



DOVER AREA SCHOOL DISTRICT

2026-2027
ELEMENTARY SCHOOL HANDBOOK
GRADES K - 5

Dover
Elementary

Leib
Elementary

North Salem
Elementary

Weigelstown
Elementary

Elementary School Parent & Student Handbook

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[Download Calendar Here](#)



**DOVER AREA SCHOOL DISTRICT
2026-2027 School Calendar**

August 2026							Date	Event
S	M	T	W	Th	Fr	S		
						1	10-11	New Teacher Induction
2	3	4	5	6	7	8	12-14	No School-Teacher Inservice/Clerical
9	10	11	12	13	14	15	17	First day Grades K, 6, 9 only
16	17	18	19	20	21	22	18	First Day ALL students
23	24	25	26	27	28	29		
30	31							Student Days = 11

September 2026							Date	Event
S	M	T	W	Th	Fr	S		
		1	2	3	4	5	4	No School/Teacher Inservice
6	7	8	9	10	11	12	7	School Closed/Labor Day
13	14	15	16	17	18	19	18	3 Hour Early Dismissal
20	21	22	23	24	25	26		
27	28	29	30					Student Days = 20

October 2026							Date	Event
S	M	T	W	Th	Fr	S		
				1	2	3	9	3 Hour Early Dismissal/ Teacher Inservice
4	5	6	7	8	9	10	12	School Closed- 1st Snow Makeup day
11	*12	13	14	15	16	17	22	End of Quarter 1
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		Student Days = 21

November 2026							Date	Event
S	M	T	W	Th	Fr	S		
1	2	3	4	5	6	7	3	No School/ Inservice Day- Election Day
8	9	10	11	12	13	14	11	3 Hour Early Dismissal/ Parent-Teacher Conferences
15	16	17	18	19	20	21	12	No School K-8/ Parent Teacher Conferences (High School In Session)
22	23	24	25	26	27	28	13	No School/Teacher Trade Day
29	30						25-30	No School/ Holiday
								Student Days = 14 HS= 15

December 2026							Date	Event
S	M	T	W	Th	Fr	S		
			1	2	3	4	23	No School for Students - Teacher Inservice Day AM/Teacher Trade Day PM
6	7	8	9	10	11	12	24-31	No School/Holiday
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				Student Days = 16

January 2027							Date	Event
S	M	T	W	Th	Fr	S		
					1	2	1	No School/Holiday
3	4	5	6	7	8	9	4-15	Keystone Testing window- No SERFs
10	11	12	13	14	15	16	13	End of Quarter 2
17	18	19	20	21	22	23	14	No School for High School Only; K-8 In session
24	25	26	27	28	29	30	18	No School/ Holiday
31								Student Days = 19 HS= 18

February 2027							Date	Event
S	M	T	W	Th	Fr	S		
	1	2	3	4	5	6	12	No School/Inservice day
7	8	9	10	11	12	13	15	No School/Holiday: Snow Make-up Day
14	*15	16	17	18	19	20		
21	22	23	24	25	26	27		
28								Student Days = 18

March 2027							Date	Event
S	M	T	W	Th	Fr	S		
	1	2	3	4	5	6	22	End of Quarter 3
7	8	9	10	11	12	13	25	No School/ Inservice Day
14	15	16	17	18	19	20	26	No School/Holiday
21	22	23	24	25	26	27	29	No School/Snow Make-up Day
28	29	30	31				30	No School/Snow Make-up Day
								Student Days = 19

April 2027							Date	Event
S	M	T	W	Th	Fr	S		
				1	2	3	16	No School/ Snow Make-up Day
4	5	6	7	8	9	10	26-30	PSSA Testing Window- No SERFs
11	12	13	14	15	*16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			Student Days = 21

May 2027							Date	Event
S	M	T	W	Th	Fr	S		
						1	3-7	PSSA Testing Window- No SERFs
2	3	4	5	6	7	8	17-28	Keystone Testing window- No SERFs
9	10	11	12	13	14	15	18	Remote learning for Middle School only- Election Day
16	17	18	19	20	21	22	27	3 Hour Early Dismissal
23	24	25	26	27	28	29	28	3 Hour Early Dismissal; Last Day of School; End of Quarter 4
30	31						31	Memorial Day; Schools Closed
								Student Days = 20

Total Student Days 179

	New Teacher Induction - No School for Students
	Inservice Day/Professional Development - No School for Students
	First/Last Student Day
	Professional Clerical Day - No School for Students
	3 Hour Early Dismissal for Students (Inservice for Staff)
	Schools Closed-No School for Students or Staff
	K-12 Conferences After Student Dismissal and 5:00-8:30 PM
	No School K-8 for Day and Evening parent conferences; High School in Session:
	No School for Students- Teacher Trade Day
	No School for Students- Teacher Inservice AM/ Trade Day PM
	High School ONLY Inservice Day- No school for High School Students. (This day will float to follow the last day of the 1st semester)
	Remote learning for Middle School Only - Election Day

June 2027							Date	Event
S	M	T	W	Th	Fr	S		
		1	2	3	4	5	1	Teacher Inservice Day - Clerical
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					Student Days = 0

Board Approved 04/21/2026

PRINCIPALS' MESSAGE

Welcome to the Dover Area School District Elementary Schools! We are here to provide the best possible educational experience for your child.

To accomplish this goal, the home and school need to cooperate fully in working toward the development of each student academically, emotionally, physically, and socially.

This handbook is a means to support a positive home-school relationship and to inform families of some of the procedures, expectations, and responsibilities we share in the program. We sincerely hope this handbook will help us work together toward the goal of effective communication among members of the learning team – teachers, students, parents, and administrators. It is important for us to cooperate in providing a safe and nurturing environment for your child to learn.

Please read the information contained in this handbook carefully and discuss it with your child. If you should ever have any questions or concerns, please don't hesitate to contact us. Best wishes for a successful school year!

Respectfully,

Dover Area School District Elementary School Principals

ELEMENTARY PHONE DIRECTORY

District Main Phone	(717) 292-3671	Switchboard
Dover Elementary	(717) 292-8068	Principal, Dr. Galen Rupp
Leib Elementary	(717) 292-8070	Principal, Mrs. Jody Wickenheiser
North Salem Elementary	(717) 292-8071	Principal, Mr. Christopher Young
Weigelstown Elementary	(717) 292-8072	Principal, Mrs. Rachel Evans

THE SCHOOL DAY

K-5 Elementary (Dover, Leib, North Salem, Weigelstown) Schools	8:40 AM - 3:35 PM
Middle School	7:30 AM - 2:30 PM
High School	7:50 AM - 2:40 PM

DISTRICT POLICY REFERENCES

Many policies and procedures that apply to the Dover Area Elementary Schools are approved by the Dover Area School District and are recognized as district level policies. In an attempt to streamline this handbook, some of the policies are listed below, and the detailed version of those policies will not be duplicated in this handbook. All district policies can be found on the district website at www.doversd.org.

Artificial Intelligence (Board Policy #815.1) **Pending Board Approval

Bullying/Cyberbullying ([Board Policy #249](#))

Care of School Property ([Board Policy #224](#))

Controlled Substances/Paraphernalia ([Board Policy #227](#))

Curriculum Review by Parents/Guardians and Students ([Board Policy #105.1](#))

Harassment Affecting Students ([Board Policy #103](#))

Dress and Grooming ([Board Policy #221](#))

Electronic Devices ([Board Policy #237](#))

Field Trips/Special Performances/Activities ([Board Policy #121](#))

Homebound Instruction ([Board Policy #117](#))

Immunizations ([Board Policy #203](#))

Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors ([Board Policy #210](#))

School Wellness ([Board Policy #246](#))

Searches ([Board Policy #226](#))

Student Expression/Dissemination of Materials ([Board Policy #220](#))

Student Fundraising ([Board Policy #229](#))

Student Records ([Board Policy #216](#))

Student Rights and Responsibilities ([Board Policy #235](#))

Students Experiencing Homelessness, Foster Care and Other Educational Instability ([Board Policy #251](#)) and ([McKinney-Vento Act](#))

Suspension and Expulsion ([Board Policy #233](#))

Terroristic Threats and Acts ([Board Policy #218.2](#))

Tobacco Use and Vaping Products ([Board Policy #222](#))

Use of Medications ([Board Policy #210](#))

Volunteer Procedure ([Board Policy #916](#))

Weapons ([Board Policy #218.1](#))

GENERAL INFORMATION

Acceptable Use of Computer Technology and the Internet ([Board Policy #815](#))

General Warning: Individual Responsibility of Parents/Guardians and Users - All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils under the age of 13. Every user must take responsibility for his/her use of the computer network and the Internet and stay away from these sites. If a user finds that other users are visiting offensive or harmful sites, s/he should report such use to his/her supervising teacher. For additional information, please refer to policy #815 on the district website.

Admission Requirements for Kindergarten and Grade 1 ([Board Policy #201](#))

The admission of pupils to the kindergarten program is for those children who will be five (5) years old on or before August 31st of the upcoming school term.

The admission of pupils to first grade is limited to those children who will be six (6) years old before September 1st of the upcoming school term.

If a student meets the age requirements for compulsory attendance (six (6) years) and has not completed a formal kindergarten program, the student will be placed in kindergarten and upon successful completion of district academic and behavioral assessments, as determined by the school district, may be placed in first grade.

The registration process for new students takes place in the spring of the year. Registration information will be published in the newspaper, the school newsletter, or obtained by calling the school office. You should direct any questions concerning the entrance requirements to the school principal.

Affirmative Actions Statement

The Dover Area School District is an equal opportunity institution. It will not discriminate based on race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in the treatment of individuals, or in any aspect of its operations, including its employment practices, as required by Title VI, Title IX, and Section 504. The lack of English skills shall not be a barrier to admission or participation in the district's activities and programs. The district offers CTE programs in Business, STEM, Visual Communications, and Agriculture. For information regarding civil rights or grievance procedures, contact Dr. Troy Wiesting, Title IX Coordinator, twiestling@doversd.org, or 717-292-8066. For information regarding Section 504, contact Mrs. Jamie Snyder, Director of Exceptional Children, jsnyder@doversd.org or 717-292-3671.

Amnesty Procedure

If a child discovers that he/she accidentally brought a prohibited item to school, he/she may give it to the nearest adult as soon as it is discovered. Amnesty may be provided under such circumstances.

Artificial Intelligence ([Board Policy #815.1](#)) **Pending Board Approval

The Dover Area School District supports the appropriate use of Artificial Intelligence as defined by pending Board Policy #815.1. Staff and students will follow the policies and guidelines described in the district's Artificial Intelligence Handbook pending adoption.

Attendance ([Board Policy #204](#))

The educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. Attendance is an important factor in educational success. The following guidelines must be followed.

1. Valid reasons for absences are the illness of the pupil, a death in the pupil's immediate family, quarantine, and impassable roads. All other reasons for absences may be unlawful. Each school will take the necessary measures to work with parents/guardians. Parents will receive letters from the school indicating all unlawful absences. After three (3) unexcused absences, the principal will contact the parent/guardian. After four (4) unexcused absences, a School Attendance Improvement Plan will be developed. The plan could include accessing academic, social, and health supports from the school and community, an outline

of parent and student responsibilities, and levels of performance monitoring that include rewards and consequences. After six (6) unexcused absences, a citation may be filed with the local magistrate district court.

2. Failure to comply with the Compulsory School Attendance provisions of the school code subsequently may involve a fine imposed by the Courts as well as referral to the county Children and Youth agency.
3. District policy requires a written or electronic excuse for all school absences. Excuse cards may be sent home with the student on the first day of school, and **a signed card noting the reason for absence should be returned on the day a student returns following an absence**. If a doctor's visit was made, please return a doctor's note with the excuse card. **Absences will be marked unlawful and will only be changed upon receipt of a written excuse or electronic excuse received within three days upon the student's return to school. Absences for which cards are not returned within three (3) school days will be considered unlawful**. If a student is absent five (5) or more consecutive days a doctor's note may be requested by the school for the absence to be excused. Parents are encouraged to contact the school secretary if your child is going to be absent from school. Electronic excuses may be completed by going to the district website.
4. If a student's absence pattern appears excessive or questionable, the building administrator may require a doctor's note explaining the absence. As a guide, when a student accumulates ten (10) days of absence, including approved Educational Trips and excluding absences excused with a doctor's note, a letter will be sent to notify the parents/guardians of the requirement of a doctor's note. This requirement means a doctor's note is required for all subsequent absences to be excused. When a doctor's note is required, the student will remain on this requirement for the remainder of the school year.
5. If a K-5 elementary student arrives after the start of the school day (8:55 AM) or leaves before the end of the school day (3:35 PM), the minutes will be recorded. Once a student accumulates a full day of time, the student's accumulated minutes will count as an unexcused absence.
6. Students leaving or returning from doctor/dental appointments and/or certain urgent or emergency situations will be marked as an excused absence with proper documentation.
7. Students are expected to be in attendance the entire day of school. Students participating in extracurricular or co-curricular activities must be in school by 9:05 AM to be eligible for participation in practices, performances, or contests. Permitted exceptions are Doctor's appointments and dental appointments when accompanied by a valid excuse slip, field trips, and [Pre-planned Educational Trip Form](#).
8. When a student's or parent's contact information is changed, please inform the school as soon as the changes are complete and make changes through your Skyward account access. Changes such as an address, phone number, parent's work phone number, and emergency contacts are vital information we need as soon as possible.
9. The School Board permits the release of students during the day only for serious reasons. Reasons include, but are not limited to, family funerals, sudden illness or injury, or medical or dental appointments that cannot be scheduled for after school hours. Release during the school day requires a written request from the parent/guardian. The request must include the date, time, and reason for the release.
10. Please note: If you are anticipating activities or events that would require your child to be absent from school, please contact the office and complete the [Pre-planned Educational Trip Form](#).
11. Please call the school when your child is sick and will be absent from school.

Dentist and Doctor Appointments

Medical and dental appointments should be made at times when school is not in session. If this is not possible, parents are to report to the school office and sign their child out of school. Children will not be excused or released except in the care of parents or another authorized person listed in Skyward. Students should be returned to school following the appointment. Please send a note to your child's teacher the day he/she will be leaving school.

for a medical or dental appointment and indicate who will pick up your child. Following the appointment, please ask the medical office to give your child a statement giving the time of the appointment. Parents should return the child to the office following the appointment, along with the appointment verification.

Non School-Sponsored Educational Tours and Trips (Board Policy #204)

The school district recognizes that, from time to time, students may have the opportunity to participate in pre-planned trips and educational experiences during the regular school day. We recommend that you arrange trips when school is not in session.

Upon receipt of a written notice from the parents/guardians involved, students may be excused from school attendance for up to five (5) school days per year to participate in educational tours or trips when such trips are evaluated and approved by the school principal in advance. Student participants are subject to direction and supervision by school-approved adults.

Pre-approval forms are available in each school office and on the District webpage. The parent/guardian shall be responsible for completing and returning a complete pre-approval form before the educational tour or trip.

The determination will be made on each request using the following criteria: prior attendance records, previous requests and frequency of such requests, the weighted educational value of the requested experience, and academic performance.

Applications for educational tours or trips occurring during the first or last ten (10) days of school are strongly discouraged due to the negative academic impacts on the student. Applications for educational tours or trips during pre-established testing or examination periods, including midterms, final exams, PSSAs, and/or Keystone Exams, will not be approved. Absences during such periods will be considered unexcused. As a reminder, when a student accumulates ten (10) days of absence, including approved Educational Trips and excluding absences excused with a doctor's note, a letter will be sent to notify the parents/guardians of the requirement of a doctor's note.

The student will be required to secure and complete all classroom assignments which occur during the period of the educational tour or trip.

Parent/Guardian Attendance Guidelines

Parents/Guardians play an important part in developing a child's attitude toward attending school. The following are some guidelines on attendance.

1. Show that you have a positive attitude toward school attendance.
2. Allow your child plenty of time in the morning to get ready for school.
3. Make every effort to schedule a doctor, dentist, and other appointments before and after school hours.
4. Always send an excuse with the actual reason for the absence.
5. Refuse to view tardiness as acceptable behavior and discourage early checkouts.
6. Plan family vacations in accordance with the school calendar as much as possible.
7. If you know in advance that your child must be absent, notify the teacher and make sure your child understands his/her responsibility for making up missed work.
8. Talk to your child about responsibility and the need to develop good work habits and positive attitudes.
9. Use good judgment. Do not send an ill child to school.

For a student to benefit fully from any educational program, an established pattern of regular attendance is important. Establishing this pattern is essential if our students are to become successful as members of the workforce, in higher educational pursuits, or as fully contributing members of society.

Arriving Late to School / Leaving Early From School

1. It is a requirement of each student to appear at the school premises at the time assigned for arrival. It is a violation of this expectation for a student to arrive at the school premises later than the time assigned for arrival.

2. A tardy may be classified as excused for reasons supported by the state attendance law which provides that personal illness, health care therapy by a licensed physician, quarantine, family emergency, recovery from an accident, required court attendance, death in the family, and impassable roads constitute legitimate reasons for absence to be excused.

Leaving Early from School (Appointments and Illness)

1. Students will be released from school only with the permission of authorized persons.
2. A student who becomes ill during the school day must report to the nurse to be dismissed. Students making their own arrangements will not be excused and will receive consequences for leaving campus without permission.
3. Requests for release time for dental and medical appointments shall be honored when impossible to arrange them on non-school time. A written request from the student's parents or guardians is necessary. The request should be turned in to the Attendance Office at least one day in advance of the dismissal. The early dismissal will not be excused unless the student returns with a doctor's note from the appointment.

****Excessive unexcused tardiness and leaving early from school will result in an unlawful absence notice being issued.**

Bicycles, Skateboards, Rollerblades, and Scooters

Bicycles, skateboards, rollerblades, and scooters are not to be used or brought onto school property.

Cell Phone Use in Elementary Buildings

The use of cell phones by students is prohibited during school hours. Cell phones must be turned off during school hours and kept in a backpack or locker. With prior administrative approval, telephone prohibition shall not apply in the following cases:

1. A student who has a need for such a device due to a medical condition.
2. Other reasons determined appropriate by the building Principal on an individual case basis.

Checks Returned to the District for Insufficient Funds

Upon receipt of a check returned for insufficient funds, the Business Office will notify the signer via phone and/or certified mail of their responsibility to make restitution. The signer of the returned check will be given five (5) business days from the date of the registered or certified letter to make good the amount of the check plus a \$25.00 insufficient fund fee in cash, money order, or a cashier's check to the Business Office. Failure to make restitution to the Business Office in the allotted five (5) business day time period may result in the filing of a private criminal complaint with the District Justice. Persons having more than two checks returned for insufficient funds and those convicted of a bad check offense by the District Justice may no longer be permitted to submit checks for any payments to the District for one full school year.

CAFETERIA - When a NSF check is returned to the District, that deposit will be removed from the child's cafeteria account and any related expenses will be charged against your account.

Code of Conduct (Grades K-5)

The Dover Area School District Board of Directors approved the Code of Conduct for students in Grades K-5.

Classroom Level Infractions

The teacher will evaluate and determine the appropriate disciplinary option(s)

P.R.O.U.D. Violation: as defined by the DASD Elementary <u>PBIS matrix</u> .	<u>PBIS Matrix</u>	Classroom referral, Warning, Possible Loss of privileges (including but not limited to recess, etc.)
	4th offense and beyond	Office Referral for Repeated P.R.O.U.D. Violation

Cheating/Plagiarism: Willful intent to copy or look at another individual's work during class time. This may include students asking peers questions during a quiz or test to look for answers. This also includes the inappropriate use of Artificial Intelligence as it relates to district guidelines.	All offenses	Parent contact, Loss of recess, Possible grade reduction
Disruptive Behavior: Any behavior that interferes with the regular operation and flow of the classroom.	1st - 3rd offenses	Parent contact, Verbal warning. Loss of privileges (including but not limited to recess, etc)
	4 th offense and beyond	Office Referral for Insubordination
Forgery/Fraud: Falsifying signatures or data on official records.	All offenses	Parent contact, Loss of recess/privilege based on the offense, the Administrator and/or teacher will evaluate and determine the appropriate disciplinary options.
Inappropriate Behavior: Activities that are unsafe or unacceptable in a school environment, including misuse of technology, unless violating (Board Policy #815).	1st - 3rd offenses	Classroom referral, Loss of privileges (including but not limited to recess, etc)
	4th offense and beyond	Office Referral for Insubordination - Parent contact, Possible referral to School Student Concern Team; Referral to School Student Concern Team (possible behavior plan) Possible ISS/OSS
Inappropriate Language: Any form of language considered to be offensive, obscene, or otherwise deemed inappropriate for the school setting.	1st - 3rd offenses	Classroom referral, Loss of privileges (including but not limited to recess, etc)
	4th offense and beyond	Office Referral for Repeated Inappropriate Language
Leaving assigned area without permission/Out of Assigned Area: Walking out of class/assigned area without the permission of the teacher/adult in charge.	1st - 3rd offenses	Verbal warning, Parent contact, Loss of privileges (including but not limited to recess, etc)
	4th offense and beyond	Office Referral - Parent contact, Possible referral to School Student Concern Team; Referral to School Student Concern Team (possible behavior plan) Possible ISS/OSS
Physical Contact: The act of physically touching without the intent of causing harm, such as horseplay, roughhousing, and play fighting.	1st -3 rd Offense	Verbal warning, Parent contact, Loss of privileges (including but not limited to recess, etc) Possible removal from classroom. Possible classroom behavior plan
	4th Offense	Office Referral for Repeated Physical Contact
Verbal Altercation: A verbal argument that reaches an escalated volume or becomes derogatory in tone.	1st - 3rd offenses	Classroom referral, Parent Contact. Loss of privileges (including but not limited to recess, etc)
	4th offense and beyond	Office Referral - Parent contact, Possible behavior plan, Possible ISS/OSS

Level 1 Infractions

The administrator or designee will evaluate each situation and determine the appropriate disciplinary option(s). The Code of Conduct represents guidelines. The administration will exercise discretion in applying these guidelines based on the severity and/or frequency of the infraction(s), age of the student, and any other extenuating circumstances.

Dress Code Violations: (Board Policy #221)	1st offense	Office referral, Give clothing to cover, Contact parent if necessary to bring clothing
	Repeat offense	Contact parent, Loss of privileges (including but not limited to recess, etc)
Leaving School Property: Leaving the school property without administrative permission	All offenses	Parent notification, Police notification, Possible removal from classroom, ISS or OSS.
Possession of Electronic Devices: Devices that can take photographs, record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the internet. (Board Policy #237)	1st offense	Warning, Parent contact
	2nd offense	Parent contact, confiscation of device
	3rd offense and beyond	Parent contact, Possible confiscation with parent retrieval
Public Display of Affection (PDA): Displaying affection toward one another on school property	1st offense	Parent notification, Counselor referral.
	2nd offense and beyond	Parent notification, Loss of privileges (including but not limited to recess, etc)
Repeated P.R.O.U.D. Violations As defined by the DASD Elementary PBIS matrix .	4th offense and beyond	Office referral, Conference with administrator, Loss of privileges (including but not limited to recess, etc.), Contact parent, possible removal from class, ISS, OSS
Repeated Inappropriate Language: Any form of language considered to be offensive, obscene, or otherwise deemed inappropriate for the school setting.	4th offense and beyond	Parent contact, Parent conference, Possible referral to School Student Concern Team, Possible ISS/OSS
Repeated Physical Contact: The act of physically touching without the intent of causing harm such as horseplay; roughhousing; play fighting.	4th and 5th offense	Conference with administrator. Parent contact, Loss of privileges (including but not limited to recess, etc) Possible removal from classroom. Possible classroom behavior plan
	6th offense and beyond	Conference with administrator. Parent contact, Possible referral to School Student Concern Team; Removal from class. Possible ISS/OSS
Theft: Unlawful taking of property or obtaining property by false pretense	Under \$20 value	Parent contact, Return item, loss of recess, possible ISS
	Over \$20 value and/or recurring incident	Parent contact, return item, possible 1 day of ISS or OSS, possible SRO involvement
Unsafe Behavior Behaving in a manner that is unsafe for the student, other students, staff, and/or the property of the school district or individual - ie, hitting, kicking, pushing,	1st offense	Office Referral, conference with administrator, parent contact, loss of privilege (including but not limited to recess, etc.), possible

throwing objects, destruction of property, etc.		removal from classroom
	2nd offense	Office Referral, conference with administrator, parent contact, loss of privilege (including but not limited to recess, etc.), possible removal from classroom, possible ISS depending on severity
	3rd offense and beyond	Office Referral, conference with administrator, parent contact, loss of privilege (including but not limited to recess, etc.), removal from classroom, possible ISS depending on severity, Possible classroom behavior plan.

Level 2 Infractions

The administrator or designee will evaluate each situation and determine the appropriate disciplinary option(s). The Code of Conduct represents guidelines. The administration will exercise discretion in applying these guidelines based on the severity and/or frequency of the infraction(s), age of the student, and any other extenuating circumstances.

Acceptable Use Policy Violation (Technology): Any violation of acceptable uses of technology, including, but not limited to, hardware devices, software, Artificial Intelligence, and Internet access in the Dover Area School District as outlined by (Board Policy #815, #815.1 **Pending Board Approval	Any offense	Administrator/Student/Teacher conference. Parent contact. Possible loss of tech privilege (progressive for each violation)
Bus Misconduct: Any violation of bus safety procedures or violation of expectations of appropriate conduct while on the bus or at the bus stop	1st offense	Warning. Parent notified; Loss of privileges (including but not limited to recess, etc)
	2nd offense	Possible 1 days off of bus and notification mailed to parents, Loss of privileges (including but not limited to recess, etc)
	3rd offense	Possible 2-3 days off of bus and notification mailed to parents, Loss of privileges (including but not limited to recess, etc)
	4th offense	Possibly suspended from the bus until an administrative hearing with the administrator and a parent is held
	5th offense and beyond	Superintendent involvement if deemed appropriate with possible permanent bus suspension for the remainder of the school year
Bullying: When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. An aggressive intentional behavior, which is carried out repeatedly over time. It may be physical or verbal. (Board Policy #249)	1st offense	Counseling within the school, Parent contact, Completion of bullying contract, student/administrator conference, Loss of privileges (including but not limited to recess, etc)
	2nd offense	Counseling within the school, Parent conferences, Loss of

		privileges (including but not limited to recess, etc), Possible ISS or OSS
	3rd offense and beyond	Parent conference, 1 or more days of ISS and/or OSS. Possible removal from educational environment (class change, etc.), Possible SRO/police involvement
Cyber Harassment of a Child: Ongoing electronic harassment with the intent to harass, annoy, or alarm. Including any of the following directly to a child or by publication through an electronic social media service: a seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental/physical health/condition; or threat to inflict harm (Board Policy #249)	1st offense	Parent contact, Verbal warning via student/administrator conference, Possible Police/SRO notification, Possible ISS/OSS
	2nd offense	Parent conferences, loss of privileges, possible ISS/OSS, Police/SRO notification
	3rd offense and beyond	Parent conference, possible ISS/OSS, Police/SRO notification
Defiance of Authority/Insubordination Any intimidating, insulting, or verbally abusive behavior directed toward a member of the school staff. This includes continuous refusal to follow a reasonable directive.	1st offense	Parent conference, Possible referral to School Student Concern Team; possible behavior plan, possible removal from class, ISS or OSS
	2nd offense	Parent conference, removal from class, possible ISS/OSS
	3rd offense and beyond	Parent conference, possible ISS/OSS
Harassment: Unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability. (Board Policy #103)	1st offense	Parent contact, Verbal warning via student/administrator conference, Loss of privileges (including but not limited to recess, etc), possible removal from assigned area
	2nd offense	Parent conferences, Loss of privileges (including but not limited to recess, etc), Removal from class/assigned area, possible ISS or OSS
	3rd offense and beyond	Parent conferences, Loss of privileges (including but not limited to recess, etc), Removal from class/assigned area, 1 or more days ISS or OSS, Possible police/SRO notification, possible Superintendent hearing
Harassment/Sexual: Unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature. (Board Policy #103)	1st offense	Administrator/student conference with a verbal warning; Parent contact, Loss of privileges (including but not limited to recess, etc), possible removal from assigned area, possible police notification
	2nd offense	Administrator/student conference, Parent contact, removal from class, possible ISS

		or OSS, Possible police notification
	3rd offense and beyond	Administrator/student conference, Parent contact, ISS or OSS, Possible police notification, possible Superintendent hearing
Look-Alike Weapons: A look-alike weapon is defined as a toy gun, a water gun, a non-working replica of a weapon, a cap gun, popper, war souvenir, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.	1st offense	Parent contact, Possible police contact, Time out in the office. Possible ISS or OSS.
	2nd offense and beyond	Parent contact, Possible police contact, possible ISS or OSS.

Level 3 Infractions

The administrator or designee will evaluate each situation and determine the appropriate disciplinary option(s). The Code of Conduct represents guidelines. The administration will exercise discretion in applying these guidelines based on the severity and/or frequency of the infraction(s), age of the student, and any other extenuating circumstances.

Controlled Substance (Alcohol, mood-altering substance or a look-alike drug)	Parent notified; Police notified, OSS, Superintendent or school board hearing	
Fighting/Mutual Altercation: Mutual aggression in which both parties have contributed to the situation by physical action. In cases when it is impossible to determine the identity of the aggressor, the responsibility for the fight will be shared by the participants involved. In keeping with PA Crime Code Statutes # 2709 & 5503 and the existing Memorandum of Understanding between the Dover Area School District and police authorities, aggressor participants in fighting and harassment incidents will be referred to local police authorities whereupon charges of assault, harassment or disorderly conduct may result. If a student requires medical attention, liability for payment of expenses shall not be the responsibility of the district.	First offense	Parent notified; possible 1 day ISS or OSS
	Second offense	Parent notified, possible 1-3 days ISS or OSS, possible referral for evaluation
	Third offense	Parent notified; possible 3-5 days ISS or OSS, possible referral for evaluation
	Fourth offense and beyond	Refer to the superintendent for hearing
Fireworks: A small device that is ignited to display colors, produce noise, and/or smoke.	ISS / OSS, Parents notified, Police contact if necessary, Hearing, if necessary	
Minor Altercation: An incident that involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault.	First offense	Parent notified; removal from assigned area, possible 1 day ISS or OSS
	Second offense	Parent notified, possible 1-3 days ISS or OSS, possible referral for evaluation
	Third offense	Parent notified; possible 3-5 days ISS or OSS, possible referral for evaluation
	Fourth offense	Refer to superintendent for hearing
Obscene and Other Sexual Materials and Performances:	The administrator will evaluate and determine the appropriate disciplinary option(s), OSS/ISS, Parents notified, Police contact if appropriate	

Possession or dissemination of sexually explicit material including drawings, electronic communications, photographs, etc.		
Racial/Ethnic Intimidation Malicious intent towards another's person or property based on race, color, religion, or national origin.	First offense	Administrator/student conference with possible 1 - 3 day(s) ISS; Parent contact
	Second offense	Administrator/student conference, Parent notification, possible 1-3 day OSS
	Third offense and beyond	Administrator/student conference, Parent notification, possible 3-5 day OSS, Possible police notification
Sale/Distribution of Controlled Substance, Mood-Altering Substance (look-alike drugs, alcohol or dangerous drugs or drug-related paraphernalia as defined in the "Dangerous Drugs, Device and Cosmetic Act")	Parent notified, Police notified, OSS, Superintendent or School Board hearing	
Use or Possession or Being Under the influence of a Non-prescribed Controlled Substance (Alcohol, mood-altering substance or a look-alike drug)	Parent notified, Police notified, OSS, Superintendent and/or School Board hearing	
Threat to Student/Staff: Physical, verbal, written, intimidating, or electronic (e.g., internet) statements that unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included. (Note: If a threat is deemed terroristic, there is the potential to go directly to School Board Expulsion. (Board Policy #218.2) <u>Transient threats</u> are statements that do not express a lasting intent to harm someone. They are statements intended as figures of speech or feelings that dissipate quickly when the student thinks about the meaning of what they have said. Transient threats may end in an apology or explanation that clarifies that the threat is over. The student may express regret and retract the anger response when the student has calmed down. <u>Substantive threats</u> are statements that express a continuing threat to harm someone. They indicate a desire to hurt someone beyond the immediate incident or argument of the initial threat. Factors to consider in the determination of a substantive threat: previous bullying history, denial of the threat, detail of the statement, or physical evidence to support the threat.	The administrator and threat assessment team will evaluate and determine the type of threat. The administrator will determine the appropriate disciplinary action based on the threat assessment.	
	Transient	Administrator/student conference, parent contact, removal from class/school, apology to victim, referral to student concern team, repeated offenses may result in more severe consequences (removal from class, ISS, OSS)
	Substantive	Administrator/student conference, parent contact, removal from class/school, apology to victim, referral to student concern team, repeated offenses may result in more severe consequences (removal from class, ISS, OSS) Police contacted, if appropriate. Inform the Superintendent.
Tobacco Usage/Possession: (Board Policy #222) Tobacco products include not only tobacco but also vaping products including Juuls, other electronic	The administrator will evaluate and determine the appropriate disciplinary option(s), such as: Removal from class, ISS, OSS, and/or Citation.	

cigarettes (e-cigarettes), any e-liquids, filled or empty pods, or cartridges (regardless of contents).	Parents notified. Possible parent conference. SRO notified.	
Vandalism: Intentional destruction or defacement of any school property, the property of another student, or staff member.	First offense	Loss of privileges, Parent contact, Corrective action taken by student or parent which may include cleaning or repairing property. Possible financial retribution.
	Second offense	Loss of privilege, Parent contact, Corrective action taken by student or parent, Financial retribution, Possible suspension and/or removal from class.
	Third offense and beyond	Loss of privileges, Parent contact. Corrective action taken by student or parent which may include cleaning or repairing property. Financial retribution, Suspension ISS/OSS
Weapons: The term use shall include, but not be limited to, displaying, handling, loading, operating, pointing, selling, distributing, discharging or threatening to do one or more of these actions. Weapons shall include, but not be limited to, firearms; knives; metal knuckles; rifles; shotguns; pistols; revolvers; daggers; cutting instruments or tools; noxious, irritating, or poisonous gasses; poisonous drugs or other items fashioned with the intent to use or sell or to harm, threaten or harass students, staff members, parents, or other persons within or on school property.	<u>Administrative Actions in Elementary:</u> Parent contact. Inform the Superintendent and report to the police. The building administrator and Superintendent may make a recommendation for a Superintendent's hearing to include the child, parents, administrator, and Superintendent. A one (1) to three (3) day out-of-school day suspensions should be assigned, unless the situation or investigation warrants a more severe discipline.	

Key Terminology

Below is the list of terminology used in the above Code of Conduct.

1. **Acceptable Use Policy:** Major or repeated minor violations of acceptable uses of technology, including, but not limited to, hardware devices, software, and Internet access in the Dover Area School District as outlined by Policy 815
2. **Alcoholic Beverage:** An alcoholic beverage is an intoxicating liquid, wine or brewed or malt beverage regulated under the Liquor Code of The Commonwealth of Pennsylvania, Act of April 12, 1951, P.L. 90, Art. 1, Section 101, Et. Sec. as amended. The use, possession, or distribution of any alcoholic product on school property, or at any school-sponsored event is strictly prohibited. Possession does not require ownership.
3. **Assault, Sexual:** Physical contact of a sexual nature where there is no consent.
4. **Attack on Staff/Student:** Any willful and unlawful use of force or violence upon staff or upon a student.
5. **Bullying:** When someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself. An aggressive intentional behavior, which is carried out repeatedly over time. It may be physical or verbal.
6. **Bus Misconduct:** Any violation of bus safety procedures or violation of expectations of appropriate conduct while on the bus or at the bus stop
7. **Cheating:** Willful intent to copy or look at another individual's work during class time. This may include students asking questions during a quiz or test looking for answers. This does not include general talking during silent situations.
8. **Class cutting/skipping:** Absence from class without permission.
9. **Classroom disruptions/disruptive behavior:** Repeated actions that interfere with the effective operations of the classroom or school.
10. **Cyber Harassment of a Child:** Ongoing electronic harassment with the intent to harass, annoy or alarm. Including any of the following directly to a child or by publication through an electronic social media service: a

seriously disparaging statement or opinion about the child's physical characteristics, sexuality, sexual activity or mental/physical health/condition; or threat to inflict harm

11. **Defiance of Authority/ Insubordination:** Willful refusal or failure to follow a reasonable directive given by staff.
12. **Disrespect:** Any intimidating, insulting, or verbally abusive behavior directed toward a member of the school staff.
13. **Disruptive Behavior:** Any behavior that interferes with the regular operation and flow of the classroom.
14. **Drugs:** All controlled substances prohibited by law; all "look-alike" drugs; all alcoholic beverages; tobacco and tobacco products; any drug paraphernalia; and any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy. Use, possession, or distribution of any substances which are or have the appearance of narcotics, controlled dangerous substances, or drugs (prescription or non-prescription) used outside their legal medical purposes; possession of drug paraphernalia is strictly prohibited on school property or at any school-sponsored function. Possession does not require ownership. Use, possession, distribution or sale of "look-alike" drugs such as caffeine, which are non-controlled substances but which are, in a finished container, packaged in a container which, bears markings or printed material similar to that accompanying or containing a specific controlled substance, or which are represented, implied, or thought by the involved parties to be a controlled substance shall be treated as an infraction in the same way as possession, use, distribution or sale of the controlled substance would be treated.
15. **Distribution:** Dispensing or conspiring to dispense with or without the exchange of money, drugs, narcotics, controlled dangerous substances, paraphernalia, inhalants, alcohol, or any substance having the appearance of these items.
16. **Electronic Devices:** Cellular phones, walkie talkies, pagers, beepers, compact disk or cassette players, iPod, radios, lasers and laser pens, laptop computers, games PDA's and any other device, electronic in nature.
17. **Fighting (Mutual Altercation):** Mutual aggression in which both parties have contributed to the situation by physical action. In cases when it is impossible to determine the identity of the aggressor, the responsibility for the fight will be shared by the participants involved. In keeping with PA Crime Code Statutes # 2709 & 5503 and the existing Memorandum of Understanding between the Dover Area School District and police authorities, aggressor participants in fighting and harassment incidents will be referred to local police authorities whereupon charges of assault, harassment or disorderly conduct may result. If a student requires medical attention, liability for payment of expenses shall not be the responsibility of the district.
18. **Fireworks:** A small device that is ignited to display colors, produce noise, and/or smoke.
19. **Forgery/Fraud:** Falsifying signatures or data on official records.
20. **Harassment:** Unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability
21. **Harassment, Sexual:** Unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature
22. **Inappropriate Behavior:** Activities that are unsafe or unacceptable in a school environment such as littering; failure to return forms, books, or equipment; minor misuse of technology; public displays of affection; running in the halls; etc.
23. **Inappropriate Language:** Language that can be considered, offensive, obscene, or otherwise deemed inappropriate for the school setting.
24. **Leaving the cafeteria without permission:** Walking out of the cafeteria before the lunch period ends without obtaining permission from the cafeteria monitor.
25. **Leaving school property without permission:** Leaving the school property without administrative permission.
26. **Leaving class without permission:** Walking out of class without the teacher's permission.
27. **Look-Alike Weapons:** A look-alike weapon is defined as a toy gun, a water gun, a non-working replica of a weapon, a cap gun, popper, war souvenir, or any other object which could reasonably be mistaken for an actual weapon regardless of whether it is manufactured for that purpose.
28. **Minor Altercation:** An incident that involves a single offender who commits a minor violent act against another individual and the other individual does not respond and the incident does not elevate to a more severe type of incident such as a fight or assault.
29. **Noxious Substance:** Noxious, irritating, or poisonous gasses. See "Weapons."

30. **Parking, illegal or inappropriate:** Parking on school property without proper authorization, parking in an unauthorized area on school property, or parking so as to take up more than one parking space at a time.
31. **Obscene and Other Sexual Materials and Performances:** Possession or dissemination of sexually explicit material including drawings, electronic communications, photographs, etc.
32. **Physical Contact:** The act of physically touching without the intent of causing harm such as horseplay; roughhousing; play fighting.
33. **P.R.O.U.D. Violation:** Violation of Perseverance, Respect, Ownership, Unity, and/or Dedication as defined by the DASD Elementary PROUD matrix.
34. **Public Display of Affection (PDA):** Displaying affection toward one another on school property.
35. **Racial/Ethnic Intimidation:** Malicious intent towards another's person or property based on race, color, religion or national origin.
36. **Racial/Ethnic Slur:** Slurs against any individual for any reason will not be tolerated.
37. **Reckless driving:** Driving on school property in such a manner as to endanger persons or property.
38. **Tardiness:** An unexcused tardy describes a student who is late to class or school without an approved excuse.
39. **Theft:** Unlawful taking of property or obtaining property by false pretense.
40. **Threat on Staff/Student:** Physical, verbal, written, intimidating or electronic statements (e.g., internet) that unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack; stalking (i.e., secretly or stealthily pursuing another, spying on or watching another person, with or without the intent to harm, frighten, or coerce) should be included.
Transient threats: Statements that do not express a lasting intent to harm someone. They are statements intended as figures of speech or feelings that dissipate quickly when the student thinks about the meaning of what they have said. Transient threats may end in an apology or explanation that clarifies that the threat is over. The student may express regret and retract the anger response when the student has calmed down.
Substantive threats: Statements that express a continuing threat to harm someone. They are statements that indicate a desire to hurt someone beyond the immediate incident or argument of the initial threat. Factors to consider in the determination of a substantive threat: previous bullying history, denial of the threat, detail of the statement, or physical evidence to support the threat.
41. **Terroristic Threats:** Terroristic threats shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic threats include, but are not limited to, illegally activating a fire alarm or issuing a false fire alarm; the false notification of impending explosion or presence of a bomb; willfully and maliciously activating the fire sprinkler system.
42. **Tobacco:** Tobacco products include not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes).
43. **Truancy:** Absence from school without permission. Habitual truancy is absences for more than three (3) school days or their equivalent, without lawful excuse.
44. **Vandalism:** Intentional destruction or defacement of any school property, the property of another student, or staff member.
45. **Verbal Altercation:** A verbal argument that reaches an escalated volume or becomes derogatory in tone.
46. **Violation of Suspension/Trespassing:** Present on a school campus or at a school activity while on suspension.
47. **Vulgarity/Profanity:** Language that is inappropriate, disgusting, or repulsive to the senses.
48. **Weapons,** as listed in PA Crimes Code Chapters 9, 55, and 61: Possession or use of weapons, "look-a-likes", toys, replicas of weapons is forbidden on school property and/or during any school function. The term use shall include, but not be limited to, displaying, handling, loading, operating, pointing, selling, distributing, discharging, or threatening to do one or more of these actions. Weapons shall include, but not be limited to, firearms; knives; metal knuckles; rifles; shotguns; pistols; revolvers; daggers; cutting instruments or tools; noxious, irritating, or poisonous gasses; poisonous drugs or other items fashioned with the intent to use or sell or to harm, threaten or harass students, staff members, parents, or other persons within or on school property.

College and Career Readiness

College and Career Readiness standards outline what students need to learn. College and Career Readiness standards are an opportunity to create a shared focus on instruction that helps all students, including students at risk for poor learning outcomes, to achieve college and career readiness. In today's challenging job environment, it is more critical than ever before that our young people complete their K-12 education with strong academic and technical skills, preparing them for college-level studies and successful careers. We believe this foundation will allow them to succeed personally and also make a valuable contribution to an innovative and competitive global

economy. College and Career Readiness/Career and Technical Education is designed to meet a dual mission -- developing students with College Readiness skills AND a Career Path. Career and Technical Education is no longer an either/or choice, but a "BOTH/AND" opportunity for student success. College and Career Readiness programs are built around high expectations for student learning. These expectations include the development of strong reading, writing, numeracy, problem-solving, and teamwork skills, in addition to the practical and tangible career skills that motivate students and help them develop a career path for future education and work.

Distribution of Materials (Board Policy #913)

The distribution of non-school materials in school is prohibited unless the principal approves. **Non-school materials** shall mean any printed, technological, or written materials prepared by non-school organizations, groups, or individuals for posting or general distribution not prepared as a part of the curricular or approved extracurricular programs of the district, including but not limited to fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, non-school organization websites and the like. For instance, sometimes, the principal is asked by families for permission to have students distribute birthday party invitations at school. Consideration for approval will only occur if all students in the classroom receive an invitation; exclusion of some students should not occur.

Dress and Grooming (Board Policy #221)

All students are required to be neatly dressed and well groomed. The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.

Students are expected to exercise good judgment in the selection of appropriate clothing throughout the school year. If clothing is deemed inappropriate, the student will be asked to change into acceptable attire. Inappropriate attire includes, but is not limited to, the following:

- Ripped, torn, immodest or outlandish clothing which attracts undue attention; e.g., running shorts, short skirts, short shorts, or a display of undergarments.
- Muscle shirts, spaghetti straps, tops with enlarged arm holes, halter tops, bare midriff tops.
- Clothing advertising alcoholic beverages, drugs or displaying unacceptable language.
- Hats, hoods, or sunglasses unless for medical or religious reasons

The final judgment concerning dress code decisions is reserved for the administration.

Early Dismissal

There may be a time when all students in a building will need to be dismissed early because of an emergency such as a snowstorm or flooding. Please have a plan in place for your child for this type of unexpected situation.

If your child has to leave school early for any reason, please notify the **teacher in writing that day or before**. The teacher will, in turn, notify the office and send the child to the office at the proper time. Parents are to report to the office to pick up their child on these occasions so that we can verify who is taking the child and avoid potential problems.

Emergency Procedure Information

At the beginning of each school year, parents are to complete emergency information in Skyward for each child in their family attending school. **This emergency information must be kept up-to-date.**

Grading of Student Progress (Board Policy #212)

90% - 100%	A
80% - 89%	B
70% - 79%	C
65% - 69%	D
64% or lower	F
N	Not Graded
I	Incomplete
T	Taught not Graded
O	Outstanding - Exceeds expectations

S	Satisfactory - Meets expectations
U	Unsatisfactory - Does not meet expectations

Home/School Communication

When sending notes to school, please include the following information: Date, child's first and last name, and teacher's name.

Homework [\(Board Policy #130\)](#)

Homework provides reinforcement for the learning students are doing throughout the school day. In addition to completing homework, take time daily to read with your child and discuss their school day. In upper elementary grades, a half-hour should be set aside for studying and reviewing concepts.

Homework suggestions:

- Set a consistent time for students to complete homework.
- Designate a specific location for students to complete homework.
- Gather necessary supplies such as sharpened pencils and erasers.
- Read directions to your child or ask your child to read them to you to ensure directions are clearly understood.
- Check to see if your child is following the directions.
- Offer to review completed work and help your child correct any mistakes. Do not give the answer or do the work for the child.

If you don't understand an assignment your child is completing, contact the teacher or preferably, advise your child to ask their teacher for help.

Lost and Found

If your child is missing an item that may have been left at school, please call the office to inquire about the item or check with your child's teacher.

Multi-Tiered System of Supports (MTSS)

What is a Multi-Tiered System of Supports?

MTSS is a three-tier framework designed to provide high-quality instruction and intervention to address the needs of all learners. Data is collected and analyzed to develop effective academic and behavioral intervention strategies. The interventions are designed, implemented, and monitored by a multidisciplinary team of professionals. MTSS is a process that guides and informs instructional decisions, creating a well-integrated system of instruction/intervention guided by child outcome data.

Our goal is to create an educational system focusing on the success of all learners.

What is the purpose of MTSS?

- To identify at-risk students as early as possible and to provide students with the correct interventions in an effort to help the students become proficient.
- To provide high-quality, research-based instruction and intervention based on individual student needs (advanced and gifted learners, ELL, and students with behavioral concerns).
- To use assessment data to monitor student progress frequently to assess instructional strategies and materials being utilized.

Three Tier Process: Academic System

Tier I: K – 5 Core Curriculum

The purpose of the school-wide screening is to identify students who are not making satisfactory progress in general education and who need additional academic support in the areas of reading and math. The universal screening process is an effective, efficient and systematic method of acquiring and maintaining data on the

performance of all students to identify those students who may be in need of instructional intervention in grades K-5.

Based on the screening information, the general education teacher implements differentiated instructional strategies and continues to track progress. After tracking progress for a specific period of time, if a student fails to make satisfactory progress, the concern is communicated at the team meeting. Communication with the team should be based on a review of student performance data. This data should identify the students in need of Tier II intervention.

Tier II: Interventions Complementary to Core Curriculum

The purpose of Tier II interventions is to deliver research-based small group instruction supplemental to the core curriculum in general education. The instruction is delivered at the student's instructional level (flexible grouping). Parents receive written notification of Tier II placement.

Tier III: Intensive Individual Interventions

The purpose of Tier III intervention is to individualize and intensify the nature of the interventions delivered to the student.

What is the Role of the Parent?

Parents are an essential part of the MTSS process. Parents should participate in problem-solving discussions with their child's teacher about the child's specific strengths and areas of need. The school will update parents on the placement in various tier groups and inform the parents of intervention results. When possible, parents should be part of the problem-solving process and make suggestions about strategies and interventions.

What are the Benefits of a Multi-Tiered System of Supports?

Using the MTSS framework, school staff collaborate and problem-solve around defining and analyzing students' needs, developing and implementing a plan, setting progress monitoring schedules, and evaluating the response to the intervention. Everyone – including the classroom teacher, special education teacher, reading specialist, psychologist, school counselor, intervention specialist, principal, and others – all have a shared responsibility for helping each child succeed.

Obligations

All district owned materials must be returned to the district at the end of each school year, or upon withdrawal from the district. These items include, but are not limited to, textbooks, calculators, iPads, charging blocks and cords, library books and student meal debt. Parents will be required to pay the replacement cost of any items not returned at the end of the school year and/or pay off the negative balance due on meal accounts. The district will issue an invoice if payment is not received within two weeks of the close of the school year.

Parent Teacher Conferences

Parents are strongly encouraged to take advantage of the opportunity to discuss their child's progress with teacher(s). Conferences provide an opportunity for the teacher and family to collaborate on a student's progress. All families will be given the opportunity to participate in a scheduled conference at the time indicated on the district approved calendar. Families may request a conference with a teacher/team of teachers at any time during the school year.

Parent Teacher Organization (PTO)

Our school's Parent-Teacher group will meet on a scheduled basis throughout the school year. A program of scheduled events will be available, prepared by the Executive Committee of the organization. Family members and teachers are encouraged to join and support organizations.

Personal Communication Devices

Electronic Devices that have the capability to take photographs or to record audio or video shall not be used for such purposes while on district property, including school transportation, or while a student is engaged in school-sponsored activities unless expressly authorized in advance by the building Principal or his/her designee.

Electronic devices brought to school shall be restricted to the classroom or instructional-related activities with a professional educator or Principal's permission. Students shall comply with the guidelines set by the classroom teacher or school officials.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with the approval of the building principal or designee, or when use is provided for in a student's IEP, GIEP, 504 Service Agreement, or Protected Handicap Service Agreement.

Pledge of Allegiance

Section 771 of the School Code requires that the Pledge of Allegiance or the national anthem be recited at the beginning of the school day and requires a United States flag to be displayed in each classroom. Students may decline to recite the Pledge of Allegiance and may refrain from saluting the flag on the basis of religious conviction or personal beliefs.

Positive Behavioral Intervention and Support (PBIS)

The purpose of PBIS is to create a positive and safe school climate and culture. Instead of using a patchwork of individual behavioral management plans, a continuum of positive behavior support for all students within our school is implemented in areas including the classroom and non-classroom settings (such as hallways, restrooms, cafeteria, etc.). Attention is focused on creating and sustaining primary (school-wide), secondary (targeted), and tertiary (individual) systems of support that improve behavioral results for all children. If a student requires more support to manage his/her behavior, an informal Functional Behavior Assessment (FBA) is performed. A specific behavior plan may be developed and data is collected and analyzed. If the student requires more intensive support, he/she may be referred for further evaluation.

In the past, a school-wide discipline focused mainly on reacting to specific student misbehavior by implementing punitive strategies, including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of PBIS is to establish a climate in which appropriate behavior is the norm. We still use consequences for misconduct; however, we are developing other systems.

Components of PBIS

All effective school-wide systems have six major components in common:

1. An agreed upon and common approach to discipline
2. A small number of positively stated expectations for all students and staff
3. Procedures for teaching these school-wide expectations to students
4. A continuum of procedures for encouraging displays and maintenance of these expectations
5. A continuum of procedures for discouraging displays of rule-violating behavior
6. Procedures for monitoring and evaluating the effectiveness of the discipline system on a regular and frequent basis



DOVER P.R.O.U.D.!



Be P.R.O.U.D. Our individual actions represent us all.	
Perseverance	Persevere through embracing challenges! * Push through obstacles; Always do our best; seek help; know our resources.
Respect	Respect all people and all property! * Value ourselves and others; follow rules and expectations.
Ownership	Own individual choices! * Be responsible for our own actions; be involved; demonstrate self-discipline.
Unity	Be united by supporting others! * Be tolerant and accepting of differences; deal peacefully with anger, insults, and disagreements; do our share to make our school and community better.
Dedication	Be dedicated to learning! * Be reliable; be engaged; commit to goals.

Public Relations Release of Information

The Dover Area School District has numerous opportunities throughout the school year to release pictures and/or news information about our students to the local newspapers, radio, and television stations. This information is also used in district-wide internal publications and promotes our educational programs and goals. Per Dover Area School District Policy 216, photographs are considered directory information and therefore may be utilized unless the parent/guardian deems otherwise. Each year, parents have the opportunity to select that they do not want their student photographed during the Skyward data verification time at the start of the school year or, at any point, by contacting his/her student's school.

Recess

Recess is a time for exercise and socialization. Therefore, all children are expected to go outdoors for play at designated times during the day without school materials, including writing utensils, school technology, books, etc. unless deemed appropriate by the building Principal. Children are permitted to remain indoors if a note is received from the parent or guardian making the request and the reason and deemed appropriate by the building Principal. If a student misses recess for an extended period of time, a doctor's note may be required. At times, students will remain indoors under adult supervision. The decision for indoor or outdoor recess will be made daily by the Principal/designee. Children will remain indoors when the temperature is below 25°F, including wind chill. When the weather is cold and/or snow is on the ground, students should wear the proper clothing and footwear, enabling them to play.

Safe2Say Tip Line

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews assess and process all submissions

- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, the crisis center may contact tipster anonymously through the app
- [GET THE APP](#)
- 1-844-SAF2SAY
- [SAFE2SAY Something Website](#)

School Arrival Time

Students who walk to school or are transported by cars at the K-5 Elementary buildings **are not to arrive at school prior to 8:40 AM**. This regulation is for the safety of the students. There will be no supervision before this time and no crossing guard protection on Route 74 crossings for students of the Weigelstown and Dover Elementary Schools, nor Oakland Road for students at Leib Elementary.

School Calendar (6-Day Cycle)

Our elementary schools operate on a 6-day cycle. The first student day will be Day A, the first day of the cycle. The second day will be Day B, and the third day will be Day C and on through the sixth day of the cycle. The cycle will then repeat itself beginning with Day A. The days will be identified as Day A, Day B, Day C, Day D, Day E, and Day F. Interruptions due to vacation/holidays scheduled in the school calendar, inclement weather or other emergencies will be accommodated by continuing in the order of the 6 days of the cycle. When school is in session on the secondary level that cycle day will be skipped at the elementary schools and vice versa.

School Closing

Throughout the school year, there are various reasons for schools to be closed for the day, to close early, or to delay opening in the morning. Inclement weather, icy or flooded roads, or breakdowns in the heating equipment are the most common causes of this action. The district superintendent is responsible for the final decision in these matters. This decision is made, and information is posted on our District homepage (www.doversd.org), Facebook page, local TV stations (WGAL News 8, WHP-CBS 21, ABC 27, and FOX 43 NEWS), and communicated directly to families using the **Skyward Communication System**. The system provides an automated telephone message informing families of school closings, delayed openings, and instructional expectations. This system will also communicate other important information from the district and individual school buildings throughout the school year.

Telephone lines must be kept open at these times. On occasions, it has been necessary to adjust a decision due to changes in the weather (a delayed opening changed to a school closing). Therefore, please check the District homepage, Facebook page, email, voice calls, and television. **Please refrain from** calling the school to ask if the school will be closed.

School Photographs

School pictures will take place in the Fall and the Spring. There will be a choice of picture packages, and information will be sent home with your child before picture day. Payment for the package selected is due to the photographer on the day of pictures if not purchased online.

School Wellness

Dover Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

The following are acceptable: Packed lunches and individual student snacks brought from home. Treats that meet the Smart Snacks in Schools nutritional guidelines may be purchased from the district's Food Service (School Nutrition Services) Program.

For additional information, please refer to the [District Nutrition Services Site](#).

Searches

Dover Area School District follows [Policy #226](#) involving any searches of students and their belongings. A failure of the students or parents to cooperate will be considered an assumption that the student has the item(s) in his/her possession.

Student Illness

Please be sure your child is physically fit when you send him or her to school. If a child becomes ill at school, we will notify the contact person(s) listed in Skyward. If a child receives an injury at school that does not require that he or she be sent home, first-aid will be administered following procedures set up by the school physicians.

If your child has an illness or injury that may require medical attention, **please consult your family physician.** The health rooms are not set up for the diagnosis and treatment of these types of problems.

Parents are urged to notify the school regarding any allergies or reactions (i.e. bee stings) their child might possess. This information will be recorded on their health record.

It is suggested that any child absent for five (5) or more consecutive days, have a doctor's note to cover his/her time out of school. If your child is absent for several days, you are encouraged to call the school for any assignments that the child is physically able to do at home. Please allow ample time for the teacher to gather the student's assignments. Work may be picked up in the school office at a predetermined time arranged with the teacher/office staff.

When a child returns to school, it is assumed that he or she is ready to participate in the total school program. Requests for exceptions to this because of some physical problems should be substantiated by a written report from a doctor.

Title 1: Teacher/Paraprofessional Qualifications

As a parent of a student in the Dover Area School District, under the No Child Left Behind Act of 2001, you have the right to know the professional qualifications of the teachers who instruct your child. If you would like to receive any of this information, submit your request in writing to the District Administration Office.

Toys/Valuables

Parents are asked to refrain from allowing children to bring toys to school and on the bus. Examples include but are not limited to electronic devices, sports equipment, and trading cards. These items may not be brought to school unless permission has been granted by the building Principal. This is requested in the students' best interest to avoid accidental damage, loss or theft, or classroom distractions. Students should not bring valuable items, expensive articles, or large sums of money to school. The exchange of goods or the exchange of goods for money is not permitted. The school is not responsible for any of these items.

Traffic Flow

Dover Elementary School

Car riders will enter the car rider entrance along Edgeway Road and circle the parking lot counter-clockwise. A loop has been constructed to facilitate our car rider drop off in the morning, and our car rider pick-up at the end of the school day. We will have staff at these positions to help our students get into a routine at the start of the school year.

Students that live in the Delwood neighborhood will be permitted to walk to and from Dover Elementary School. We will have a staff member meet them at the Delwood Door every morning at 8:40 AM. We will also have staff members escort our students to the back entrance of the Delwood neighborhood at 3:35 PM.

Bus riders will be dropped off in the bus loading zone constructed in front of the building. We will have two dropoff locations. Once again, we will have staff members supervising arrival and dismissal daily.

Leib Elementary School

When dropping off/picking up students, use the parking lot in front of the Grades K & 1 Unit. Parents and/or caregivers should apply for a car rider permit to place on their rearview mirror. This makes our car rider line move more efficiently and protects the safety of our students. Car rider permits can be requested at the front office.

Enter the lane closest to Emig Mill Road, remain in a single file line, and make a quick right onto the macadam driveway. Follow the driveway to the rear of the building. Remain in line until the vehicles in front of you begin to pull forward or you are directed to pull forward by a staff member. Vehicles should not be passing each other. Once you advance toward the rear of the building, a marker will indicate the loading and unloading zone for students. Please do not exit your vehicles to assist your child(ren). For the safety of your child(ren), please have them exit the car using the door closest to the building. Staff members will be present to assist. Once your child has left the car, continue to drive around the front of the building and exit the Leib property. Please drive slowly as school buses will be loading and unloading students. Be patient as you will be directed to stop as needed to ensure buses can exit school property. The main driveway is reserved for bus drop off/dismissal.

Students may begin to enter the building at 8:40 AM. For morning drop off, please do not arrive at the property before 8:30 AM as the fence gate will not be unlocked until 8:30 AM. All gates will be locked by 9:00 AM to allow students and staff to enjoy our playground and fenced areas safely. If you are bringing your child to school after 9:00 AM., you will need to park in the front or side parking lot, escort your child to the front entrance using the sidewalks, and sign your child in at the office.

Car pick up students will be dismissed at the end of the day at 3:35 PM. Pick up vehicles are not permitted to be on school property before 2:45 PM. The fence gate will not be unlocked until 3:15 PM.

North Salem Elementary School

Individuals driving students to and from school should enter the front-drive and bear right to the designated car rider line. Follow the marked signs for car rider drop off and pick-up. Parents and/or caregivers should apply for a car rider permit to place on their rearview mirror. This makes our car rider line move more efficiently and protects the safety of our students. Car rider permits can be requested at the front office.

The semi-circular driveways in front of the school are for buses and school vans only. Parents should not park in the parking lot located in front of the school or the designated fire lane area in front of the building. Parents and visitors should use the side parking lots at all times. Please properly yield to traffic when leaving the parking lot. Drivers must **maintain a speed of 5 MPH** when driving around the school.

For the safety of our students, the car rider line will be closed during the school day from 9:15 AM – 3:15 PM. If you are bringing your child to school after 9:00 AM., you will need to park in the side parking lot, escort your child to the front entrance using the sidewalks, and sign your child in at the office. The car rider line will open around 3:00 PM at the end of each student day.

Weigelstown Elementary School

The side parking lot entrance across from Fox Meadow Dr. will be closed during student drop-off and pick-up. Vehicles will access the car rider line by entering the school property via the main entrance on Fox Run Road. When entering the school property, stay to the right. You will then turn right into the side parking lot. The traffic pattern will follow the perimeter of the parking lot. Once your vehicle is next to the sidewalk, please have your child exit through the **passenger side door**. When students are safely on the sidewalk (on the far side of the yellow line), vehicles in the car rider line can move forward. You will turn left out of the car rider lot and then exit the school grounds via the main exit on Fox Run Road. We respect that everyone has time schedules to keep and do all we can to keep the process efficient, but our ultimate goal is safety; please be patient. There will be a crossing guard to help with traffic flow. Car rider permits can be requested at the front office or on the Weigelstown home page. Additional arrival/dismissal information is available on the Weigelstown home page.

Visitors

The U.S. Department of Education Guidelines for School Security recommends limiting school access points and implementing a visitor control system. ***When arriving at the school, please park in a designated parking space and not in front of the building. Do not leave the car running or any child unattended.*** For safety purposes, all

entrances are secured and monitored. Parents and guests will need to get approval from the office to enter the building. An intercom system has been placed in the lobby to facilitate conversations between our parents/guests and the office.

When arriving at the school, please park in a designated parking space and not in front of the building or in a fire lane. Northern York County Regional Police and/or the Dover Township Fire Marshall WILL ticket you. All visitors must report directly to the front office and check in to the visitor system. All visitors MUST present valid identification, which will be scanned into the visitor system.

If you wish to visit your child's classroom, please contact the teacher to schedule the visit.

FOR OUR CHILDREN'S SAFETY, we thank you for your cooperation and patience. Although our system may require you to wait in the lobby for a brief time, we will do our best to see that someone can respond to your arrival as soon as possible. **Please do not allow individuals to enter behind you.** The school must inquire as to the purpose of their visit. Remember, this is for **OUR CHILDREN'S SAFETY**, and your patience will be greatly appreciated. We ask that parents who bring books, gym shoes, lunch money, etc., to the school for their children, to leave the items in the school office or place in the designated area. School staff will deliver the items to your child's classroom. Adults picking up students **are required** to show photo identification.

Withdrawals from School

When a child is withdrawing from school, notify the school office. Parents may review their child's records prior to the records being mailed to the new school. The Dover Area School District will forward original academic records along with your child's complete health file. After the child is enrolled in the new school, we may be notified and student records will be mailed to the new school.

HEALTH SERVICES

Communicable Disease Regulations (Board Policy #203)

These regulations are for the health, welfare and protection of all students. They have been approved by the school physicians and the school board.

1. **Rubeola** (Measles) - Four days from the onset of rash.
2. **Mumps** - Nine days from the onset or until the swelling subsides.
3. **Pertussis** (Whooping Cough) -Exclude 5 days of appropriate treatment when symptomatic. If not symptomatic and taking prophylaxis may attend school while taking prophylaxis. If symptomatic and refuse treatment and there is an outbreak, exclude 21 days. In an outbreak, any child coughing for 2 weeks or more is considered a case.
4. **Rubella** (German Measles) – Seven days from onset of rash.
5. **Chickenpox** - Five to seven days from onset of vesicles, or until scabbed over.
6. **Respiratory streptococcal infection** (including scarlet fever) - 24 hours after initiation of medical treatment and afebrile for 24 hours.
7. **Acute contagious conjunctivitis** (Pinkeye) - May return on the written recommendation of family physician/healthcare provider, and/or school physician after 24 hours following initiation of treatment.
8. **Fungus infection** (Ringworm) – Cover the lesion. Must see a family physician/healthcare provider within 48 hours for treatment and provide the school nurse with written documentation of the treatment protocol of family physician/healthcare provider, and/or school physician. Failure to comply will result in exclusion from school until seen by a family physician/healthcare provider.
9. **Impetigo** - May return on the written recommendation of a family physician, and/or school physician.
10. **Scabies** - May return after initiation of medical treatment. May return on the written recommendation of a family physician/healthcare provider, and/or school physician.
11. **Erythema infectiosum** (Fifth Disease) - Notify school nurse. Exclusion from school is not necessary.
12. **Other diseases** (Diphtheria, Hepatitis, Mononucleosis, Polio, MRSA, and Sexually Transmitted Diseases, etc.) - May return on written recommendation of physician, and/or school physician naming treatment and restrictions, if applicable.
13. **Febrile illness** (temperature greater than 100F.) - May return after afebrile for 24 hours without the use of Acetaminophen, Ibuprofen, or other fever-reducing medications.

14. **Pediculosis corporis and Pediculosis pubis** - Until judged non-infectious by the nurse in school or a physician.
15. **Pediculosis capitis** –The AAP (American Academy of Pediatrics) recommends that a healthy child should not be restricted from attending school because of head lice or nits (eggs). Children can finish the school day, be treated, and return to school. Lice sprays are not advisable for use.

Growth Screening

All students will have their height and weight measured each year. Their body mass index (BMI) will be calculated and charted on an age-appropriate chart. Parents will be notified of their child's height, weight, and BMI percentile by letter mailed home as per state mandate.

Health Examinations

The School Health Law of Pennsylvania requires medical examinations upon original entry into school (kindergarten or first grade) and in grades 6 and 11. Dental examinations are required upon original entry into school and in grades 3 and 7. If your child is in any of these grades, a medical or dental report form was sent home with them at the end of the preceding school year. These examinations may be given by your family physician and dentist or the school physician and dentist.

If your family physician or dentist will be examining your child, the completed report form is to be returned to the school nurse **within the first week of school in the fall**. The school physician and dentist will be scheduled to examine students that have not returned completed forms. Exams may be completed up to 1 year prior to the required grade.

Hearing Screening

All students in grades Kindergarten through Third are given a hearing test during the school year. Parents will be notified if testing indicates any hearing problems are suspected.

Medication Distribution for School Delays/Early Dismissals

Below is an explanation of how medication distribution is handled when bad weather or emergencies occur and a school delay or early school dismissal is necessary:

School Delays:

- a. Two-hour delay - the school day starts at 11:00 AM. Lunch will be served at the normal time. We are requesting a **written note or telephone call from parents** regarding the time the morning medication was given.

Early School Dismissals:

- a. If lunch **is** being served to the students **prior** to leaving school, medication **will be** given.
- b. If **no lunch** is served, **NO medication** will be given.

If we do not receive verification from home as to when the morning dose was given, it is in the child's best interest not to risk over medication; therefore, the lunch dose will be held. If you have any questions, feel free to contact the School Nurse in your child's building. Your assistance in this matter is greatly appreciated.

Vision Screening

All students will be administered a vision screening test during the school year. Parents will be notified if the testing indicates a problem.

STUDENT SERVICES

Exceptional Children

Special Education Services

The Dover Area School District provides a free appropriate public education to all students identified with an educational disability and determined to be in need of specially designed instruction. Each school building has a

student concern team that reviews student data on a regular basis. The team analyzes data and identifies concerns and then develops, implements, and evaluates the effectiveness of strategies on student growth and achievement. If the student has shown little improvement after strategic implementation, the school team or parent may refer the student for a psycho-educational evaluation.

The psycho-educational evaluation is conducted by a certified school psychologist and may include the following: cognitive assessments, achievement assessments, behavioral assessments, classroom observation, input from parents and staff, a review of academic and/or behavioral performance history, and any other assessments deemed appropriate by the certified school psychologist.

A multidisciplinary team meeting is held with the parents and school team to discuss the results of the evaluation, which is compiled in an Evaluation Report. If the team determines the student is eligible and in need of special education services and supports, the parents are asked to participate in an Individualized Education Program (IEP) team meeting. This team typically includes parent, student (if fourteen years old or older), regular education teacher(s), principal or Director of Exceptional Children, special education teacher, and any other individuals deemed necessary to developing the IEP. A range of educational placements, services, and supports are considered and are available to meet the student's needs.

During the IEP meeting, a Notice of Recommended Educational Placement (NOREP) will be presented to the parent to reflect the program outlined in the IEP. This legal document gives permission to implement the program developed at the meeting.

Dover Area School District welcomes parental involvement in the planning and implementation of special education supports and services. If you have any questions regarding special education or the process, please contact the Director of Exceptional Children at 292-3671, ext. 80114.

Gifted Services

Gifted support services are available for students who are identified as mentally gifted and in need of specially designed instruction beyond what is typically provided in the regular classroom or through the general education curriculum, as per Chapter 16 of the Pennsylvania State Board of Education Regulations. These services include enrichment and/or acceleration of the Core in a student's identified area(s) of strength. Parents who feel their child may be in need of gifted support services should contact the school counselor to begin the screening process.

Chapter 15/Section 504 Agreements

In compliance with state and federal law, the Dover Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, service or accommodations which are needed to provide equal opportunity to participate in, and obtain the benefits of, the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

The services and protections for "protected handicapped students," or Chapter 15/Section 504 students, are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protected handicapped students, contact the school counselor.

Food Service (School Nutrition Services)

Food Services ([Board Policy #808](#))

The Food Service (School Nutrition) department provides several breakfast and lunch options daily. Milk, 100% juice and 8 oz bottled water is also available to purchase for students who pack their lunch or want an additional beverage.

Every student is assigned an individual account number. Students enter the numbers in the point of sale system when they purchase their meal. Payments may be made to their accounts by cash or check (made payable to

DASD food services). Payments made by cash or check are processed in each school daily. You also have the option of paying by credit card by logging into your online account. Please create a SchoolCafe account by visiting the district's School Nutrition page on the district website and click the SchoolCafe button. Please note that the district no longer uses Skyward to access school meal accounts or payments.

The district permits students to incur charges for school meals. The student's parents will be responsible for the account balances accumulated at the end of the school year. Parents will however be notified as debt occurs using the district alert system, phone calls, emails and letters on a regular basis to collect any negative balance that is due to the Food Service (School Nutrition) Department. Meals will not be refused unless written notification is received from the parent.

Monthly menus will be posted on our district website and available in each school office for anyone without internet access. If you have any questions or concerns, please do not hesitate to contact the Food Service (School Nutrition Services) Office (717) 292-3671 x80204

Free or Reduced Price School Meals

All families are encouraged to apply for Free or Reduced Price Meals. Benefits of an approved application include discounted sports and activity fees, discounted standardized testing fees, additional funding for internet access and wireless service, discounted fees for college applications, increased school district funding and reduced prices for school meals. Applications are available on our web-site under School Nutrition Services or by request at the district office. If you feel you qualify, an application listing all children in your family attending Dover schools should be completed and returned to the school each year. Parents may fill out free/reduced applications [online](#) after July 1st of each year for the application to be current in the new school year. Questions regarding eligibility may be answered by contacting the Director of Food Services (School Nutrition Director) at 717- 292-3671, ext. 80204.

Homelessness

The Basic Education Circular: Education for Homeless Youth 42 U.S.C. 11431 dated 2016 along with Dover Area School District's Homeless Policy and the McKinney-Vento Assistance Act explains the categories of children who are "homeless" and entitled to protections by the federal law. Homeless children and youth mean individuals who lack a fixed, regular, and adequate night-time residence and include:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Living in motels, hotels, trailer parks, or camping grounds due to having no alternative adequate accommodations
- Living in emergency or transitional shelters or abandoned in hospitals.
- Individuals and/or families living with relatives or friends due to loss of housing.
- Primary nighttime residence that is a public or private place not designed for or ordinarily used for regular sleeping accommodations for human beings such as living in a vehicle, park, public space, or an abandoned building.
- Living in substandard housing
- Migratory children who qualify as homeless
- "Unaccompanied homeless youth" including any child who is "not in the physical custody of a parent or guardian" (42 U.S.C. 1143a (6)). This includes youth who have run away from home, been thrown out of their home, been abandoned by parents or guardians, or separated from their parents for any reason.

Dover Area School District is committed to facilitating immediate enrollment; eliminating barriers to attendance, education, and graduation; and providing additional support in compliance with federal and state laws. Protections afforded to students experiencing homelessness include, but are not limited to, timely and accurate identification, waiver of registration requirements for immediate enrollment, a right to attend school of origin, transportation arrangements, active engagement in the school placement process, access to expedited physical and mental health referrals, access to free meals and other comparable services, waiver of school-related fees, and assistance in meeting graduation requirements.

Student-centered factors related to the impact of achievement, health and safety, school of origin attendance, and proximity, as well as other factors listed in the Best Interest Determination (BID) form, will be considered in school placement decisions. If dispute arises over eligibility, enrollment, or school selection, persons of parental consent or unaccompanied youth have the right to appeal through our dispute resolution policy and/or by filing a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

For more information and resources, please look on the district website (<https://www.doversd.org/departments/homelessmckinney-vento/>) found under Departments and by selecting Homeless/McKinney Vento or contact Marsha Hake, District Homeless Liaison by calling: 717-292-3671 ext. 80113 or email: mhake@doversd.org

Language Instruction Educational Program (LIEP)

The Dover Area School District will provide a Language Instruction Educational Program (LIEP) for each student whose dominant language is not English. The District will administer a Home Language Survey to all students as required by the Office of Civil Rights. For those students whose primary language is other than English, the District will determine the student's English language proficiency through the administration of appropriate English proficiency assessments. English language instruction will be provided for the English Learner (EL) student, and parents will be notified of LIEP placement. The goal of language instruction educational programs (LIEPs) is to facilitate the development and attainment of English proficiency and academic achievement of students whose native or first language is not English. LIEP programs will include appropriate English language instruction for all identified students until English proficiency and meaningful participation in subject area instruction are achieved. These goals reflect the educational goals for all students.

School Counseling & Support Services

A **school counselor** is available to assist children with personal/social, academic, and career development issues. Counseling services are carried out in several ways including small group counseling, classroom guidance lessons, brief individual counseling sessions, school-wide programs, and consultation with parents and school staff. Elementary counseling services are available to all students, not just to those in crisis. Please keep in mind that an Elementary School Counselor is not a therapist and will refer children to outside counseling services if needed.

The district is committed to providing a continuum of support for the students we serve. To accomplish this, our school counselors partner with the district social work staff and community partners.

School social work services are specialized services that provide systematic interventions to remove barriers to student learning and success. Services may be either prevention or intervention approaches and both district-wide or student-specific. The school social worker holds a primary focus in driving social emotional education, providing clinical consultation and counseling services, and resource coordination. School social workers are licensed professionals that adhere to the code of ethics regarding confidentiality and the delivery of professional services.

For students in need of longer-term therapeutic support, the district has partnered with Pennsylvania Comprehensive Behavioral Health (PCBH) to provide **school-based outpatient therapy**. This is traditional outpatient therapy; however, it is located within each school building to assure ease of access for Dover families. For students in need of treatment for substance use needs, the district has a thoroughly trained **Student Assistance Team** which partners with True North Wellness.

Family-Child Resources, Children's Aide Society, & Children's Home of York are community-based organizations that partner with the district to provide small-group psychoeducation sessions for our students. These groups utilize planned activities to enhance self-esteem, develop coping skills, and stimulate decision-making abilities and social skills. **Groups** are typically delivered in 8-10 weekly sessions and are available for the following topic areas: Identifying and Expressing Feelings, Establishing Friendships, Separations and Losses, Understanding and Preventing Substance Use, Body Safety, Internet Safety, and Coping Techniques. If you are interested in your child participating, please let your school counselor know. If your child is identified as a student who could benefit, the school counselor will notify you to seek parent permission.

The district also recognizes that approximately 45% of our students qualify for free and reduced breakfast/lunch. Our students will struggle to meet their academic potential if they are facing food insecurity, and as such, we have initiated a **Weekend Food Program**. This program is in conjunction with New Hope Ministries and provides all participating students with breakfast, lunch, and snack food for the weekends when they do not have access to meals through school. If you have any interest in participating, please know there are NO income requirements. Please notify your school counselor if interested.

Speech Therapy

Students in grades Kindergarten through First receive a general screening for developmentally appropriate speech and language skills. Screening is also provided in other grades as a recheck of children's developing skills, for children who are new to the district, or for those referred by teachers or parents. Parents will be notified only if a referral to the Instructional Intervention Team is recommended.

This Team may make a recommendation for a comprehensive evaluation based on the student's current communication skills. In order for this evaluation to occur, written parental consent must be obtained. If a student is in need of speech/language services, the speech pathologist and parents will develop an individual education plan (IEP) outlining the goals and objectives to be accomplished.

Transportation (Board Policy #810)

Expectations for Bus Stop Conduct

Students are expected to use appropriate behavior while at the bus stop.

1. Be respectful of other people's property.
2. Stand at an appropriate distance from roadways.
3. Keep your hands and feet to yourself.
4. Keep noise to a conversational level.
5. Be mindful of stranger danger.
6. Do not litter on or damage property at the bus stop.

Safety is of the utmost importance, and parents should speak with their children about bus stop behavior. Misconduct at the bus stop will be treated the same as misconduct on the school bus or at school. Students should arrive at their bus stop approximately 10 minutes prior to the scheduled bus arrival.

Expectations for School Bus Students

Be at the bus stop 10 minutes early.

1. Always cross in front of the bus.
2. Stay 10 feet away from the road.
3. Be courteous, no profanity.
4. Do not eat or drink on the bus (no chewing gum).
5. Keep the bus clean.
6. Cooperative with the driver.
7. Do not be destructive.
8. Stay seated in your assigned seat.
9. Keep head, hands, and feet inside the bus.
10. Keep all items in your backpack.
11. Toys are not permitted on the bus.
12. Do not open windows without the driver's permission.
13. Keep the aisle clear at all times.
14. Electronic equipment and games are permitted on the bus. Misuse of electronic equipment and games may result in disciplinary action.
15. Always look at the driver's hand signal when loading and unloading.
16. No large items, and/or musical instruments bigger than a trombone are permitted on the bus.
17. Observe the same conduct on the bus as in the classroom.

No pupil shall be permitted to board or leave the bus except at his assigned stop without written permission of the Principal or Transportation Office. New students or those moving within the District will be issued a "Student Busing Assignment" boarding pass.

Bus Discipline

The school bus driver shall be responsible for the discipline of students while they are being transported to and from school. A student may be suspended from bus transportation by the Principal for disciplinary reasons, in which case the parents/guardians are responsible for the student's transportation.

A driver check system will be the first course of disciplinary action.

1st Incident	Driver will verbally warn students.
2nd Incident	Conference with the driver on the bus after other students exit.
3rd Incident	At this point, the first Misconduct Report will be filed and discipline referred to the building principal and/or designee.

Building Principal/Interventionist Discipline:

The Building Principal/Interventionist will evaluate and determine the appropriate disciplinary option(s). Consequences may include, but not limited to, counseling within the school, conference with the Principal, parental notification and/or conference, loss of privilege, loss of recess, lunch in office, and bus suspension. If severe misconduct occurs, the pupil shall be referred to the Principal immediately. Fighting, smoking or lighting matches/lighters will result in immediate suspension from the bus. Audio/Video cameras are installed on all buses to promote safety. These recording devices will be used as a “tool” in preventing disciplinary problems from occurring. The cameras will also provide a check and balance system for student behavior.

You may contact the Transportation Office with any questions.

Phone: (717) 292-3671, ext. 80222

Email: kkohler@doversd.org



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