 11:34

4A Lunch 11:34 – 12:09

4B Class 12:09 – 12:43

4B Lunch 12:11 – 12:46

Period 5 12:46 – 1:20

Period 6 1:23 – 1:57

Period 7 2:01 – 2:35

**2011-2012 SEMESTER EXAM SCHEDULE**

**Tuesday January 10, 2012**

Period 5 Semester Exam	7:45 a.m. -9:05 a.m.
Break	9:05 a.m. – 9:10 a.m.
Period 6 Semester Exam	9:10 a.m. – 10:30 a.m.
4 <sup>th</sup> Period Class/Lunch	10:30 a.m. – 11:58 a.m.
3 <sup>rd</sup> Period Class	11:58 a.m. – 12:48 p.m.
2 <sup>nd</sup> Period Class	12:51 p.m. – 1:41 p.m.
1 <sup>st</sup> Period Class	1:45 p.m. – 2:35 p.m.

**Grades 9 - 12**

**Wednesday, January 11, 2012**

Period 1 Semester Exam	7:45 a.m. -9:05 a.m.
Break	9:05 a.m. – 9:10 a.m.
Period 2 Semester Exam	9:10 a.m. – 10:30 a.m.
4 <sup>th</sup> Period Class/Lunch	10:30 a.m. – 11:58 a.m.
5 <sup>th</sup> Period Class	11:58 a.m. – 12:48 p.m.
6 <sup>th</sup> Period Class	12:51 p.m. – 1:41 p.m.
7 <sup>th</sup> Period Class	1:45 p.m. – 2:35 p.m.

**Grades 9 - 12**

**Thursday, January 12, 2012**

Period 4 Semester Exam	7:45 a.m. -9:05 a.m.
Break	9:05 a.m. – 9:10 a.m.
Period 3 Semester Exam	9:10 a.m. – 10:30 a.m.
Lunch/Advisory	10:30 a.m. – 11:30 a.m.
Period 7 Semester Exam	11:30 a.m. – 12:48 p.m.
Early Dismissal	12:50 p.m.

**Grades 9 - 12**

Make-up Exams 11:30 a.m. – 12:55 p.m.  
School Buses Run on the Regular Schedule at 2:40 p.m.

**2011-2012 SENIOR FINAL EXAM SCHEDULE**

**Tuesday, May 22, 2012**      **Senior Exam – pm Only**

Period 1 Final Exam	7:45 - 9:10 a.m.
Senior Community Service	9:30 a.m. – 1:30 p.m.

**Wednesday, May 23, 2012**      **Senior Exams Only**

Period 2 Final Exam	7:45 a.m.– 9:10 a.m.
Break	9:10 a.m. – 9:20 a.m.
Period 4 Final Exam	9:20 a.m.– 10:45 a.m.
Lunch	10:45 a.m. – 11:30 a.m.
Period 6 Final Exam	11:30 a.m. – 12:55 p.m.
Seniors Dismissed	12:55 p.m.

**Thursday, May 24, 2012**      **Senior Exams Only**

Period 3 Final Exam	7:45 a.m. – 9:10 a.m.
Break	9:10 a.m. – 9:20 a.m.
Period 5 Final Exam	9:20 a.m. – 10:45 a.m.
Lunch	10:45 a.m. – 11:30 a.m.
Period 7	11:30 a.m. – 12:55 p.m.
Break	12:55 p.m. – 1:05 p.m.
Senior Exam Make-Ups	1:05 p.m. – 2:35 p.m.

**Friday, May 25, 2012**

**Seniors: Mandatory Graduation Rehearsal at 1:00 p.m. Crater Stadium**

**FINAL EXAM SCHEDULE (GR. 9-11)**

**Friday, May 25, 2012**

**Grades 9 - 11 Exams**

Period 1 Final Exam	7:45 a.m. – 9:05 a.m.
Break	9:05 a.m. – 9:15 a.m.
Period 4 Final Exam	9:15 a.m. – 10:35 a.m.
Lunch	10:35 a.m. – 11:35 a.m.
**There will be two 30-minute lunch periods to be posted at a later date	
Period 7 Final Exam	11:35 a.m. – 12:55 p.m.
Students Dismissed	12:55 p.m.
School Buses Run on the Regular Schedule at 2:40 p.m.	

**Tuesday, May 29, 2012**

**Grades 9-11 Exams**

Period 2 Final Exam	7:45 a.m. – 9:10 a.m.
Break	9:10 a.m. – 9:20 a.m.
Period 6 Final Exam	9:20 a.m. – 10:45 a.m.
Lunch Available	10:45 a.m. – 11:30 a.m.
Make-up Exams	11:30 a.m. – 12:55 p.m.
School Buses Run on the Regular Schedule at 2:40 p.m.	

**Wednesday, May 30, 2012**

**Grades 9 - 11 Exams**

Period 3 Final Exam	7:45 a.m. – 9:10 a.m.
Break	9:10 a.m. – 9:20 a.m.
Period 5 Final Exam	9:20 a.m. – 10:45 a.m.
Students Dismissed	10:45 a.m.
Lunch Available	10:45 a.m. – 11:30 a.m.

**Thursday, May 31, 2012: Students' Last Day of School**

Students who have completed finals do not have to attend this date.  
Make-up Final Exams 7:45 a.m. – 9:10 a.m.  
School Buses Run on the Regular Schedule at 2:40 p.m.

### **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, DC 20202-4605

The Protection of Pupil Rights Amendments (PPRA) provides 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, please realize this means that 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:

- |                                |                         |
|--------------------------------|-------------------------|
| newspaper                      | 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          |
| bus routes                     | honor roll lists        |
| class lists on school doors    | student projects        |
| web page                       | class picture           |
| Times Reporter                 | awards                  |
| Valentine's Day cards          | invitations             |
| yearbook                       | Boy/Girl Scouts         |

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, Attn: Assistant Superintendent, 219 W. Sixth Street, Dover, Ohio 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.

- Tear Out - --

**REFUSAL TO RELEASE DIRECTORY  
INFORMATION FOR 2011-2012 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 web site.) Please specify your wishes below.

Person to whom Directory Information can be disclosed:

\_\_\_\_\_

Reason: \_\_\_\_\_

Please return this form by **September 10, 2011** so we can best carry out your wishes with respect to the disclosure of Directory Information about your child for the 2011-2012 school year.

If you have any questions regarding this, call your building principal or Carla Birney, Assistant Superintendent.

**RETURN THIS FORM TO YOUR BUILDING PRINCIPAL.**

*Revised 5/04*