

ADMINISTRATION
BOARD OF EDUCATION

Larry Harviston -President
Nathan Guinn-Vice Pres.
Matilda Caldwell-Clerk
Michael Winn - Member
Cortney Fuston - Member

ADMINISTRATION
Jay Wood – Superintendent
Nathan Nance– HS Principal
Jared Reese-Elem. Principal
Lori Burns-Counselor

VISION...CREATING
LEADERS OF TOMORROW

DOVER PUBLIC SCHOOLS MISSION STATEMENT
WE INSPIRE STUDENTS TO BE ACTIVELY ENGAGED IN LIFE-LONG
LEARNING AND EMPOWER THEM TO BE PRODUCTIVE CITIZENS!

SCHOOL CREED:
"We the students of Dover High School honor this school and the high standards and traditions it has held in the past. We believe in doing our work to the best of our ability and in willingness to partake in all activities of the school. We shall strive to be Loyal, Honest, Faithful, Helpful, Honorable, and Reverent. We sincerely believe that education will help us build the ladder to success."
Composed by the students of Dover High School, May 9, 1944

Our students will:

- have positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, lifelong learners
- productive members of society
- be effective communicators and creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

DOVER HIGH SCHOOL
2022-2023 STUDENT – PARENT HANDBOOK

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AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
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	31		

7th- 9th Professional Days
 8th Open House(6pm-8pm)
 10th First day for students
 16 Instructional Days
 3 Professional Days

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	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	31			

1st [New Year's Day](#)
 2nd – Professional Day
 3rd – Students Return
 15th No School: Dr. Martin Luther King Jr Day
 20 Instructional Days
 20 Instructional Days
 1 Professional Day

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	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

4th [Labor Day](#)
 20 Instructional Days

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19th No School-[Presidents' Day](#)
 20 Instructional Days

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	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	31				

9th & 10th Parent/Teacher Conferences 3:30 – 6:00 pm
 12th – Day taught
 13th-16th No School-Fall Break
 19 Instructional Days

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	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
31						

11th & 12th Parent/Teacher Conferences 3:30-6:00 pm
 15th – Day taught
 18th – 22nd Spring Break
 29th – Good Friday
 14 Instructional Days

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	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		

11th [Veterans Day](#)
 23rd [Thanksgiving Day](#)

20th – 24th Thanksgiving Break

17 Instructional Days

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	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				

12th, 19th, 26th – Inclement Weather Days

19 Instructional Days

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	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
31						

25th [Christmas Day](#)

18th – 31st Christmas Break

11 Instructional Days

84 Total Days – 1st S

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	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	31	

3rd, 10th - Inclement Weather Day

16th Last day of School
 17th Professional Day

10 Instructional Days
83 Days in 2nd Semester

SCHOOL INFORMATION CLASS: B

CONFERENCE: Skeltur

NICKNAME: LONGHORNS

COLORS: Red & White

LOCATION: P.O Box 195 201 N. Taylor
Dover, Ok 73734

WEBSITE: www.dover.k12.ok.us

PHONE NUMBERS

Office: (405) 828 - 4204

Fax: (405) 828 - 8019



Grades 7 -12

8:00 - 8:47 First Period
8:50 - 9:37 Second Period
9:40 - 10:27 Third Period
10:30 - 11:17 Fourth Period
11:20 - 12:07 Fifth Period
12:10 - 12:32 LUNCH
12:35 - 1:22 Sixth Period
1:25 - 2:12 Seventh Period
2:15 - 3:02 Eighth Period



PARENT-TEACHER CONFERENCES

Sep 20 and 27	4 - 7 p.m.	Cafeteria
Feb 14 and 21	4 - 7 p.m.	Cafeteria

SCHOOL SONG:

"RED AND WHITE"

*Red and White forever, Shout
Victory! Our School and our team,
For one and all are we – For one
and all are we. Make the golden
rule days' glorious success.
Three cheers for our Team!*

It's D-H-S

Dover High School Parent-Student-Teacher Compact

We at Dover High School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end. This compact is a voluntary agreement and a promise of commitment to help my child progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

AS A STUDENT I AGREE TO:

- Come to school ready to learn and work hard. Bring necessary materials, completed assignments and homework.
- Know and follow the school and class rules. Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school.
- Respect the school, classmates, staff and families.

AS A PARENT I AGREE TO:

- Provide a quiet time and place for homework and monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students & families.

AS A TEACHER I AGREE TO:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues

to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.

AS A TEAM, WE CAN WORK TOGETHER TO CARRY THIS OUT!

ACTIVITIES / SPORTS

Student participation in school programs is encouraged at Dover Schools and such participation is thought to be of value. Participation affords the student the opportunity for creativity and expression, build self-confidence, and promotes a sense of accomplishment.

Numerous extracurricular activities are offered at Dover High School.

Requirements for membership in these organizations can be obtained from the sponsors/coaches. Students are encouraged to participate in activities in which they can excel because of special interests, talent, and/or ability.

The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. Students participating in school activities will not be allowed to participate in these activities after missing class, or a portion of class, during the day of the activity except for documented reasons.

AIDS PREVENTION EDUCATION

A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education:

1. at the option of the local school district, a minimum of once during the period from grade five through grade six;
2. a minimum of once during the period from grade seven through grade nine; and
3. a minimum of once during the period from grade ten through grade twelve.

B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and

materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.

C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

D. AIDS prevention education shall specifically teach students that:

1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS.

E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

ANNOUNCEMENTS

A daily bulletin will be read at the beginning of homeroom hour on a regular basis. Students who are absent are responsible for keeping up with events by reading the posted agenda on the school website.

Announcements must be approved by the sponsor of an organization and must be submitted via the website. For the benefit of all students and parents, announcements will be posted on the HS website daily.

ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Dover Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Dept. located at 201 N. Taylor, Dover, Ok, 73734

ASSIGNMENTS WHEN ABSENT

When a student is absent from class, work assignments may be gathered by utilizing the lesson plans on teacher webpages. If assistance is needed you may come to the office for assistance to print work pages.

ATTENDANCE

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at Dover Schools are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

Definition of an absence:

An absence is defined as any time a student misses a class period during the school day. *Notification of an absence by parents:*

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done as early as possible on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to

accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, **he/she will not be allowed to make up the missed work.** An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence:

Examples of but not limited to:

1. If you leave campus and do not check out and receive an early dismissal slip.
2. Presenting an unacceptable verification or notes for excused absence (see excused absence).
3. Failing to have parent/guardian authorization.
4. Oversleeping
5. Missed bus or car trouble

Any unexcused absence becomes an unexcused/truancy if it is not cleared within 48 hours by parent or documentation.

Absences for extracurricular activity-

An absence for a student who has to miss school for a Dover High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

College Visits-

Dover High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or enrollment. This absence does not count against the ten-day rule, administrative failure, or semester test exemptions. Documentation from the school visited may be required upon the student's return.

Parent-Verified Absence-

1. A parent must make contact by phone or in person to the office.
2. A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence-

1. **A documented absence is necessary to keep the student out of administrative failure.**
 - a. **Legal Documented** illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc.
 - b. **Legal Documented** court appearance or medical appointments should be documented by physician,

dentist, attorney, etc.: A letter signed by a doctor is the best form of documentation. Computer generated documentation from a doctor/dentist is preferred.

Handwritten appointment cards will not be accepted as documentation.

2. A documented absence can be defined as a doctor's note (document must be original. A faxed document must be received directly from the doctor's office), a court document, or funeral information (immediate family).
3. The office must have this documentation; if not, the absence will count as a personal absence, which counts towards administrative failure.
4. **Documentation must be turned in within five days of the absence or it will not count as a documented absence.** The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.
5. The principal will make final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Administrative Failure-

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

1. No student shall be absent 10 or more days in any one semester without proper documentation (see documented absence). **After 5 absences in one semester a phone call to the parent/ guardian will be made and documented as a reminder.**
2. Phone calls, as well as, periodic attendance letters **will** be utilized throughout each semester to help parents/students avoid attendance/truancy issues. Students who accumulate 10 or more undocumented absences for the semester will be in danger of receiving **no credit** for the classes in which excessive absences occur, unless documentation is given with unavoidable reasoning as to the absences. Students with 10 or more undocumented absences per semester may be required to attend summer school for the student to receive credit for those specific classes for credit to be received. All situations with students accruing 10 or more absences will go before the absentee committee and be determined by the absentee committee.

Attendance Reports-

High School students may request an attendance report from the Office. A parent may come in and pick an attendance report up at any time in the Attendance Office.

Attendance Codes-

The following is a list of attendance codes as they pertain to student absences.

Attendance Codes

AB – personal business – **If documentation is turned in, this will be changed to an AD.**

AC – college day – **Seniors may use one college day per semester.**

AD – documented absence – **This does not count against student.**

AM – medical – **If documentation is turned in, this will be changed to an AD.**

AR – Vo-Tech absence – **Attendance taken at Vo-Tech is turned in to GHS to be entered on attendance record.**

AU – unaccounted-for – **Student is absent and was not called in by a parent.**

EG – testing. **This is not counted as an absence.**

EI – In-school suspension. **This is not counted as an absence.**

TU – tardy

EC, ED, EE, EF, EL, EN, EO, ES, EX - All of these codes are on- or off-campus student activities, and are not counted as an absence.

BEFORE AND AFTER SCHOOL

No student will be in the building before 7:30 a.m. or after 3:45 pm unless requested by a teacher or participating in a supervised activity.

CAFETERIA

Students are expected to behave in an appropriate manner while in the cafeteria. Students are responsible for maintaining their table, the area around their table, and for disposing all trays and trash in the designated cans which includes the cleanup of messes made.

Cafeteria Guidelines:

Students will be required to present Lunch cards to purchase meals.

***All students' grades K-12 will pay the breakfast/lunch clerk for all meals. Those eating by the day will either pay or charge. Charges should be paid by the 10th of**

every month.

- All food items will be consumed while in the cafeteria
- Breakfast: 7:30-7:50 am --Lunch: 11:23a.m.-12:23pm
- Students must have their lunch cards upon entering the cafeteria or must report to the principal
- No Loitering in the cafeteria! Once you have finished eating you must leave
- Federal and state laws govern reimbursable meals to the following:
- Extra items are CASH only. Be prepared to pay immediately.
- Infractions of cafeteria rules (i.e., cutting in line, leaving your tray, leaving your table dirty, throwing objects, etc.) will result in cafeteria duty clean up or lunch detentions.
- No food deliveries will be allowed on campus during the school day with the exception of parents bringing food to their own child.
- No gambling in any form will be allowed (cards, dice, etc.).

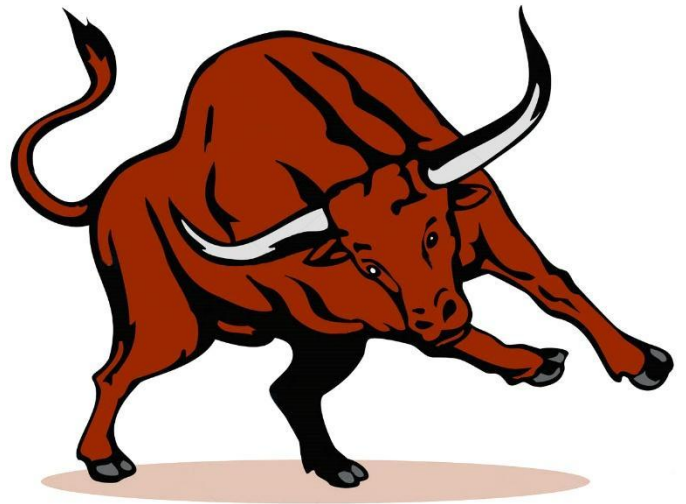
CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom Week" in public schools the week in which Nov. 11 falls. This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During "Celebrate Freedom Week" all social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district. In an effort to assist educators and curriculum coordinators with programs and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and schools are encouraged to select their own creative ideas for "Celebrate Freedom Week." To view the wording of the law, please refer teachers in your district to <http://arkedu.state.ar.us/commemos/customer.cgi> which is the ADE web address to access commissioner's memos.

CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, smart watches, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during scheduled class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading,

downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may use cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods. Due to safety concerns, the use or display of earbuds or headphones while on campus, with the exception of use during online coursework, is prohibited. The use of earbuds or head phones during extra-curricular activities is up to the discretion of the activity sponsor.



Telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas”. “Private areas” include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a “private area” shall report this behavior immediately to a teacher and/or administrator.

Disciplinary Actions:

***Students found to be using any electronic communications against school policy and/or in an illegal manner, i.e. using during class, sending information that would contribute to or constitute cheating on tests/examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and will only be returned to a parent/guardian. Students may, in the case of illegal use of any cellular communications, lose ALL privileges as to being allowed to carry any cellular device and/or be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

****FAILURE to surrender a device upon request will result in a three day out of school suspension and the privilege of carrying a cellular device of any type**

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance Office. Any phone number changes for the School Messenger system should be turned in immediately to the Office.

CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or to answer by fraudulent means.

Consequences:

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher discretion.

Plagiarism is the intentional or accidental use of another's ideas, words, or writing as one's own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

Disciplinary Action:

- 1st offense: Parents will be notified and a grade of "0" for the assignment or test will be given.
- 2nd offense: 5 Days Lunch Detention/grade of "0"
- 3rd offense: 3-day suspension/grade of "0"
- 4th offense: Loss of credit in the respective class for the semester.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Office by the parent/guardian is required in order to check the student out. Parents must sign the student out before leaving campus. Upon returning to school, the student is required to check back in at the Office. Failure to comply with this procedure may result in disciplinary actions. Students are only allowed to use the office telephone in case of illness or emergency.

Dover High School operates under a closed campus policy.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out during the lunch period UNLESS:

- A) A parent/guardian comes to the Office and checks the student out.
- B) The student is leaving for the remainder of the day.

CHISHOLM TRAIL TECHNOLOGY CENTER

Juniors and seniors (and sophomores for qualified programs) may enroll at Chisholm Trail Technology Center. Students enrolled at CTTC School will receive four units of credit through Dover High School for that work. Four (4) hour blocks accomplish this in A.M. and P.M. classes. Students who have dropped classes at CTTC will lose those credits and will not be able to pick up classes at Dover High School until the beginning of the next semester

CIVIL RIGHTS COMPLIANCE AND ASSURANCES NOTICE OF NON-DISCRIMINATION

Dover Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Dover Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Pública de Dover no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admission a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Dover tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre / Titulo:

Superintendente de las Escuelas
Publicas de Dover

Direccion de Oficina: 102 N. Taylor, Dover, OK 73734
Numero Telefono(correro de (405) 828-424
voz / TDD):

M-F 8:00-12:00 1:00-4:30

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

BASKETBALL/BASEBALL ROYALTY

1. A student may be basketball or baseball queen but not both in the same year.
2. Since the Queen/King elections are rewards and a distinguished honor, it is the belief of the Student council, athletes, and administration, that the King and Queen should be seniors that are and have been involved in the basketball programs. In order to be eligible to be basketball King or Queen, a student athlete must have participated in two (2) basketball seasons, including the current season at Dover High School.
3. All remaining seniors become attendants.
4. There will also be additional attendants as follows:
 - a. Junior attendants (1 Boy and 1 girl).
 - b. Sophomore attendants (1 boy and 1 girl).
5. Election will be by secret ballot with the coach/coaches and the high school principal counting and securing the ballots. All votes will be by secret ballot and all ballots will be sealed after counting and kept by the high school principal. The girls' team will select the King and the boys' team will select the Queen. In selecting the King and Queen, each student will cast one (1) vote and the winner will be the person receiving the most votes. In selection of the attendants (except seniors) each student will have one vote and the winner will be the student with the most votes. The boys' team will select girl attendants and the girls' team members will select boy attendants.
6. If any student or candidate is ineligible during homecoming week, the person with the next highest number of votes will move up to take their place in the ceremony. In the case of a King or Queen being ineligible, the candidate with the second highest vote total will become King or Queen.
7. PLANS FOR HOMECOMING
 - a. The high school principal, coaches, and the students make plans for the activities and take care of the decorations.
 - b. During the ceremony, girls and boys may be escorted by the opposite sex/gender. During the coronation, crowns, necklaces, flowers, etc., may be exchanged or presented, BUT THE KING AND QUEEN WILL NOT KISS.

CLASSROOM BEHAVIOR

The responsibility and authority for classroom management rest solely with the teacher. Any rules which are fair and enhance the educational process will be upheld. If problems persist to a

degree that the classroom rules are being repeatedly ignored, then a referral may be made to the administrator where appropriate action will be taken.

The failure to abide by school rules may result in the following consequences: Detentions, written assignments, loss of privileges, and in-school or out-of-school suspension.

It is our goal at Dover High School to provide an orderly and efficient atmosphere whereby the teaching and learning process can take place. This can only be done through effective discipline, which is the responsibility of parents, students, teachers, and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should be aware that when their behavior distracts from the basic purpose of school, "teaching and learning", there will be consequences to face.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and procedures set forth by the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as, academic performance while at school.

It is the teacher's responsibility to set classroom policies and procedures of conduct consistent with the purpose of the classroom. Expectations can be communicated in writing with rules and consequences, as well as, through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The administrator in charge will support the teacher when all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

DISCIPLINARY CLASSROOM ACTIONS:

If problems persist to a degree that the classroom rules are being repeatedly ignored, then a referral may be made to the administrator where appropriate action will be taken.

The failure to abide by school rules may result in the following consequences: Detentions, written assignments, loss of privileges, and in-school or out-of-school suspension.

1. Warning from the teacher
2. Teacher Conference & Lunch detention with parent contact
3. 1st referral – 2 days ISS/no phone/Guar. Contact
4. 2nd referral – 3 days ISS/counselor meeting
5. 3rd referral – 5 days ISS/counselor meeting

6. 4th referral – 3 days Home Suspension
7. 5th referral – 5 days Home Suspension
8. 5th and thereafter – 10 days Home suspension
 - i. Or extended home suspension

Regardless of offense, each disciplinary step will be visited only once before moving to the next step.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

1. Internet-related systems (including but not limited to:

computer equipment; software, operating systems; network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Dover Public Schools. They are to be used for educational purposes, which serve the interests of the School District, our students, and patrons during the course of normal operations.

2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: The District reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user's communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the district or other users, or for any other reasonable purpose.
4. Personal use: Personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the School district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network or the Internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or

behavior including suspension, expulsion, dismissal, or appropriate legal action.

8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district. FrontPage is the only web publishing software that is supported by the district technology staff.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another user's account.
13. The network may not be used for political activities.
14. The use of chain letters, "spam", or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the Principal's office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided Internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the Internet.
19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with district funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

CONCURRENT ENROLLMENT

A junior or senior student enrolled at Dover High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained from the Principal and is subject to current Oklahoma State Department of Education regulations. See the Course Selection Handbook for complete information.

DANCES

Dances will be held periodically during the school year under the direction of various Dover High School organizations. Only those students enrolled at Dover High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom that do not attend Dover Schools will be pre-approved by the Principal.

Any student attending a school-sponsored dance, including the Junior- Senior Prom, will be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds/dance site. No readmission is allowed once students leave the dance site.

DETENTION

Students assigned lunch detentions by an administrator are to report to the assigned detention area. The following rules apply to all administrator-assigned detentions:

1. In order to be counted present you must be in the detention class by bell time for Lunch Detention.
2. If a student is on campus they must show up for detention.

Failure to show for lunch detention will result in extended lunch detentions and/or suspensions.

Detentions assigned by a teacher will be served with that teacher. Failure to serve such detentions will result in the following actions:

**** Detentions will double when given to the discipline office.

DIABETES MANAGEMENT

Dover Public Schools provides nursing services that promote students' ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.

- Promote good control of a student's health condition so they are ready to learn

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Dover Public Schools has access to a nurse who is a certified diabetes educator.

She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- **Written diabetes management plan from your health care provider.**
- **Signed authorization by parent/guardian for medication and treatment at school.**
- **Diabetes Questionnaire filled out by parent/guardian/student.**

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- **Snacks or glucose tablets to treat low blood sugar**
- **Medications**
- **Blood glucose meter, strips and supplies**
- **Ketone testing strips and equipment**
- **Glucagon**

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

DRESS CODE

DRESS CODE AND APPEARANCE

The educational process includes preparing students to deal with rules and laws outside the school setting. By recognizing that appropriate dress is an issue which is addressed in the "real world" by workplace requirements or professional standards and expectations, students have an opportunity to learn that what is acceptable and appropriate in one situation is not acceptable in other situations. Clothing that may be fun or appropriate on the weekend may not be appropriate for school.

Standards of dress are provided so clothing does not distract from the educational process.

It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and parent to adhere to these guidelines.

APPEARANCE:

All students are required to wear shoes. House shoes, house slippers, cleated shoes, or wheeled shoes are not permissible in

the school building.

Skirts, dresses, and shorts should be closer to the knee than the mid-thigh. Leggings and other stretchy clothing are allowed but the buttocks and all private areas should be covered by an outer garment that reaches the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.

Headwear is not to be worn in the building. This includes, but is not limited to, hats/hoodies, bandanas, earmuffs, and hair picks.

The principal may make exceptions for spirit days or special activities.

Examples of inappropriate attire are, but are not limited to:

1. Clothing that inappropriately exposes the body.
 - a. Clothing that allows undergarments to be visible.
 - b. Holes/rips/tears in pants should be closer to the knee than the thigh.
 - c. Clothing that exposes the midriff.
 - d. Shirts not long enough to be tucked in or to drop two (2) inches below the waistline without tugging on or stretching the shirt.
 - e. Sleeveless shirts, blouses, and dresses whose straps are not at least one-dollar bill's width.
 - f. Sleeveless shirts, blouses, and dresses not fitted under the arm and/or scooped neck and/or low-cut front and back necklines that are not modest.
 - g. Shirts not worn on both shoulders.
 - h. Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath.
 - i. Pants below the waistline. Pants, sweats, skirts, or shorts rolled at the waist. Skirts
 - j. Jeans, shorts or purposely frayed clothing (including pants with holes cut out.)
 - k. Shorts/skirts/dresses that are not closer to the knee than the mid-thigh (Bermuda length). Shorts must be hemmed.
2. Sunglasses (including when worn as headwear.)
3. Bandanas.
4. Gang related attire or paraphernalia.
5. Clothing, badges, jewelry, or other items advertising drugs, alcohol, tobacco products or practices. Clothing, badges, jewelry, or other items reflecting messages of a suggestive, immoral, derogatory, hateful, or vulgar nature.
6. Apparel identifying a student as "security," "staff," "police," or comparable position.
7. Onesie Pajamas.
8. Blankets used as coats.
9. Chains or "spikes" on clothing, attached to wallets, or worn as a necklace or bracelet.
10. Clothing not worn in accordance with the design (such as both straps being worn on overalls, or legs on pants being worn at their full length.)
11. Clothing that is excessively baggy or long, including trench coats.

Any clothing that disrupts the learning atmosphere of the school

is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

POLICY:

When a student has worn inappropriate clothing to school, the parent(s) of the student will be contacted.

The student will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school.

If parent(s) are unavailable, the student will be assigned to in-school supervision until the situation has been resolved.

Time missed in procuring appropriate clothing will count as an unexcused tardy or absence in accordance with the attendance policy.

DRIVER'S LICENSE VERIFICATION

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in the Attendance Office. Students must allow twenty-four hours' notice for processing. If a student is testing in the summer, it is recommended that the request for school attendance verification be made before the end of the school year. The same rule will apply in verifying Reading Proficiency.

Cars, cycles, and bikes may be ridden/driven to school provided the operator has the valid proper license. When vehicles enter school grounds, they must be parked in the designated area and may not be moved until school is dismissed unless the principal or superintendent grants permission. Student vehicles may leave immediately at the end of the school day by going North or West only. They are NOT to exit going South in front of the school and buses. Sitting in or on any vehicle will not be permitted before or during any part of the school day.

DRUGS AND ALCOHOL

It is the policy of the Dover Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer).

Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities,

performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense. Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder¹ of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol
Students suspected of being under the influence may be subject to a field sobriety test conducted by a member of law enforcement. Failure to comply will result in first offence disciplinary action.
 - 1. **First Offense: Ninety day out of school suspension (1 semester equivalency)**
 - a) A thirty-day suspension may be granted if the student and the parents/guardians agree to the following:
 - 1) To meet with the District Counseling Service representative
 - 2) To obtain, from a licensed practitioner, an alcohol/drug use assessment which may be recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

- B. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

- 2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the DPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue tit. 70§24-138.
- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher of administrator will state the date, time and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

- 1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5)

calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.

2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 201 N. Taylor, Dover, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

EARLY GRADUATION

Dover High School affords an early graduation opportunity to highly motivated and high achieving students. To apply for early graduation, a student must have:

1. Completed a credit check with the Senior Counselor.
2. Completed a meeting with the student, the parent/guardian, and the principal.
3. Maintained a current grade point average of 3.5 (non-weighted.)
4. Achieved an ACT score of 25 or above.
5. Obtained a written recommendation from a previous instructor.
6. Placed an application on file with the building principal before October 1st of the student's Senior year, with

documentation of all the above criteria.

All applicants will be notified in writing when a decision is made.

ELECTIONS

There will be a number of elections at Dover High School. Before an election is held, sponsors must submit qualifications, rules, and dates to the principal for approval. A copy of the written rules shall be posted on the student or class bulletin board for at least one week before students file for office or before they are nominated.

Written ballots must be prepared for all elections, and all ballots for any elections will be counted in the office of the Principal/Activities Coordinator where they will be tabulated, and results will be determined. The sponsor and representatives of the organizations are responsible for this tabulation. No student can be elected president of two school organizations during the same year **unless approved by administration**. Candidates for any office (including queens or attendants) must meet the following qualifications:

1. Meet the eligibility requirements of the Oklahoma Secondary Schools Activities Association.
2. Be regular in attendance.
3. Be free of recent disciplinary reports of a serious or chronic nature.
4. Not be president of any other organization or activity.
5. Not be president and queen of the same organization.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a) A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester, he/she attended fifteen or more days. If a student does not meet minimum scholastic standard, he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility during a Semester

- a) Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter
- b) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d) "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3: Special Provisions

- a) An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b) Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception).
- c) Schools may choose to run eligibility checks on any day of

the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4: Special Education Students

- a) Students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

All students **MUST PROVIDE:**

1. Two Proofs of Residence

- a. A copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students **MUST PROVIDE:**

1. Two Proofs of Residence

- a) A copy of a current utility bill, renter's agreement, real estate contract, etc.
- b) Enrollment Declaration form certified by Dover Public Schools' Transportation Department.

- 2. Immunizations Records
- 3. Copy of Birth Certificate
- 4. The name, address, phone and fax number of the previous school attended
- 5. CDIB (Certified Degree of Indian Blood), if applicable
- 6. Official withdrawal form from previous school if enrolling after the start of school
- 7. Transcripts from previous school attended (high school students only)
- 8. Social Security Number, if available
- 9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

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

- 1. The right to inspect and review the student's educational

records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to Comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue
SW Washington, D.C.
20202-4605

FIELD TRIPS/INCENTIVE TRIPS

It is a privilege and honor for Dover Public School students to

attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity. During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
2. Loss of the privilege to go on any future school trips.

FIGHTING/ASSAULT (physical or verbal)

Fighting will not be tolerated at Dover Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which mutual participation in an incident involving physical violence. Assault is defined as a verbal/physical act and/or an act, criminal or tortious that threatens physical harm to a person, whether or not actual harm is done." Disciplinary action will be taken by the administrator if either persons involved fit the above definition

(Administrator Reserves The Right To Modify Any Discipline Consequences). Parents of a student that has been suspended out of school must attend a conference with the principal before the student is allowed to return to his/her regular classes. If a student participates and/or is responsible for inciting, instigating, or encouraging in a fight, the following may apply:

Disciplinary Action:

FIGHTING:

- 1st Offense - Suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense - Suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense - Suspension from school for the remainder of the semester.

ASSAULT:

- 1st Offense - Suspension from school for fifteen (15) days.
- 2nd Offense - Suspension from school for forty-five (45) days.
- 3rd Offense - Suspension from school for the remainder of the year.

Students who film fights at school and promote the video online may be disciplined under both policies as the Administrator deems appropriate.

*Any student who engages in a fight may be subject to review and/or fine by the District Attorney's Office.

FINANCIAL OBLIGATIONS

It is the policy of the Dover Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science, AP art, elective classes, etc.)

FIRE, TORNADO & EMERGENCY DRILLS

All emergency drills will be performed in accordance with State Department of Education accreditation regulations.

FIRE, TORNADO, AND EMERGENCY

- A. FIRE --- The alert for fire will be the fire alarm.
- B. TORNADO--The alert for a tornado will be a continuous long ringing of the bells.
- C. INTRUDER -- The alert for intruder will be a verbal with the possibly of the location of the intruder.
- D. EARTHQUAKE – The alert for earthquake will be an announcement via intercom.
- E. SHELTER IN PLACE – The alert for Shelter In Place will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

FIREWORKS

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND DRINK

Food, Drinks and gum are prohibited in the high school hallways, lockers and classrooms unless permission is granted through the administration. Glass bottles/outside cups with lids are prohibited. Students bringing their lunch must put it in a designated classroom until lunch. No outside food or drink unless lunch is brought, and the above procedures are followed. No drinks/food allowed around computers/computer rooms.

GAMBLING

No gambling in any form will be allowed at Dover High School at any time.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Dover High School during the school day and at all school events (home and away):

- 1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is

not sanctioned (approved of) by the school administration or a gang.

- 2. Students will not be permitted to wear pants below the waistline (sagging and bagging).
- 3. The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
- 4. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
- 5. Participation in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property. Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADE CLASSIFICATION

Students who are enrolled as regular high school students are classified as follows:

Freshmen:	until 4 units are acquired.
Sophomores:	until 11 units are acquired.
Juniors:	until 17 units are acquired.
Seniors:	those who have 17 units or more.

GRADING SYSTEM

Progress reports will be given to the students the week following each nine-week grading period. Final report cards will be mailed first week after each semester. The report cards contain an academic grade and an attendance summary. Please check each area carefully to determine progress.

A:	90 – 100
B:	80 – 89
C:	70 – 79
D:	60 – 69
F:	59 or Below
NC	– No Credit (Attendance Non-Compliance)

GRADUATION POLICY

Dover High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. To ensure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

- 1. A student shall be a graduate of Dover High School and

entitled to a High School diploma whenever that student has:

- A. Successfully completed the minimum number of credits established by the district for graduation; and
 - B. If the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy. Twenty-five units are required to participate in graduation exercises.
2. Any student who elects to participate in graduation exercises will still be considered a student of this district until such ceremonies have been completed. The graduation process is "completed" after the graduation program and the last student has exited the premises.
 3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Dover Public Schools, Chisholm Trail Technology Center, and any other concurrent enrollment institutions.
 4. All students participating in graduation ceremonies will be required to abide by school regulations as outlined in the Student/Parent Handbook. In addition, students shall not engage in the following conduct during graduation exercises:

** Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.

5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended that the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described in above shall be subject to discipline. Such discipline may include but is not limited to suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.

GRADUATION: STATE, LOCAL, AND NCAA REQUIREMENTS

This section is for general information only. Each individual student is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Dover Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning athletic eligibility through the NCAA clearinghouse. This should begin during the student's

freshman year and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units and have a reasonable expectation of completing the twenty-five (25) units required for graduation by the end of the summer term immediately following the current school year. The Dover Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty-five (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) units must be earned in the 10th, 11th, and 12th grades.

College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units
Additional unit from the courses listed above	1 unit
Personal Financial Literacy	½ unit
Fine Arts (such as music, art, drama or 1 unit of speech)	1 unit
Electives	7 ½ units
Total Required Courses	17 ½ units
Total Electives	7 ½ units
TOTAL UNITS	25 units

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts	1 unit
Personal Financial Literacy	½ unit
Computer Education	1 unit
Electives	9 ½ units
Total Required Core Courses	15 ½ units

Total Electives	9 ½ units
TOTAL UNITS	25 units

- Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.
- A student may not be enrolled in more than two English classes in a semester.
- At least three units of the last five units completed must be in attendance in Dover High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent enrollment will be available for Dover High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two ag classes, etc.)

Testing Requirements

In order to comply with state law, all students will be required to take a state assessment in English/Language Arts, Mathematics, Science and U.S. History prior to graduating from high school.

GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to give personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems. Students are assigned to the following counselors:

Mrs. Lori Burns – Counselor
Mr. Jay Wood ---- Principal

While every effort will be made to keep parents and students informed of progress, programs, scholarships, units of credit, or records of attendance and academics, it is the responsibility of the student to acquire this information.

- All students are required to be enrolled in at least eight subjects each semester.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass

from an authorized staff member. The pass must contain the student's name, date, destination, time, and staff member's signature.

HEALTH & MEDICATIONS

If a student is injured or becomes ill at school, he/she should report to the High School Office and a parent/ guardian will be notified.

It is the policy of the Dover Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office. Confirmed asthmatic patients with a note from the physician may keep their inhalers with them. If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional, smaller container for use at school. A log of the student's medication will be kept at the school office.

NON-PRESCRIPTION MEDICATION is NOT allowed at school. If a student needs to take a non-prescription medication, a parent/guardian must come to the Main Office to administer the medication.

HOMEBOUND POLICY

The Dover Board of Education is aware of the need to provide instruction for students who, for medical or personal reasons, are unable to attend school. The district will provide homebound instruction for students who are unable to attend. The handicapping disability must be certified by a medical doctor and approved by the Board of Education on an individual basis. Requests for homebound instruction should be made to the superintendent. Once approved Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and

make up any work that is missed. Work being sent will be contingent upon work being returned weekly.

HONOR CLASSES, HONOR ROLL, VALEDICTORIAN AND RANK IN CLASS

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.0-3.99 average will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll.

****VALEDICTORIAN AND SALUTATORIAN (HS)**

A student must have attended Dover High School (9-12) for his/her last three semesters in order to be eligible to receive the Valedictorian or Salutatorian Award. However, students who have not been enrolled at Dover Public Schools for their final three semesters and meet the requirements to qualify to be a Valedictorian or Salutatorian can use the title of Valedictorian and Salutatorian for the purpose of college and scholarship applications. A student who attend Dover High School his/her entire senior year, and who has a GPA that would qualify them to be Valedictorian may receive recognition as an Honorary Valedictorian at graduation. Such recognition will not disqualify other qualifying Valedictorians from receiving recognition as the class Valedictorian.

****The Student(s) with the highest GPA will be named Valedictorian and the student(s) with the second highest GPA will be named Salutatorian. Weighted GPA's will be used for this calculation.**

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his or her recognition of said academic distinction.

IETV CLASSROOM RULES

We are fortunate enough to have the technology and capabilities to offer coursework from other high schools, career technology centers, and colleges through Interactive Educational Television. Students have to have a great sense of maturity, responsibility, and self-discipline to maximize the learning opportunities afforded through IETV.

To reach potential through IETV courses, the following standards have been set:

1. All book bags and other textbooks/notebooks not pertaining to the particular IETV class in session are prohibited in the classroom.
2. The home school in conjunction with the IETV teacher will determine seating arrangements.
3. Food, gum, and drinks are prohibited.
4. Students will sit attentively at all times.

5. Chairs are to be on four legs at all times.
6. Do Not leave the classroom without permission.
7. Only one person at fax and control panel and only if authorized by the IETV teacher.
8. Microphones are to be left in the center of the tables.
9. Follow all directions of teacher's/office personnel

If behavior problems persist, the student will be removed from the IETV course and possibly lose credit for the course.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Dover Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

Site

Kingfisher County Health
Department
124 E. Sheridan
Ave. #101
Kingfisher, OK
73750
405-375-3008

Hours

Daily -- Monday thru
Friday
8:00 a.m. – 11:30 a.m.
and
1:00 p.m. – 4:30
p.m.

IN-SCHOOL SUPERVISION (ISS)

In-School Supervision (ISS), if offered, will not apply to the following offenses:

- Fighting
- Crimes under Oklahoma Statutes
- Drug Offenses
- Weapon Violations
- Theft
- Sexual Harassment

If a student is placed in ISS (In-School Supervision) and breaks the rules, he/she will be suspended pending review of the

offense. When the suspended student returns, he/she will have to complete the original ISS placement.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom.

INSURANCE

Insurance is required for all students participating in extracurricular activities before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject.*

NO EXCEPTIONS!

INTERSCHOLASTIC SPORTS

Dover High School participates in a wide variety of varsity sports for both men and women as a Class B school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross-country, softball (fast pitch and slow-pitch), and track. Physicals, insurance or waivers are required.

INTIMIDATION / HARASSMENT (No-Bully Law)

****LOCATED ON THE WEB PAGE**

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors located in the DPS Policy Manual.

Disciplinary Action:

1st Offense: Parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Section.)

2nd Offense: Parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Section.)

3rd Offense: Suspension for the remainder of the semester and the following semester.

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

- Writings
- Drawings
- Pictures
- Magazine
- Internet / Computer / System Peripherals

JUNIOR/SENIOR PROM

All Junior Class students and sponsors are required to assist in organizing the event. Junior Class sponsors are required to attend the prom and are required to communicate with the building principal about preparations and necessary approvals.

Senior Students are admitted, along with their dates, to the prom free of charge.

Junior Students must meet work requirements and approval through class sponsors and administration before being allowed to purchase a prom ticket.

Sophomore Servers will be selected by the Senior/Junior class and help facilitate the occasion.

Each student attending the prom may bring one date and all students attending must be in at least the Ninth Grade. Sophomore servers may only bring a date who attends Dover High School. Junior and Senior students may bring a date who does not attend Dover High School by completing the "Out-of-District Prom Date Request" and being granted approval through the administration. Individuals 21 years of age or older may NOT attend. The building principal will make the final decision concerning the admission of students to the event. **All Dover students who attend the prom must be academically eligible.**

LOCKERS (IF APPLICABLE)

Lockers will be assigned upon student request. **STUDENTS, DO NOT GIVE YOUR LOCKER COMBINATION TO OTHER STUDENTS.** Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers and writing on lockers, is prohibited. Violations will result in paying replacement costs and in administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 S24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

LUNCH

We operate a CLOSED CAMPUS. Students must stay in a supervised location from the time they arrive until dismissed. The cafeteria offers many choices. Milk and JUICE may be purchased in the cafeteria.

Food deliveries will be allowed on campus only if delivered by a parent or guardian through the Main Office. All persons delivering food must check in at the main office. In addition, a parent may pre-coordinate with the administration for a special occasion arrangement. The Main Office will call the student to the office to pick up his/her lunch during the student's lunch period.

Leaving campus without permission during lunch will result in disciplinary action from the Office. A student cannot check out during the lunch period.

UNLESS:

- A. A parent/guardian comes to the Office/Call and checks the student out.
- B. The student is leaving for the remainder of the day.

LUNCHROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch will result in three (3) lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have the total number of days missed plus one additional day to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.

MEDIA CENTER

The school has a well-equipped media center. Instruction in media usage is given to all students. Students are encouraged to use the media center regularly. The media center will be open for students thirty (30) minutes before and after school. Teachers may issue hall passes for students to visit the media center during class. .

NATIONAL HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received, including those during the freshman year. High school eligibility

begins the second semester sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, including leadership, service, and character.

OFF LIMIT AREAS

The following areas are off limits during the school day, including before school, during the lunch hour, and during passing periods:

- Sitting in personal vehicles.
- Baseball/softball fields
- The parking lot except to load and unload before and after school. NO LOITERING IN CARS.
- The area east of the buildings and/or behind School.

Infractions will be dealt with in the Office.

OKLAHOMA STATE/JUNIOR HONOR SOCIETY

The top ten percent of the high school student/junior high body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).
For example:
 - A. Knives
 - B. Firearms and/or facsimiles (including cap guns)
 - C. Explosives
 - D. Metal objects (chains, brass knuckles, etc.)
 - E. Clubs
 - F. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

ORGANIZATIONS

The following organizations are sponsored by Dover High School: Academic Team, Cheerleading, FFA, National Honor Society, Oklahoma Honor Society, Student Council and Yearbook.

Sponsors must approve all club and class meetings. The president should contact the sponsor to obtain permission for a meeting. The sponsor is responsible for obtaining final approval from the Principal/ Activities Coordinator for a calendar date, etc., and to place the activity on the official school calendar. Sponsors must attend all functions of their group. No students will be allowed to drive themselves to any school-sponsored activity held out of town.

PARENT CONFERENCES WITH TEACHERS

These conferences are arranged through the counselor's office. Parents should phone in advance to avoid conflicting appointments. To schedule a conference, please contact the counselor or individual teacher.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at the beginning of the day during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony. Along with the Pledge, a "**MOMENT OF SILENCE**" lasting for (1) one minute pursuant to Oklahoma Law will be observed "allowing each student, in the exercise of his/her individual choice, to reflect, meditate, pray, or engage in any other **SILENT** activity that does not interfere with, distract, or impede other students in the exercise of their individual choices".

PROFANITY

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

Disciplinary Action:

- 1st Offense: 2 days Lunch Detention
- 2nd Offense: 3 days Lunch Detention
- 3rd Offense: 5 days Lunch Detention

4th Offense & subsequent: 3 Days Out-of-School suspension.
If the profanity is directed toward a staff member, it will be treated as a verbal assault.

PROFICIENCY-BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Dover Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside, Edgenuity online final exams or with district approved, teacher-created criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

PROGRESS REPORTS

Progress reports are sent home mid-term with each student each semester. Parents are encouraged to arrange parent/teacher conferences and phone calls through the counselor's office at any time during the semester and regularly monitor student progress via the online grading portal. Progress reports will be hand carried home by the student or mailed upon parent request.

PUBLIC / PERSONAL DISPLAY OF AFFECTION

It is assumed that all students have sufficient personal pride and respect. The school halls and campus are public places; therefore, it is expected that students will use discretion in relationships. (This discretion will be limited to hand holding.) Students who persist in other practices will be referred to the counselor, and if necessary, the parents will be called for a conference and/ or other disciplinary action will be taken.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest.

"Flag words" are also considered racial slurs.

Disciplinary Action:

1st Offense: Three (3) consecutive days suspension
(See Suspension Section.)

2nd Offense: Five (5) consecutive days suspension
(See Suspension Section.)

3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

SATURDAY SCHOOL

Saturday School will be held from 8:00 – 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular activity.

Failure to attend Saturday School will result in the following disciplinary action:

1st and subsequent Offense: Two-day suspension

SCHEDULE CHANGES

Students are expected to honor their enrollment schedule.

Class changes or any type of schedule change will be made by the counselor only after thorough counseling, a very good reason established, and parent notification.

Schedule changes may be made only for the following reasons:

- The course has been completed in summer school.
- The course was completed the last school year.
- The course level is incorrect, or an enrollment error is evident.
- The subject is repeated on the schedule.
- The student wishes to attempt, under a different teacher, a course previously failed.
- A particular course is required to graduate.

Any other changes must be with administrative approval based upon sound educational evaluation and in compliance with the 90% attendance policy. Students will not be allowed to make schedule changes for teachers. ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF

EACH SEMESTER TO RECEIVE CREDIT.

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SECURITY

While every attempt will be made to protect property, all cars/lockers should be locked, and valuables left at home.

SEMESTER TEST/ EXEMPTIONS

All students will be required to take a comprehensive mid-term exam each semester. All students are required to take a Fall semester tests only but may qualify to be exempt in SPRING semester if they meet the following criteria:

1. A grade of "A" with no more than 3 combined absences per semester.
2. A grade of "B" with no more than 2 combined absences per semester.
3. A grade of "C" with (0) zero absences

Students will lose their exemptions for any of the following:

- a. Any fines/fees owed to the school
- b. Any student assigned to ISS
- c. Truant for the testing hour
- d. Any student suspended from school
- e. Any student assigned Saturday School

If a student chooses to take the semester test on their own accord, their score will only benefit this student, NOT negatively affect his/her final grade.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

SIGNS

All signs posted in Dover High School must be approved by the Administration. Any signs posted improperly will be removed.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities

approved by the Board of Education are allowed.

STUDENT SEARCH

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Dover Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE POLICY

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Dover Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Out-of-school suspensions shall be served on consecutive school days until completed.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended or in "In-School Supervision" (ISS), a student may not attend or take part in any school activity, including extracurricular practices.

TARDIES

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others.

Criteria for tardies:

1. A tardy is defined as not being in the classroom when the tardy bell rings.
2. The counting of tardies for attendance purposes will be by individual class. **After ten (10) minutes the tardy will be counted as an absence.**
3. Each teacher will keep a log for each semester of student tardies per class period. After the first tardy, the teacher will email administration and amount of tardies for the student. The teachers will discuss in their team meetings which students have a tardiness problem. **The following disciplinary actions will be taken:**

Disciplinary Action:

- 1st Offense: Warning by teacher
- 2nd Offense: 1 Day Lunch Detention
- 3rd Offense: 3 Days Lunch Detention
- 4th Offense: 5 Days Lunch Detention

If a student continues to be tardy after 4 tardies Out-of-school suspension could occur.

THREE (3) tardies equals one unexcused Absence.

TELEPHONE USAGE

The "School Phone" is available for "EMERGENCY USE ONLY." School phones are prohibited from use by students. Messages will be delivered to students as necessary.

TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS

When a student transfers in from home/non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home/non- state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

1. Testing is by appointment only.
2. Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
3. If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
4. Placement testing is given only once per subject.
5. If no testing is requested, the student will be placed at the ninth-grade entry level or at the level

indicated by their last state accredited school transcript.

6. Testing will be scheduled through a guidance counselor.

TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will

be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which is lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated. Replacement and/or reimbursement will result as well as Administrative disciplinary action.

1st Offense: Parent conference, suspension from school for three (3) days and/ or charges may be filed.

2nd Offense: Parent conference, suspension from school for five (5) days and/or charges may be filed.

3rd Offense: Suspension for the remainder of the semester and for the following semester and/or charges may be filed.

THROWING OBJECTS

Due to the obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

TITLE IX

The Dover Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any

education program or activity receiving Federal financial assistance.

The School District is an equal opportunity employer.

It is, therefore, the policy of the Dover Independent **School District No. I-02, Kingfisher County**, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Dover Public School Administration Building, 201 N. Taylor, Dover, Oklahoma, 73734; telephone (405) 828-4204

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Dover Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

***Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.**

1st Offense:

Parent conference/phone contact and suspension from school for five (5) consecutive days.
(See Suspension Section, also.)

2nd Offense:

Parent conference/phone contact and suspension from school for ten (10) consecutive days.
(See Suspension Section, also.)

3rd Offense:

Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Section, also.)

TRANSCRIPTS

Transcripts will be provided free of charge to transferring students and yearly graduates. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be

represented on the transcript. Final transcripts will not be available until approximately two weeks after the close of the school year.

TRANSPORTATION

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Dover Public Schools. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The transportation department must approve any changes. Misbehavior endangers the safety of the riders and the driver. Since school transportation is a PRIVILEGE, you may be required to walk or provide your own transportation.

High School students attending Chisholm Trail Technology Center are provided transportation. Students will not be allowed to drive private vehicles to and from Chisholm Trail Technology Center without Administrative approval.

TRAVEL IN PERSONAL VEHICLES

No student may travel in any vehicle NOT owned and insured by the district while on a school trip unless prior written permission has been secured from the parent, principal, and the sponsor of the activity in which the student is participating. Students must ride the bus to activities and may ride home with THEIR OWN PARENT through personal clearance by the parent. No parent may drive another student home without WRITTEN PERMISSION from the parent of said student.

TRUANCY

After the 10th consecutive day of unauthorized absence, students are truant and will receive “no credit” for the class they are truant in.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Kingfisher County District Court.

UNAUTHORIZED ABSENCE

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Disciplinary action will include, but not be limited to:

- 1st Offense: Three Days Lunch Detention
- 2nd Offense: Five Days Lunch Detention
- 3rd Offense: Three Days Out of School Suspension

- 4th Offense: Four Days Out Of School Suspension
- 5th Offense: Five Days Out Of School Suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

UNWRITTEN REGULATIONS

Each year, there are a few things including some “fads” that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate civil action.

VEHICLES / CAMPUS SPEED LIMIT IS 15 M.P.H.

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver's license. No one is to be parked in any fire lane. Students who have been checked out for lunch MAY DRIVE OFF CAMPUS and MAY ONLY TRANSPORT SIBLINGS.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle. If a student parks other than the student area in the front parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, they may be subject to the following discipline:

- 1st Offense: Three Days Lunch Detention
- 2nd Offense: Five Days Lunch Detention
- 3rd Offense: Five Days Lunch Detention or Suspension

Students are not allowed in the parking lot or in parked cars

during the school day. Each vehicle is to be registered with the Main Office by the student. Do not block traffic by double parking on the end of rows; these are emergency exits for fire and police vehicles. Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result. **Any towing fee will be at the car owner's expense.**

VISITORS

All visitors must report to the Main Office, sign in and wear a visitor badge in the building. We cannot accommodate student visitors during the school day. Parents, if you need to talk with your child, report to the Main Office for assistance.

WEAPONS

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property.

The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma State Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Dover Public Schools during the term, he/she must report to the registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24-hour turnaround time to receive

grades and clearance from the teachers. Students will not be cleared for withdrawal until a parent or guardian has made contact and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, library, and cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Dover Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Dover Public School as well on the Dover website, www.dover.k12.ok.us.

NONDISCRIMINATION

District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extracurricular activity, or employment. District does not discriminate on the basis of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. All complaints and inquiries regarding the non-discrimination policies must follow the complaint and/or grievance procedures described in Policy BI - Civil Rights. The following people have been designated to handle inquiries regarding the non-discrimination policies: The Assistant Superintendent should be contacted for all student and non-student and/or employment related issues at 405-828-4206 or at 201 N. Taylor St. Dover, OK 73734. The Director of Special Education should be contacted for all student issues related to Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 at 405-828-4206 or at 201 N. Taylor St. Dover, OK 73734. Inquiries concerning non-discrimination can also be made to the Office for Civil Rights at the following address:

Office for Civil Rights
U.S. Department of Health and Human Services
601 East 12th Street – Room 353
Kansas City, MO 64106
Customer Response center: (800) 368-1019
Fax: (202) 619-3818
TDD: (800) 537-7697
Email: ocrmail@hhs.gov

Adopted: August 11, 2021
Revised:

DOVER PUBLIC SCHOOLS: DISTRICT POLICY

BI

CIVIL RIGHTS POLICY

District complies with the Civil Rights Laws (Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, the Age Discrimination in Employment Act, and Section 504 of the Rehabilitation Act of 1973) in assuring the students, parents, and employees of District that District does not tolerate discrimination, harassment or retaliation on the basis of race, color, sex, sexual orientation, gender identity, national origin, disability, religion, age, or veteran status. For complaints of sexual harassment, refer to District policy BH. The Superintendent is designated by the Board to coordinate District's efforts to comply with this assurance.

Definitions:

- A. Complaint: A written complaint alleging that a policy, procedure, or practice of District discriminates on the basis of race, color, sex, sexual orientation, gender identity, national origin, disability, religion, age, or veteran status.
- B. Complainant: A student, an employee, or any other person who submits a Complaint as defined above.
- C. Compliance Officer: An employee designated to coordinate compliance efforts with the Civil Rights Laws listed above and to investigate complaints. The Assistant Superintendent is designated as the Compliance Officer and may be reached at 201 N. Taylor St. Dover, OK 73734 or by telephone at 405-828-4206.
- D. Day: Day means a working day; the calculation of days in processing a complaint shall exclude Saturdays, Sundays, and holidays.
- E. Respondent: The person alleged to be responsible for the violation alleged in the Complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the Complaint.

Pre-filing Procedures: Prior to the filing of a written complaint, the Complainant is encouraged to visit with the Compliance Officer and to make a reasonable effort to informally resolve the problem or complaint.

Procedures for Filing Complaint:

- A. If the Complainant desires to proceed with a Complaint, then, within ten (10) days of an alleged violation, the Complainant shall submit a written and signed Complaint to the Compliance Officer. The Complaint shall, at a minimum, state the Complainant's name, the nature of the alleged violation, the date of the alleged violation, the names of persons responsible, any witnesses, and the requested action or relief sought.
- B. In addition to taking action with respect to a written complaint, the Compliance Officer may investigate allegations of discrimination without a written complaint according to the procedures set forth herein whenever the Compliance Officer deems such action to be appropriate.
- C. Within ten (10) days of receiving the Complaint, the Compliance Officer shall notify the Respondent of the Complaint and provide a copy of the Complaint to the Superintendent, if the Superintendent is not the Respondent.
- D. Within ten (10) days of notification, the Respondent shall submit to the Compliance Officer a written answer or response which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Complainant's requested action, and/or outline alternatives. The Respondent may also identify witnesses who should be contacted to provide input during the investigation.
- E. Within ten (10) days of receiving the Respondent's answer, the Compliance Officer shall initiate an appropriate investigation which may include, but is not limited to, interviewing both the Complainant and the Respondent and any witnesses identified by either party, identifying any documents or tangible evidence supporting or opposing the Complaint, and undertaking any further investigation deemed appropriate by the Compliance Officer. The investigation should be concluded within thirty (30) days but the Compliance Officer may extend the period of time for an investigation by notifying the Complainant and the Respondent.
- F. Within ten (10) days after completion of the investigation, the Compliance Officer shall render a written decision and shall provide a copy of the written decision to both the Complainant and the Respondent. The written decision shall be a summary report containing a synopsis of the evidence and findings of fact as well as the conclusion regarding the Complaint. Additionally, if the Compliance Officer determines that the allegations of the Complaint are substantiated, the decision shall be provided to the appropriate supervisor or administrator to take appropriate disciplinary action.
- G. Within ten (10) days of receipt of the Compliance Officer's decision, if either the Complainant or the Respondent is not satisfied with the decision of the Compliance Officer, either may submit a written request to the Compliance Officer for a review by the Board.

- H. Within ten (10) days of receiving a request for a review by the Board, the Compliance Officer shall notify the Board of the request, shall place an agenda item for a review of the Complaint on the next regularly scheduled Board meeting, and shall notify the Complainant and the Respondent of the date of the Board's review.
- I. The review by the Board shall involve a review of all documents submitted to the Compliance Officer and, if the Board desires, a statement from the Complainant or the Respondent or the representatives of either the Complainant or the Respondent. The Board shall render a decision which either modifies, affirms, or reverses the decision of the Compliance Officer.
- J. Within ten (10) days of conducting the review, the Board or the Board's designee shall provide the Complainant and the Respondent with written notice of the Board's decision on the Complaint. The Board's decision shall be final and non-appealable.

Extension of Time: Except as otherwise provided, any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved.

Confidentiality of Records: All records, complaints, notes, documents, and statements made during or relating to allegations of discrimination shall be maintained on a confidential basis by the Compliance Officer, and no information concerning any Complaint shall be documented in an employee's personnel file. However, in the event official proceedings relating to such allegations are initiated by a party or District, such records may become public in accordance with law. District shall maintain information pertaining to Complaints under this policy for three (3) years after completion of the investigation.

Discipline: The Compliance Officer may recommend to the appropriate supervisory personnel that students or employees who are found to have engaged in discrimination in violation of District's policies prohibiting discrimination be disciplined. An employee may be subject to disciplinary action up to and including termination or non-reemployment. A student may be subject to disciplinary action up to and including suspension.

Retaliation: No person shall take any retaliatory action against a Complainant or any person who participated in the investigation of alleged discrimination. Employees or students who engage in prohibited retaliation may be disciplined as set forth above.

Adopted: August 11, 2021
Revised:

STUDENTS AND PARENTS:

PLEASE SIGN, REMOVE, AND RETURN THE LAST PAGE OF THIS BOOK TO YOUR ENGLISH TEACHER.

**DOVER HIGH SCHOOL PARENT AND
STUDENT HANDBOOK
2021-2022**

Dear Student:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary to become the best high school student you can be. We hope you will use the book and become familiar with its contents. If all of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents, and our community will have much of which to be proud.

Respectfully,

Nathan Nance

Principal

.....
..... I have received and read my Dover High School Handbook for
the 2021-2021 school year. I understand the rules and will make every effort to abide by them.

Student Signature

Student Printed Name

Parent/Guardian Signature