

# **DOVER MIDDLE SCHOOL**

“DETERMINATION MEANS SUCCESS”

## **STUDENT HANDBOOK**

**2011-2012**



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Homework Hotline  
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### **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.*

## **DOVER CITY SCHOOLS**

**&**

## **Dover Middle School**

### ***Vision and Mission Statements With Beliefs***

#### **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 MIDDLE SCHOOL MISSION**

*It is the mission of Dover Middle School to develop and provide learning opportunities that result in the highest level of achievement for each student. We believe learning is a process that continuously develops academic and life skills, effectively uses technology, and provides an understanding of a global society. Education is a shared responsibility among teachers, staff, students, and community.*

#### **BELIEFS**

We, as a district, believe the following regarding students, parents, community, schools, teachers, administrators, and board of education.

##### **I. Students:**

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

##### **II. Parents:**

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

##### **III. Community:**

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

##### **IV. Schools:**

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

##### **V. Teachers:**

1. Teachers will provide an inviting classroom environment for students by establishing clear classroom and team expectations and help students grow individually and academically.
2. Teachers will as educators model the commitment to high-quality work ethic that we expect to develop in our students.
3. Teachers will work collaboratively to develop instructional strategies and design methods of assessment by meeting regularly as grade-level subject teachers.
4. Teachers will teach for understanding and provide a variety of opportunities for students to have their individual needs and learning styles addressed so that achievement of intended outcomes of the curriculum can be met.
5. Teachers will continue to improve both as individuals and teams by being open to change and implementing strategies learned through professional development and team sharing.
6. Teachers will involve parents in the education of their children by keeping them informed of student progress of standardized outcomes and achievement of individual goals, and offer suggestions for assisting their students.

##### **VI. Administrators:**

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

VII. Board of Education

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

**GRADE LEVEL TIME SCHEDULES:**

**Grade 6**

8:05	Period 1
8:55	Period 2
9:45	Period 3
10:35	Period 4
11:25-11:45	Lunch
11:45-12:00	Recess
12:00	Period 6
12:50	Period 7
1:40	Period 8
2:30	Dismiss

**Grade 7**

8:05	Period 1
8:55	Period 2
9:45	Period 3
10:35-10:55	Lunch
10:55-11:10	Recess
11:10	Period 5
12:00	Period 6
12:50	Period 7
1:40	Period 8
2:30	Dismiss

**Grade 8**

8:05	Period 1
8:55	Period 2
9:45	Period 3
10:35	Period 4
11:25	Period 5
12:15-12:35	Lunch
12:35-12:50	Recess
12:50	Period 7
1:40	Period 8
2:30	Dismiss

**MORNING DETENTION WILL BE 7:00 A.M. - 7:30 A.M.**

**AFTER-SCHOOL DETENTION AND STUDY ROOM WILL BE 2:35 P.M. – 3:35 P.M.**

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

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

**ABSENCE**

1. If a student is absent from school, the parent or guardian must call the middle school office by 8:30 A.M. to report his/her child as absent. The school number is 330-364-7121. If no call is made, the school will attempt to call you.

2. A note or phone call from the student's parent is required for each absence within 24 hours of that absence. Of no call or note is received, the absence(s) will be marked as unexcused. During the first full week of October a note will be required in addition to a phone call.

3. UNEXCUSED ABSENCE An unexcused absence may be an absence by consent of a parent or with a parent's knowledge for a reason not acceptable to the school. (Example: music lessons, hair appointments, car trouble, over-sleeping, out-of-town, etc.)

4. Absences of six (6) days, excused or unexcused, without a doctor's note, are considered more alarming and will result in a letter being sent home.
5. Absences of twelve (12) days, excused or unexcused, without a doctor's note, are considered truant, and charges may be filed.
6. A doctor's note must include the following information:
  1. Student's name (first and last)
  2. Date and time the student was seen by the doctor
  3. Exact day or days the student cannot attend school
  4. Reason for non-attendance
  5. Doctor's signature
7. The school has the right to verify any appointment that caused the absence from school.
8. **Make-up work:** Some assignments cannot be completed at home. It is the student's responsibility to check with each of his/her teachers when he/she returns to get any additional assignments. Make-up work should be completed in the number of days a student is absent.
9. **Homework Hotline (330-364-7128)** should be called if a student is absent one (1) day. It may be called for assignments after 3:00 P.M. The building is open until 6:00 P.M. Homework may be obtained in the office if a student is absent two (2) or more consecutive days. The parent/guardian should notify the office by 9:00 A.M. of the morning the assignments are needed. They will be available by 2:30 P.M.

### HOMWORK

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

Assignments are to be written by the student in the assignment/calendar book. The teachers will list all assignments in the classroom for the students to see. An AGENDA will also be kept by the student in the front of his/her notebook.

**THE NOTEBOOK:** Each student will be required to have a 3-ring binder in which to carry assignments. Dividers will be provided by the school.

To instill proper study habits, the students may be required to bring the notebook home daily. Teachers

may require a parent signature on the notebook. If the notebook is not brought to school/class, one morning detention may be assigned.

### AFTER-SCHOOL STUDY ROOM

Here at Dover Middle School we take each and every one of our student's learning growth very seriously. It is our goal for all of our students to reach their fullest potential and that their grades represent how well they have learned/mastered established learning standards and achieved specified learning goals. As a result of this, we have taken a look at the practice of assigning zeros for work that is not turned in or turned in late. The alternative that we have to assigning zeros involves our After-School Study Room. All students who do not turn in an assignment on time will be assigned to a corrective opportunity in our After-School Study Room from 2:35 P.M.-3:35 P.M. that day. Phone calls will be made between 1:40 P.M. and 2:30 P.M. to the parents for all students staying. (Transportation is provided for most students.)

Students in the Study Room are required to make up the assignment(s) and receive full credit. The After-School Study Room may also serve as a corrective opportunity for students who perform below a 75% on tests, quizzes, and other assignments. Students do not receive a discipline slip for attending Study Room. However, if a student does not show up for Study Room without being excused, a discipline slip will be issued.

### TARDINESS

#### **TO SCHOOL:**

1. Tardy is defined as "not arriving at the appointed time; late; slow; reluctant.": This includes to school and to class.
2. Students must physically be in class by 7:50 A.M. or they will be considered tardy.
3. When tardy, report to the office before going to class. In order to be considered an excused tardy, students must have their parent come to the office and sign them in, or a parent must send a note with the student or call the office to let us know the student will be arriving late. The office will then issue an admit slip to class.
4. Students who sign in after 8:50 A.M. will be considered absent one-half day's attendance.
5. Students who are tardy to school three (3) times, either excused or unexcused may receive a morning detention.
6. A student who accumulates more than three tardies, either excused or unexcused, may receive additional disciplinary action.

#### **TO CLASS:**

1. Students have three minutes to get from one class to the next. This time frame is more than sufficient to get to any classroom in the school.
2. Students who are tardy to class will be disciplined by the classroom teacher. If a teacher detains a student, the teacher will give the student an admit slip to the next class. The student will not be counted as tardy.

### EARLY DISMISSAL

A student who must leave school before the appointed time must bring a written note to the office by 8:00 A.M. This note must include the following information:

1. Student's name (first and last)
2. Reason for early dismissal
3. Time student will be leaving
4. Time student will return
5. Parent/Guardian signature

Parents/Guardians are required to enter the building and report to the office and sign out the student. Students who are gone more than one hour will be marked as one-half day absent.

### ABSENCE RECORDING

Arrive 7:50 A.M.-8:50 A.M. = Tardy

Arrive after 8:50 A.M.-11:35 A.M. = ½ day absent

Absent 7:50 A.M.-11:35 A.M. = ½ day absent (A.M.)

Absent 7:50 A.M.-after 11:35 A.M. = Full day absent

Absent 11:35 A.M.-2:30 P.M. = ½ day absent (P.M.)

Leave school before 1:30 P.M. = ½ day absent (P.M.)

### FAMILY VACATIONS/HUNTING

**FAMILY VACATIONS** are an acknowledged part of a student's educational growth. We would hope parents would make every effort to take their vacation during the summer. However, if the family plans a vacation during regularly scheduled school time, the following will be expected: (This includes "National Accompany Your Parent to Work Day.")

#### For an excused absence:

1. Parents should notify the office in writing two (2) days in advance of the absence.
2. A parent, grandparent, or guardian must accompany the student on the vacation.

#### For homework (if excused):

1. If a student's parent contacts the school in writing 2 school days in advance of the vacation or hunting day, and is approved by the office, assignments can be given to the student before leaving. He/she is expected to have them completed and turned in the day after the student returns. All missed tests will be taken the day of return.
2. If no assignments are obtained prior to the excused vacation/hunting days, it is the student's responsibility to obtain all missed work the day he/she returns. This work will be due the next day. All missed tests will be taken the day the student returns.
3. When the student returns to classes, he/she will not be excused from assuming full responsibilities on current work. Homework Hotline (330-264-7128) may be called prior to returning to check upcoming work.

Because many exams, assignments and reviews are given before and after holidays and other scheduled school vacations, we strongly discourage family vacations at these times.

**HUNTING** will be marked as one (1) day excused absence per school year if the following conditions are met:

#### For an excused absence:

1. Parents should notify the school in writing two (2) school days in advance of the hunting day. Shorter notice may be approved by the office, but make-up work must be obtained by the student upon return.
2. A copy of the student's hunting license must be presented to the school prior to the absence.
3. A parent, grandparent or guardian must accompany the student hunting.
4. The absence does not occur the last week of a nine-weeks or last week of the semester and only during one school day, regardless of periods missed.

#### For Homework (if excused):

1. If a student's parent contacts the school in writing two (2) school days in advance of the hunting day, assignments can be given to the student before leaving. They are expected to be completed and turned in the day after the student returns. All missed tests will be taken the day of return.
2. If no assignments are obtained prior to the excused hunting days, it is the student's responsibility to obtain all missed work the day he/she returns. This work will be due the next day. All missed tests will be taken the day of return.
3. When the student returns to classes, he/she will not be excused from assuming full responsibilities of current work.

**ANY EXTENUATING CIRCUMSTANCES TO THIS POLICY WILL BE LEFT TO THE DISCRETION OF THE PRINCIPAL.**

### SUPPLY FEE

It is necessary for parents to pay a \$50.00 supply fee. Supply fee must be paid before a student's class trip will be approved.

### DISCIPLINARY PROCEDURES

#### MORNING DETENTION

When a morning detention is issued, the student is expected to serve the detention the very next day from 7:00 A.M.-7:30 A.M. It is the student's responsibility to find a ride to school that day. The student will be given a "Discipline Letter" to have it signed by a parent or guardian and return it to the school the following day. Students must be in their seats by 7:00 A.M. Any disruption will result in further disciplinary action.

### **AFTER-SCHOOL DETENTION**

When an after-school detention is issued, the student is expected to serve the detention the very next day after school from 2:35 to 3:35. The student will be given a "Discipline Letter" and it is his/her responsibility to have it signed by a parent or guardian and return to the school the following day.

Students will report to detention promptly with enough school work to last an hour. Magazines or drawing for fun will not be permitted. Travel arrangements after detention are to be made ahead of time, as students will be discouraged from using the office phone. Any questions about detentions should be directed toward the staff member who assigned it.

*SPORTING EVENTS DO NOT EXCUSE A STUDENT FROM DETENTION.*

### **ALTERNATIVE EDUCATIONAL PLACEMENT ROOM**

Students assigned to AEP will have their school work to do during the school day. AEP will be assigned at the discretion of the principal based on the offense. Students will eat their lunch in AEP. Credit for their work will be given.

### **SATURDAY SCHOOL**

Students assigned to Saturday School are to be present from 8:00 A.M. to 12:00 noon. They are to have school work to keep them busy. There will be no talking. Students are to come to the front door of the Middle School between 7:50 A.M. – 8:00 A.M., then go directly with the teacher. Saturday School will be assigned by the principal.

**PURPOSE:** Students who violate the standards of conduct of the Dover City Schools are subject to a variety of disciplinary actions. In cases where discipline is deemed appropriate, an assignment to the Saturday School Program may be considered as an alternative to other discipline methods.

**RESPONSIBILITY:** Saturday School may be offered at the discretion of the principal for some of the following reasons. This does not attempt to list all reasons. This list is not inclusive:

- a. Excessive truancy or tardiness
- b. Failure to serve detention
- c. Disruption of school
- d. Fighting
- e. Insubordination
- f. Any other action detrimental to the educational system on or off school grounds.
- g. Skipping Study Room

Saturday School will not be offered as an option when, in the opinion of the principal, the offense is criminal or serious in nature. Saturday School may be used as an alternative form of discipline for similar offenses in the Student/Parent Handbook.

Assignments, given at the discretion of the teacher, may consist of make-up work, extra credit, or review. All work completed by the students during Saturday School will be given to the monitor at 12:00 noon before being dismissed. Any credit given for assignments completed during Saturday School will be at the complete discretion of the teacher making the assignment.

Students assigned to Saturday School must come prepared with the necessary and proper school materials and remain at work the full time. The rules governing Saturday School will be consistent with the rules in the Middle School's Student Code of Conduct. In addition, students will be expected to observe the following:

- a. Students will not be allowed to use the telephone or go to their lockers.
- b. Students will not be allowed to put their heads down or sleep.
- c. No radios, cards, magazines, or other recreational articles will be allowed in the room.
- d. No food or beverages will be consumed during the Saturday School.
- e. There will be a ten minute break at 9:30 A.M. Students may go to the restroom, throw away paper, and sharpen pencils at that time.
- f. Students are required to have class assignments with them when they attend Saturday School.
- g. Students shall be required to wear appropriate school clothes to Saturday School. (Dress Code applies.)

**ATTENDANCE:** Saturday School will begin promptly at 8:00 A.M. Tardiness will not be tolerated. Parents must assume responsibility for all transportation.

- a. Students will report directly to the library before 8:00 A.M. and will enter the building through the main doors. Saturday School will be dismissed at 12:00 noon.
- b. Students arriving after 8:00 A.M. shall be marked absent. They shall be sent home and not permitted to attend Saturday School.
- c. Absence on school days preceding the assigned time does not excuse the student's absence from Saturday School.
- d. For truancy, the administrator may issue a three-day out-of-school suspension.

### **SEXUAL HARASSMENT POLICY**

*Dover City Schools is committed to eliminating and preventing sexual harassment. Sexual harassment is improper, immoral, and 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 regards 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.

#### **SUSPENSIONS/EXPULSIONS**

Suspensions will be issued for major rule violations, chronic misbehavior, or repeated offenses. The superintendent may expel a student if he/she is a threat to students or staff.

#### **REFERRAL TO LOCAL POLICE AUTHORITIES**

Students who violate a criminal law are 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 or violations or any rules of the particular extracurricular activities in which the student is participating.

#### **SCHOOL PROPERTY SEARCH**

The principal and the vice-principal reserve the right to search students, their backpacks, their lockers, and their desks 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. Security cameras are in use in the building and on the buses at all times.

#### **TELEPHONE USE AT SCHOOL**

The telephone in the office is for emergency use only. If a student needs to use the telephone for any other reason, he/she must have permission from a teacher or staff member.

#### **DOVER CITY SCHOOLS FIELD TRIP CONTINGENCY PLAN**

Dover City Schools will make every attempt to go on the designated trip; however, the administration cannot guarantee that the planned trip will not be cancelled. Current world affairs make it impossible to predict the feasibility of future trips. The administration will always consider the safety of students first when making these trip decisions.

In the event that a trip is cancelled, every effort will be made to refund out of pocket expenses. Cash refunds to parents/guardians will be made based on refunds that vendors can provide to the school.

#### **TRIPS**

Teachers and Teaching Teams may deny field trips as a disciplinary measure. Any student receiving 10 or more discipline letters, (including bus slips, discipline slips, Saturday School, or a suspension from school) may not be permitted to go on his/her class trip. (Camp-Grade 6; Cleveland - Grade 7; Washington, D.C., - Grade 8)

#### **AFTER-SCHOOL ACTIVITIES/TRIPS**

Students who are absent the last half of a school day (after 11:35 A.M.) may not participate in school activities held after the school day is over.

Due to preparation, a student must attend school the entire day prior to any field trip or class trip in order to participate with their class on the trip due to preparation.

**ANY EXTENUATING CIRCUMSTANCES TO THIS POLICY WILL BE LEFT TO THE DISCRETION OF THE PRINCIPAL.**

## **EMERGENCY CLOSING OF SCHOOL AND CRISIS PLANS**

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

In the event of a "delay," all bus schedules may be delayed by one or two hours. A one hour delay will start at 8:50 A.M. and a two hour delay will start at 9:50 A.M. Bus schedules will follow the appropriate delay.

In the event that school is open and a bus cannot run a route, parents are asked to assist by transporting their children to school by car if possible.

Dover Middle School has a crisis plan in place for other situations that may arise. In any situation, the local media would be contacted with updated information.

## **STUDENT DRESS CODE (Revised June, 2008)**

The Dover City Board of Education requires students to dress in neat and clean clothing that is in good taste and in good repair. Any dress code must be approved by the Dover Board of Education. A dress code shall be in existence, delineated and defined. This code will be reconsidered periodically by the Board of Education.

## **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.

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 enhances the educational process and fosters a positive attitude toward learning and behavior. It must also 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...especially in our changing world. 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 which will enable the school to achieve its educational objectives. Anything that is a deterrent to learning is not appropriate nor in good taste.

1. Hair should be cut and combed in a manner so that it does not cover the eyes and must

be clean and well groomed. Facial hair is not permitted. Hair dyed bright or unusual colors or is fashioned in an unusual manner is not acceptable.

2. Tank tops and sheer clothing are not permitted. Seamed sleeveless shirts and dresses will be permitted providing that they do not expose any undergarments. 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. Neat and clean sweat pants and wind pants will be permitted as long as they are not tight fitting or translucent, and must be worn at the proper length. Tear aways are not permitted.
4. Dresses, skirts, and skorts may be worn if they are no shorter than mid-thigh length and fit appropriately. When a student's arms are held down, the garment should be no shorter than fingertip length.
5. Shorts will be permitted to be worn in school only during the months of August, September, October, April, May, and June. Shorts need to be neat, clean, and no shorter than mid-thigh length and fit appropriately. When a student's arms are held down, shorts should be no shorter than fingertip length. Biker shorts, Umbro-like shorts, unhemmed or frayed cut-offs, shorts, skirts, gym shorts manufactured to look like cut-offs, and/or boxer shorts are not permitted, nor are shorts to be rolled up from the original length. In grades 6, 7, & 8, shorts worn for Phys. Ed. classes may not be worn during the remaining school day.
6. Bare backs, bare midriffs, and low-cut tops are not permitted. Clothing must continue to touch the waistline when arms are raised. There should be no exposed skin between the top of the pants and bottom of the shirt.
7. Sunglasses, hats, bandanas, and headbands may not be worn inside the school building.
8. Proper footwear is required at all times. Cleats, flip-flops, and shoes without backs are prohibited. Sandals with backs may be worn.
9. Jewelry, clothing, clothing bearing patches, personal possessions, tattoos, drawings, or sayings (stated or implied), which refer to drugs, gangs, violence, death, including skulls, alcohol, sex, gang-related symbols, hate, or groups exhibiting negative images or profanity will not be permitted to be worn. Obscenities (stated or implied) will not be permitted. Jewelry must be conservative and modest.

10. Clothing that has tears, cuts or holes is not permitted.
11. Students must be clean and well-groomed.
12. All pants or shorts should be worn at the appropriate height to stay over the waistline and fastened with a belt. They should not be oversized or have the appearance of being oversized. The length, unrolled, should not permit the pants to be walked on.
13. Wallet chains, chains, or jewelry which are perceived by the administration as a potential weapon will not be permitted.
14. Coats and jackets and any outer garment that has pockets are not permitted to be worn through the lunch line.
15. T-shirts or shirts that have the appearance of being oversized are not permitted. Oversized is defined as having a length no more than finger tip covering the garment length.
16. Piercing of the body will be limited to the ear only. Earrings may not dangle due to safety reasons.
17. Capri pants may be worn the entire year.
18. Heavy or excessive makeup will not be permitted. Students are not permitted to use cosmetics in classes, lunchroom or study halls.

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.

**NOTE REGARDING  
BACKPACKS/BAGS/SATCHELS/PURSES**

Backpacks, gym bags, and duffle bags are not permitted in the classroom.

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

**BULLYING POLICY**

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

If a student is subjected to behavior that he/she considers to be bullying of any type, from any person(s), he/she should promptly notify a school counselor, teacher, or administrator. The student or parent should put the complaint in writing and an investigation will

immediately be made into the matter. The administrator investigating the matter will report back to the student making the charge.

**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. It also applies to 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 students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

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

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

- A. **Activity that changes or alters any student or staff records:** Activity that changes or alters any student or staff records, both written and electronic.
- B. **Alcoholic beverages:** Use, possession, concealment, transmitting, or being under the influence of alcoholic beverages.
- C. **Alcoholic beverages or mind-altering substances:** The use of, possession or, selling, buying, transmitting or being under the influence of alcoholic beverages or mind altering substances.
- D. **Arson or attempted arson or unauthorized use of fire:** Arson or attempted arson and related offenses; unauthorized use of fire.
- E. **Assault, assault and battery:** Assault, assault and battery, or threat thereof to any school personnel, other student, or visitor.

- F. **Bullying:** An intentional written, verbal, or physical act directed toward another student; the behavior causes mental, physical, or emotional harm to the other student; prohibited activities include but are not limited to those engaged in via computer and/or electronic communications devices.
- G. **Bus Misconduct**
- H. **Cell Phones and Other Electronic Devices**  
Students 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 when entering the building. Violators of this policy are reported to the principal, assistant principal, or his designee, who confiscates the device and holds it in his 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 team or organization is visiting during an athletic contest or extracurricular event.
- I. **Cheating:** Unauthorized use of any information from any source to improve academic performance (plagiarism, cheating, and Internet sources/access).
- J. **Cyber-Bullying:** Abusive behavior including but not limited to taunting, threatening, stalking, intimidation, and/or coercing by one or more individuals against other students or staff, perpetuated with computers, cellular phones, internet websites, and/or any other electronic device.
- K. **Damage, destruction, defacement or vandalism:** Damage, destruction, defacement, or vandalism of school property or private property on school premises; including buses or at any school. Any damage to school property, even if accidental, may require the student to reimburse the district for damages.
- L. **Dangerous ordinance:** Violation of Dangerous Ordinance Policy and any other policies prohibiting certain conduct.
- M. **Detrimental behavior:** Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration or as outlined in the Student/Parent Handbook for the building in which the student is enrolled.
- N. **Disruption of school:** Disruption of school by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This shall include use of same to incite others toward acts of disruption.
- O. **Dress code:** Violations of school policies pertaining to dress and appearance.
- P. **Driving:** Driving in an unsafe manner.
- Q. **Extortion or attempted extortion:** The act of extortion from any person on school property.
- R. **Failure to pay tuition:** Failure to pay tuition or other approved charges.
- S. **False alarms:** False alarms including fire and/or bomb threats, or other terrorist threats or inducing panic.
- T. **Falsely reporting incidents:** The act of falsely reporting incidents, making accusations, or giving testimony to school personnel.
- U. **Falsifying:** Falsifying in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
- V. **Fighting Including in writing or verbally:** This shall include inciting and/or encouraging others to fight.
- W. **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 gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; 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 Schools Act of 1994” changes, then the definition set forth in this policy shall automatically change to conform to it.
- X. **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.
- Y. **Gambling:** Gambling for money, valuables, or gain on school property. Students should not bring playing cards or dice to school.
- Z. **Graduation Ceremonies:** The Superintendent or Principal may prohibit a student from attending and/or participating in the District’s graduation ceremonies as part of a student’s suspension, expulsion, or removal from school.

- AA. **Harassment:** Making explicit or implicit remarks to another student or group of students including but not limited to comments referencing gender, race, sexual orientation, or religion.
- BB. **Hazing and intimidation:** Subjecting other students to pranks, harassment, or humiliation causing mental or physical harm, which includes initiations. Prohibited activities include, but are not limited to those engaged in via computer and/or electronic communications devices.
- CC. **Immoral acts:** Commission of an immoral act.
- DD. **Insubordination and/or disobedience:** Insubordination and/or disobedience in refusing to comply with directions of school personnel.
- EE. **Internet use:** Violation of policies governing Internet usage.
- FF. **Knife:** Possession of a knife and other acts regarding knives prohibited by Board Policy. Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge. Knife does not include scissors, wire cutters, or other similar tools determined by the Superintendent to be necessary in the school setting as a particular building or grade level, if used only for their necessary purpose.
- GG. **Leaving school property:** Leaving school property or assigned area prior to specified dismissal time without official permission.
- HH. **Loitering, littering, or causing a disturbance:** Loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
- II. **Misuse of school property:** To use equipment, materials, or supplies without permission or in a manner for which the item was not intended.
- JJ. **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.
- KK. **Narcotic drugs or other controlled substances:** Use, possession, concealment, buying, selling, transmitting, or being under the influence of any narcotic drug or other controlled substance including, but not limited to marijuana, as well as 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 also includes drug paraphernalia.
- LL. **Permanent exclusion:** Those acts or violations listed in the permanent exclusion portion of the Board policy on student disciplinary procedures.
- MM. **Plagiarism.**
- NN. **Public displays of affection are prohibited.** Public displays of affection are prohibited, including but not limited to kissing, handholding, etc.
- OO. **Repeated offenses or flagrant violations:** Repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.
- PP. **Tardiness:** Repeated tardiness to class or school.
- QQ. **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.
- RR. **Solicitation of non-school sanctioned materials is prohibited:** Students may not post or distribute material without prior permission from the principal or assistant principal.
- SS. **Throwing of an object:** Unauthorized throwing of any object including but not limited to snowballs.
- TT. **Tobacco:** A student shall not possess, use, transmit, or conceal any tobacco products on school premises during school activities, on school transportation, or events off school grounds. No student shall smoke on school property or surrounding school properties as described in the “Respect for Private Property” policy. Holding a lighted or unlighted cigarette is interpreted as smoking. The Ohio Tobacco Law will also be enforced with violators being reported to the police.
- UU. **Truancy:** Truancy from school including study hall, class, or any other assigned activity for class, or any other assigned activity for part of all of a day, without school authorization.
- VV. **Unauthorized touching:** Unauthorized touching includes hitting, grabbing, pushing, pinching, etc.
- WW. **Use of profane, indecent, or obscene language or messages:** Profane, indecent or obscene language or messages, written or verbal, directed toward school personnel or students. This shall include use of obscene gestures, pictures, or signs.
- XX. **Violation of Federal or State Statutes:** Violations of federal or state statutes on school premises or involving school activities.
- YY. **Violation of state student mandates:** Violation of state student mandates, including, but not limited to, required immunizations.
- ZZ. **Violation of terms of suspension, expulsion, or other forms of discipline.**
- AAA. **Weapons:** Possession, use, or threatened use of weapons, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

**CAFETERIA/PLAYGROUND**

We offer our students many varieties of food for their lunches. Students may buy a standard tray lunch and/or purchase A La Carte items. We do limit sweets and snacks to one (1) per student per day from the A La Carte line. Weekly lunch tickets are available in the cafeteria, or students may purchase lunches on a daily basis. Free and reduced lunch applications are available in the office.

**Closed Lunch Period**

Lunch periods at Dover Middle School are “closed” which means all students are required to eat in our cafeteria with the following exceptions:

1. A student is picked up by his/her own parent and signed out in the office.
2. A student is picked up by an adult with prior written permission from his/her own parent and signed out in the office.
3. A student is approved by the office to walk home to his/her own house for lunch. A written note from the parent(s) is required and the student must sign out upon leaving and sign in upon returning in the office each day.
4. Food may only be brought into the cafeteria by a student’s parent for that student. Also, students may not bring in food for other students.

**MIDDLE SCHOOL GRADING POLICY**

The following grade achievement level and numerical equivalents should be used when grading papers, tests, projects and reports for a letter grade:

A – Excellent	92% - 100%
B – Good	83% - 91%
C – Satisfactory	74% - 82%
D – Poor	65% - 73%
F – Inadequate	0% - 64%

Grades will be converted to a 4-point scale when issued on the grade cards. Pluses (+) and minuses (-) do not bear any weight in the nine-weeks GRADE POINT AVERAGE.

**GRADE POINTS GIVEN**

A+	4	C+	2
A	4	C	2
A-	4	C-	2
B+	3	D+	1
B	3	D	1
B-	3	D	1
		F	0

**PROMOTION AND RETENTION**

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

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

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

The Dover Elementary Schools operate on a plan which seeks to apply modern knowledge of the learning process and of child growth and development in its organization for learning. It recognizes that individual human personalities vary in many ways and utilize this knowledge in planning differentiated learning programs. Responsibility is placed upon adults in education to demonstrate the ability to utilize scientific procedure and research evidence in formulating educational programs suited to the learning needs of children at a particular time. The plan is guided by the American ideal that each individual is worth of respect and is not to be deprived of dignity by oppressive force nor punished for his/her inherited characteristics or environmental background.

**In practice, this means that the school attempts to:**

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

Students in grades 6 – 8 who fail 2 or more core classes on their final average will fail the school year. A student must earn a minimum of 3 points in order to pass the course, with at least 1 point coming from the 2<sup>nd</sup> semester. Remediation will be done through retention or summer school. This decision will be made by the principal and staff.

**The promotion of a student to the next grade level is prohibited if the student has been truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade. This prohibition shall be lifted if the student’s**

**principal and the teachers of any of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.**

### AWARDS AND COMMENDATIONS

**4.0 Wall of Fame:** Students receiving a 4.0 will have their picture displayed on the 4.0 wall of Fame.

**Honor Roll:** Students who obtain a 3.5 average or higher for a grading period for core courses and exploratory courses will make the Honor Roll. The students will receive a certificate of commendation and their names will appear on the Wall of Fame.

**Perfect Attendance:** Students having perfect attendance will receive a certificate of commendation. This includes no absences or tardies.

**President's Academic and Fitness Award (Grade 8):**

Criteria: A student must maintain A's & B's, accumulated over grades 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup>, and must receive a score at or above the 85<sup>th</sup> percentile on the most recent Standardized Achievement Test.

**McDonald's Ray Kroc Award (Grade 8):** One student who demonstrates persistence, determination, hard work, and all-around excellence will be selected to receive this award by a faculty committee.

**Archie Griffin Sportsmanship Award (Grade 8):** This award goes to a student leader who exemplifies good sportsmanship and leadership.

**Team Awards:** Teams will make every effort to issue calls, notes, or certificates to highlight positive student accomplishments.

**Tornado Cards:** Tornado Cards will be issued each grading period to students who maintain a 3.2 grade average, have perfect behavior, and have two (2) or less absences or tardies. This card will last one grading period and entitles students to discounts and privileges. One wild card may be issued by each staff member, overriding the GPA only. Principals may issue one wild card each grading period overriding GPA or attendance. Attendance will only be overridden if a student was hospitalized. Only one wild card may be issued to a student in a school year.

### D.M.S. HOTLINE (364-7128)

As an added service, Dover Middle School will provide a phone hotline for HOMEWORK, SPORTS, MENUS, and MORE. Simply dial the numbers as follows:

**(330-364-7128) – Then after or during the message:**

- 1000 - Newsletter dates to remember
- 2000 - Sports dates
- 3000 - Menu
- 4000 -Student Council announcements
- 5000 -PTG announcements
- 6000 -Grade 6 Homework (SCARLET TEAM)
- 6300 -Explo
- 6400 -Mrs. Harris (Chapter Reading/Math)
- 6500 -Grade 6 Homework (SILVER TEAM)
- 7000 -Grade 7 Homework (RED TEAM)
- 7500 -Grade 7 Homework (GRAY TEAM)
- 8000 -Grade 8 Homework (CRIMSON TEAM)
- 8500 -Grade 8 Homework (TORNADO TEAM)

### ACHIEVEMENT TESTING

Each grade level will be given an Ohio Achievement Test in Math and Reading. In addition to those, 8<sup>th</sup> grade students will be tested in Science. Parents and the public have the right to access all assessment data (except personally identifiable information), questions and current assessment instruments.

### COURSES TAKEN FOR HIGH SCHOOL CREDIT

Dover High School grading policies and procedures will apply to classes taken at Dover Middle School for high school credit. Students will be issued a copy of the Dover High School policies the first week of school.

### Special Education and Intervention Assistance Teams

**(IAT):** Students experiencing academic difficulty may be reviewed by an IAT group for possible assistance and intervention. Parents will be contacted for permission before a full multi-factored testing begins.

### ENRICHMENT COURSES

Enrichment programs will be offered to students in grades 6 through 8. Screening will take place in the Spring for possible enrichment courses. We offer advanced Math and Spanish I for those who qualify. Information on this screening will be sent to all students in the Spring.

### MUSIC DROP POLICY

Band, Choir, and Orchestra may be dropped only if:

1. The drop is at the end of the first nine-weeks only.
2. Penalty for drop midway through the first nine-weeks will result in an F on report card.
3. The instructor signs and approves the drop.
4. A parent requests in writing.
5. No drops will occur after the first nine-weeks.

### PHYSICAL EDUCATION EXCUSED ABSENCES

The only reason to be excused from physical education is a written excuse from the doctor stating the reason for the excuse and the length of time.

Extenuating excuses will be left to the discretion of the administration and the physical education department. Attendance, appropriate dress, participation, and skill level are all a part of the P.E. grade.

### PROHIBITED ITEMS FOR STUDENTS

The following are prohibited at Dover Middle School for students.

- Gum
- Skateboards
- Scoters
- Roller blades or skates
- Video games
- CD and tape players with or without headsets
- Ipods, MP3 players

**DOVER CITY SCHOOLS**  
**TECHNOLOGY ACCEPTABLE USE POLICY FOR**  
**MIDDLE SCHOOL STUDENTS**

The Dover City School District is pleased to offer students access to technologies such as computers, computer networks, online student records, interactive video, the internet, digital storage, multimedia, streaming media, voice technologies, and others. The technologies of the School District are intended for educational uses and school related communications. 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 middle school generic account is **ms** (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 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 6-8 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 (7<sup>th</sup> grade basketball, English 8, etc.) and/or year of graduation
- Student's name and/or picture

### **Policy Updates**

Due to the rapidly changing nature of technology, updates to this policy will be posted on the official site of the Dover City School District ([www.dovertornadoes.com](http://www.dovertornadoes.com)) and these updates will supersede or amend the rules as stated within any printed document.

### **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.**

### **TEACHER QUALIFICATIONS**

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

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

### **SPECIAL SERVICES**

#### **COUNSELING:**

Counseling is available at Dover Middle School. Parents may contact the office and request counseling assistance. Also, students may refer themselves by seeing Mrs. Tidrick, Guidance Secretary, for an appointment with Mrs. Smith. Also, we employ a Student Advocate for assistance with transition to the high school.

### **EXTRACURRICULAR CLUBS AND ACTIVITIES**

Extracurricular activities are an important part of a middle school student's development. Dover Middle School offers many activities from which to choose.

Examples of these are:

- Soccer (7-8) (Fall)
- Basketball (7-8) & Intramural Basketball (6) (Winter)
- Cheerleading (7-8) (Fall/Winter)
- Student Council (6-8) (All year)
- Cross Country (7-8) (Fall)
- Track (7-8) (Spring)
- Football (7-8) (Fall)
- Volleyball (7-8) (Fall)
- Golf (7-8) (Fall)
- Wrestling (7-8) & Intramural Wrestling (6) (Winter)
- Math Team (All year)
- Power of the Pen (7-8) (All year)
- Stock Club

While we encourage these activities, they have a responsibility that goes along with them. Good attendance, along with compliance with the Extracurricular/Co-Curricular Policy for the Dover Middle School is very important.

This policy is in effect at all times throughout the entire calendar year, and violations are cumulative throughout the students' years at Dover Middle School.

Violations of the rules will lead to denial of participation in, or dismissal from, the activity.

Violations must be reported to the coach/advisor within twenty (20) days of the incident. No action will be taken on incidents reported later than twenty (20) days after the incident took place.

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

### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

Students in grades 7-8 must pass five of their classes and earn a minimum GPA of 1.5 on a 4.0 scale each grading period to be eligible to participate in extracurricular activities. Eligibility begins when cards are issued and runs until the next notification of grades. All incoming seventh graders are eligible the first grading period.

### **ECOL GYM REGULATION**

The following regulations are in effect at all ECOL contests held in school gymnasiums. As a proud member of the East Central Ohio League, we will enforce these rules in the Dover Middle School gymnasium, as well as in the gyms of our opposing league schools.

1. Student section fans are prohibited from standing on the floor. Feet must be on or behind the first row of bleachers.
2. Students are not permitted to hold signs, flags, or banners of any kind in the student section.
3. Cheerleaders may use megaphones as part of a cheer (i.e. "go-fight-win"). Megaphones are not permitted in the student section.
4. Cheerleaders are not permitted to build pyramids or mount; the use of mini-tramps is also 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.

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

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

## **DRUG/ALCOHOL AND GENERAL OFFENSE POLICY**

**(Revised: May 1999)**

### **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  
Key Club  
Baseball  
National Honor Society  
Volleyball  
Basketball  
Scholar Challenge Team  
Wrestling  
Golf  
Cheerleaders  
Soccer  
Gymnastics  
Softball  
Class Officers  
Hi-Y  
Chemistry Club  
Student Council  
Power of the Pen  
Cross Country  
Swimming  
Math Team  
Fellowship of Christian Athletes

Thespians  
 Pep Club  
 Football  
 Tennis  
 PIC Club  
 Foreign Language Clubs  
 Track  
 Stat People  
 Ball Boys (Team Helpers)  
 Dance Team  
 Managers

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.

**Procedure for Implementation**

1. All students will be issued a Student/Parent 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.)

\*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.

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

No Dover 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.
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 substances described in Rule I.**

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

\*\*\*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 have to 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.

**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

**Rule II: Sell, distribute or possess 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: Admit to or be 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.

**Hearings**

When a coach/advisor/director received 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 (vice-principal 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 vice-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:

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 vice principal, athletic director, at-risk coordinator and all coaches/advisor/directors directly involved with the student
- 2. 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 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.
- 3. The principal 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 will make the final decision concerning the appeal and will notify the student/parent in writing within two (2) school days after the appeal hearing of the decision concerning the appeal.
- 6. The principal’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.

### **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:

#### **A. GENERAL MEDICATIONS**

1. All school personnel shall be informed that the administration of any drug (prescription or over-the-counter) without a signed order from the physician and the signed permission from 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
  - h. Special instruction 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 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 asthmatic 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 autoinjector 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 autoinjector in school, emergency medical personnel must be called immediately as well as the parent/guardian.

**SCHOOL HEALTH**

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

**ILLNESS OR INJURIES:**

Staff members refer pupil health concerns to the school office. In the event of an accident or illness requiring medical consultation, or your child to go home, attempts are made to contact parents. When a parent cannot be reached, an effort is made to contact other persons listed on the Pupil Emergency Card. 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.

Keep your child home for fever, vomiting, diarrhea, or other potentially contagious conditions. Call the school to report your child off from school. Please call before 8:30 A.M. Also, please inform the school of the nature of your child's illness so that his/her health record may be kept current.

**ENTRANCE REQUIREMENTS/IMMUNIZATIONS**

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

Except as otherwise provided in this Policy, no pupil, at the time of initial entry or at the beginning of each school year, to an elementary or 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 ORC 3071.13. Therefore, any child initially entering school:

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

VACCINES	FALL 2011 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
<b>DTaP/DTP/DT/Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<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>Grade 7-8</b> – 1 dose of Tdap or Td vaccine must be administered prior to entry.
<b>POLIO</b>	<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 or 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	<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 – Type b</i>	<b>None</b>
<b>HEP B</b> 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>K-1</b> – 2 doses of varicella vaccine must be administered prior to entry. <b>Grades 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 attitional information please refer to the Ohio Administrative Code 4101:2-12-37 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.**

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 re-admittance will not take place until proof of additional immunization is submitted.

“In process” means pupils who have not received the minimum number of immunizations and are not otherwise exempt may remain in school only if they have received measles, mumps, and rubella vaccines and at least one dose of DTaP/DTP/DT/Td, Hepatitis B and at least one dose of polio vaccine. They must finish the series as soon as the scheduled intervals between doses permits. These pupils while listed as incomplete are considered “in process.” 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 (15<sup>th</sup>) day of the following school year. Any student so excluded shall be readmitted upon showing evidence to 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 and renewed yearly.

### **NUTRITION SERVICES**

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

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

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

**Students with Allergies:** The school nurse will notify the cafeteria staff of any students with food allergies verified by a physician. A written notice is required from a health care provider to substitute milk due to lactose

intolerance. It is prohibited by the USDA to substitute other beverages for milk without written consent from a medical authority.

### **SCHOOL BUS SAFE-RIDING RULES**

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Behavior at a school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus. This includes all pupils on extracurricular trips.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental or administrative authorization to be otherwise (Blue Card).
14. Pupils must not put head or arms out of the bus windows.
15. Pupils are NOT permitted to have glass, animals, or anything flammable on the bus.
16. Pupils may possess cellular phones and other electronic devices while on the bus; however, they are to be turned off and stowed away and not used. Violators of this policy will have their cellular phone or electronic device confiscated by the bus driver who will turn it over to the principal or assistant principal. Confiscated devices are subject to search, which includes the device, battery, all interior hardware, and/or data. A confiscated cell phone/device will be kept by the administration until the student’s parent claims it from the office, provided there are not concerns with the contents of the phone/device.

**IF THERE ARE ANY INFRACTIONS OF THE ABOVE RULES, THE BUS DRIVER WILL WRITE THE INCIDENT UP AND GIVE IT TO THE PRINCIPAL.**

### **Responsibilities of the Parents:**

1. Parents/Guardians are responsible for the safety and discipline to and from the bus stop and at the bus stop.

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

**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 with 45 days of the District’s receipt of a request for access.

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

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

Parents or adult students may ask the Dover City School District (the “District”) to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or adult student, the District will notify the parent or adult student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or adult student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the District’s Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

*“The Protection of Pupil Rights Amendment (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:

school newsletter	athletic programs
yearbook	team pictures
school website	club pictures
perfect attendance list	class t-shirts
athletic rosters	parents' night
music programs	graduation program
building student directories	play programs
elementary class pictures	scholarship information
student recommendation letters	student awards
bus routes	(month, subject area)
class lists on school doors	honor roll lists
web page	student projects on display in building
grade 5 t-shirts (5 <sup>th</sup> graders sign names on shirts)	birthdays posted with student name
awards	Times Reporter or other newspaper
yearbook	television
invitations	
radio	
Valentine's Day cards	
Boy/Girl Scouts	

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

Any parent refusing to have any or all of the designated Directory Information disclosed must provide written notification to this effect by filling out the Refusal to Release Directory Information form, which can be obtained from the building principal. **The form must then be filled out and filed with the Central Office located at the Dover City School Administration Building, Attention: Assistant Superintendent, 219 W. Six St., 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.

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

### **Information for Parents**

#### Definition

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

#### Screening and Assessing

The District uses a three-part approach to screen students who perform or show potential for performing at high levels of accomplishment in the areas of superior

cognitive ability, specific academic ability, creativity, and visual and/or performing arts.

### ***STAGE I:***

#### Pre-Assessment

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

By using the pre-assessment process, the district ensures equal access to screening and further assessment by all district children, 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 will examine all available information about a student to determine if an evidence of possible giftedness exists for that student and conduct necessary additional assessment.

District-determined cut-off scores will be used to move students from the screening stage to the assessment stage. 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
- 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
- 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 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.

### Written Education Plans

Each child who participates in the TAG program will have, on file, a Written Education Plan (WEP). Parents will meet with the TAG teacher at the fall conference where goals will be established for the student. These goals may include, but are not limited to:

- Organizational skills
- Study skills
- Social skills
- Content knowledge
- Specific academic goals in content areas

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

### Transfer

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

### Services

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

### Withdrawal

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

### Appeal Procedure

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

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

- 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 at 330-364-7104.

## **ASSESSMENT INSTRUMENTS USED BY THE DISTRICT FOR GIFTED IDENTIFICATION**

### **Information for Parents**

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

#### **Superior Cognitive Ability**

(See tests in Specific Academic Ability also)

- ACT Assessment Program
  - Screening Criteria 94<sup>th</sup> percentile
  - Identification Criteria 95<sup>th</sup> percentile
- Otis-Lennon School Ability Test, 7<sup>th</sup> or 8<sup>th</sup> Ed.
  - Screening Criteria 125<sup>th</sup> percentile
  - Identification Criteria 126<sup>th</sup> percentile
- Stanford Achievement Test Series, 9<sup>th</sup> or 10<sup>th</sup> Edition
  - Screening Criteria 94<sup>th</sup> percentile
  - Identification Criteria 95<sup>th</sup> percentile
- Stanford-Binet Intelligence Scales, 5<sup>th</sup> Edition
  - Screening Criteria 126<sup>th</sup> percentile
  - Identification Criteria 127<sup>th</sup> percentile
- Universal Nonverbal Intelligence Test (UNIT)
  - Screening Criteria 125<sup>th</sup> percentile
  - Identification Criteria 126<sup>th</sup> percentile
- Wechsler Intelligence Scale for Children, 4<sup>th</sup> Ed (WISC IV)
  - Screening Criteria 126<sup>th</sup> percentile
  - Identification Criteria 127<sup>th</sup> percentile
- Woodcock-Johnson III, (WJIII)
  - Screening Criteria 126<sup>th</sup> percentile
  - Identification Criteria 127<sup>th</sup> percentile

#### **Specific Academic Ability**

- ACT Assessment Program (AAP)
  - Screening Criteria 94<sup>th</sup> percentile
  - Identification Criteria 94<sup>th</sup> percentile
- Stanford Achievement Tests Series, 9<sup>th</sup> or 10<sup>th</sup> Ed.
  - Screening Criteria 94<sup>th</sup> percentile
  - Identification Criteria 95<sup>th</sup> percentile
- Woodcock-Johnson-Revised Test of Cognitive Ability Cognitive Battery
  - Screening Criteria 94<sup>th</sup> percentile
  - Identification Criteria 95<sup>th</sup> percentile

- Form A, Achievement Battery
  - Screening Criteria 94<sup>th</sup> percentile
  - Identification Criteria 95<sup>th</sup> percentile
- Basic Achievement Skills Inventory
  - Screening Criteria 94<sup>th</sup> percentile
  - Identification Criteria 95<sup>th</sup> percentile
- Wechsler Individual Achievement Test, (WIAT)
  - Screening Criteria 94<sup>th</sup> percentile
  - Identification Criteria 95<sup>th</sup> percentile

**Creative Thinking Ability**

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

**Visual and/or Performing Arts Ability**

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

If you have questions, please call your building principal or Carla Birney at 364-7104.