



**DOVER HIGH SCHOOL  
AND  
REGIONAL CAREER TECHNICAL CENTER**



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**Dover High School Family Information Update  
August 31, 2016**

The excitement was palpable this morning as the annual rite of passage known as the first day of school commenced. We want to thank the students and their families for their cooperation as we deal with some changes in our parking and foot traffic patterns. Please be sure to reiterate with your students the need to use the crosswalks.

The day began with Advisory, with returning students reconnecting with their classmates and advisors from last year. Advisory is also the mechanism we use to distribute and collect important paperwork. Today your student received a packet with many items that need to be signed and returned to their advisor tomorrow morning. Please return the following:

1. Student Handbook/Personally Identifiable/Permission to Publish Form
2. Video and Audio Recording on School Property Procedure Form
3. Media Permission Form
4. Acceptable Use Form (Only 9<sup>th</sup> Graders and new students- returning students have one on file for their four years at Dover High School)
5. Emergency Form
6. Free and Reduced Form- if applicable must be filled out every year
7. Google Docs Form (Must be filled out only once during your enrollment time in the Dover School District) This was sent home over the summer to new 9<sup>th</sup> grade students from sending districts.
8. Armed Forces Recruiter Access to Students and Student Recruiting Form (Applies only to juniors and seniors)

Today and tomorrow allow students to go through their first Green/White Rotation and receive course syllabi from their teachers. Please be sure to sign these documents as well. They explain course content and standards to be covered as well as grading and homework policies.

Thursday night the Class of 2018 will be hosting a back-to-school bonfire to be held in front of the large dirt pile that currently occupies the front lawn. The bonfire will be lit and extinguished by the Dover Fire Department as we try to establish a new tradition to build school community. Music will be provided as well as water and games. The fire will be lit off at 6:00 pm and the event will conclude by 8:00 pm. Access to Alumni Drive will be limited to Bellamy Road.

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Hannaford annually supports Dover High School through its “Hannaford Helps Schools” program. This year the program runs from August 28, 2016 through December 16, 2016. When shopping at Hannaford during that time period, please deposit your receipt in the Dover High School component of the collection tower. At the end of the promotion, Dover High School receives a check from Hannaford. We appreciate your support of this program.

The Dover School District will observe its Labor Day Recess from Friday, September 2, 2016 through Monday, September 5, 2016.

Below you will find the add/drop procedures used for a schedule changes at Dover High School after the six-day window at the start of each semester for students to add and/or drop classes. The add/drop period for Semester I ends at 2:30 pm on Friday, September 9, 2016.

### **Add/drop/level change procedure following the 6 day add/drop period**

1. For the school week following official add/drop, counselors will complete the “Schedule Change Request Form,” obtain the necessary signatures, drop the student from the class, and file the form in the student folder. No grades or official W (withdraw) will appear on the transcript.

\*\* Note to teachers and A.C.s: Please do NOT sign the add/drop form if you do not agree with the switch. A signature is your approval of the move. You are not required to sign the form and the lack of signature will trigger a discussion with the student and parent if necessary.\*\*

2. From the second week after add/drop ends, the following procedure will be observed.
  - a. For students that are passing the class but want to withdraw: The “Schedule Change Request Form,” will be completed with the necessary signatures and submitted to the Data Coordinator. The Data Coordinator will remove the student from the class, record the date of withdrawal on the form, and return to Guidance for the student’s file. The grade the student has on the date he/she withdraws will appear as the quarter grade. This grade will be factored in to the term GPA which determines honor roll. A “W” for “Withdrawn” will appear in the next quarter on the transcript to show that the student withdrew from the course. The grade from the quarter the student withdrew will not impact cumulative GPA or credits attempted.
  - b. For students that are failing the class and want to withdraw: The “Schedule Change Request Form,” will be completed with all the necessary signatures and submitted to the Data Coordinator. A “WF” will appear on the transcript for “Withdrawn Failing.” No credits will be awarded, but the credits attempted will impact the overall GPA. The form will be on file in Guidance in the student’s file.
  - c. For students withdrawing for medical reasons: If a student is withdrawing completely and is not taking an incomplete, the “Schedule Change Request Form,” will be completed with the necessary signatures and submitted to the Data Coordinator. A “M” will appear on the transcript during the quarter the student is withdrawn. No grade will appear during the quarter the student was withdrawn and the M will have no effect on GPA or honor roll. No credits will be awarded.
  - d. For students moving levels in the same course after add/drop during the first quarter of a course: For students moving up a level from basic to college prep, the grades will be transferred to the new course. For students moving up from college prep level to honors or AP, the grades will be transferred and 10 points will be subtracted to mirror the GPA weighting that is awarded to honors and AP level courses. For students moving down

from AP or honors to the college prep level, the grades will be transferred and 10 points will be added to the grade to mirror the GPA weighting. For a drop in level from college prep to basic the grades will be transferred. *Example: Basic/CP level grade of 85% = Honors/AP level grade of 75%*

- i. The previous guidelines will apply as a general rule, but each individual case will be evaluated by the teacher and A.C. depending on when the change is taking place, the reason for the move, and unit progression for both the sending and receiving course. A student may take the most recent test or quiz in the class that the student is moving to, complete a recent project, or make up work from earlier in the quarter to catch up to the students in the class.
- e. For students moving levels in the same course after the first quarter of the class, grades will be assigned for the quarter completed and the student will be withdrawn from the class following the withdraw procedures from a. and b. above.

You will note that the weekly email contains new information at the beginning and repeat information at the end. You will be able to distinguish between the two because of the header provided that will alert you to information that is being repeated. This information is deleted when it is no longer timely.

### **Repeated Information**

With sports, marching band, and color guard already in full swing, and Middle School Sports about to begin, we would like to point out some parking logistics related to these extracurricular activities. Traffic and parking will be impacted in a variety of ways depending on what events are taking place on a particular day. Please consider the following:

- ✓ Parents are asked to be cognizant of the effect this will have on the Bellamy and Alternative School Parking Lots and should allow for at least ten minutes when planning arrival and departure times while at the same time considering other locations to pick up their student-athletes such as the Alternative School Lot and A Lot which is located in front of Dover High School.
- ✓ At no time is anyone allowed to use B Lot located on the western side of Dover High School as that is now a fenced off area and inside the active construction site.

- ✓ For any events taking place on Dunaway Field, the only entry for spectators is on Bellamy Road and parking inside the gate is limited to those with handicapped stickers/plates and game officials.
- ✓ Please observe all parking rules and park only in designated parking spaces in order to expedite traffic flow and maintain the safety of athletes, officials, and spectators.
- ✓ Vehicles not parked in legal parking spaces are subject to ticketing by the Dover Police Department. **Illegally parked cars will greatly affect traffic flow, student safety, and emergency vehicle access and egress so please only park in designated spots.**

Thank you for your help and flexibility during the construction project.

### **Transportation- Buses**

All bus students will receive their bus passes in Advisory. They will not need one to ride the bus on the first day of school. Bus routes for students from all three communities can be found on the Dover High School website.

The link for the Dover High School website is <http://www.dhs.dover.k12.nh.us/>

First Student can be reached at 742-5984.

Dail Transportation can be reached at 1-800-711-5480.

### **Transportation- Senior Parking**

Information concerning the purchase of Senior Parking Passes was included in the mailing sent out on July 28, 2016. Eligible students with properly completed paperwork and no outstanding obligations can purchase a Senior Parking Pass on the following dates between 9:00 am and 11:00 am and 1:00 pm and 3:00 pm: August 17<sup>th</sup>, 18<sup>th</sup>, 23<sup>rd</sup>, and 24<sup>th</sup>. Senior Parking Passes may also be purchased between 7:30 am and 3:00 pm starting Monday, August 29<sup>th</sup>.

Beginning Wednesday, August 31, 2016 parking in the Senior Lot during the school day requires a valid 2016- 2017 Parking Permit.

### **Transportation- Junior Parking**

Information concerning the purchase of Junior Parking Passes was included in the mailing sent out on July 28, 2016. Eligible students with properly completed paperwork and no outstanding obligations can drop off an application for a Junior Parking Pass beginning Tuesday, August 30, 2016 at 7:30 am and may continue to do so through Friday, September 9, 2016 at 3:00 pm. Parking passes for juniors will be distributed beginning Monday, September 12, 2016. In case of the need for a lottery, students receiving a parking pass will have their names posted outside the Main Office. It is important to note that the order in which completed Junior Applications are received does not play a role in determining who receives a parking pass if a lottery must be used. Through Monday, September 12, 2016 juniors may park in the Bellamy Lot or the Fire Station Lot without a permit. Beginning Tuesday, September 13, 2016 parking in the Bellamy Lot or the Fire Station Lot requires a valid 2016-2017 Parking Permit.

## **Transportation- Parent Drop Off**

We encourage students to take the bus and car pool to alleviate traffic and delays due to the volume of traffic in the area around morning drop off and afternoon dismissal. Our close proximity to the Dover Middle School and the limited ability of the infrastructure to handle the volume of traffic present at these times makes travel through the Durham Road/Route 108 and Bellamy Road corridors difficult at best. This situation will at times be compounded by the construction of the new school even though every effort will be made to limit construction related travel during arrival and dismissal times. If you are dropping your students off and/or picking them up, we ask that you use Parking Lot A (not the bus access road) in front of the school or the Alternative School Lot located across the street. We also ask you to note that both of these parking lots have one-way traffic patterns. For Parking Lot A, the entrance is on the Durham Road/Route 108 end of the lot and the exit is on the Bellamy Road end of the lot. For the Alternate School Lot, the entrance is on the Bellamy Road end of the lot and the exit is on the Durham Road/Route 108 end of the lot.

## **Fall Sports**

Fall sports are in full swing but we encourage freshmen who are still interested in running cross country (both boys and girls) or playing field hockey, football, or soccer (both boys and girls) to contact the Athletic Department at 516-6950.

## **Horne Street School Road Race**

Runners and walkers are encouraged to support Horne Street School by participating in Fran's Fitness Walk. The event is Sunday, September 18 at 9:00 a.m. We've had more than 500 participants each of the past two years. It's the biggest fundraiser of the year for the school's parent teacher group. It's also part of the Dover Race Series.

Kids are FREE (with a paid adult in the run or the walk).

Pre-register at [runreg.com](http://runreg.com)

Race details at [hornestreetschoolrace.com](http://hornestreetschoolrace.com)

Sincerely,

Peter Driscoll  
Dover High School Principal