

Dover Public Schools: Parent/Student Handbook 2024-2025

Our Mission

Working together as a community, our mission is to welcome all and provide opportunities for our students in a safe and accepting learning environment to become creative, empathetic, resilient, and who choose to make an impact.

There are three K-6 elementary schools in Dover. Each are neighborhood schools. In addition, an elementary school annex, Dover Early Learning Center II, was opened in September 2023.

The components that make our schools a special place for learning are supportive parents, fine youngsters, and an outstanding staff. We are committed to providing a quality comprehensive education to all children. The cooperative efforts of the home, school, and community help us to achieve this goal. Together, we work to cultivate strong core values in a culturally responsive environment. Our programs are designed to help children develop confidence, creativity, and problem-solving skills necessary to face the challenges of a technologically advanced and ever-changing society.

This work requires a strong home-school effort setting the groundwork together for clear rules, procedures, and expectations allowing us to ensure a warm, welcoming, and safe learning environment that fosters a life-long love of learning.

We have prepared this handbook so that we may bring about a better understanding between the school and the parents. We ask for your cooperation so that we can provide your child with a rewarding educational experience.

Please take the time to become familiar with this handbook.

Let's work together to make 2024-2025 a great year for our students. We value your input and encourage you to help us to maintain ongoing communication between the home and school. We encourage our parents and staff to maintain ongoing communication.

School Contact Numbers:

Academy Street Elementary School - 973-989-2030
East Dover Elementary School - 973-989-2060
North Dover Elementary School - 973-989-2020
DELC - 973-989-2000

K- 6 Elementary School Hours

Regular Day - 8:15 - 2:40 PM

Breakfast begins at 7:30 AM
Student Supervision begins at 8:00 AM
Tardy Bell at 8:20 AM
Student dismissal at 2:40 PM

Early Dismissal/Half Day - 8:15 - 12:30 PM

Breakfast begins at 7:30 AM
Student Supervision Begins at 8:00 AM
Tardy Bell at 8:20 AM
Student dismissal at 12:30 PM
Lunch will not be provided

Delayed Opening - 9:45 - 2:40 PM

Breakfast begins at 9:00 AM
Student Supervision Begins at 9:30 AM
Tardy Bell at 9:50 AM
Student dismissal at 2:40 PM

DELC Hours

Regular Day - 8:00 - 2:25 PM

Student Supervision & Breakfast 8:00 AM
Student dismissal at 2:25 PM

Early Dismissal/Half Day - 8:00 - 12:30 PM

Student Supervision & Breakfast 8:00 AM
Student dismissal at 12:30 PM
Lunch will not be provided

Delayed Opening - 9:30 - 2:25 PM

Student Supervision & Breakfast 9:30 AM
Student dismissal at 2:25 PM

Attendance

There are 180 school days in the academic school year. Students who exceed eighteen (18) absences are considered chronically absent and may require an attendance success plan to improve their presence in school. Children with attendance issues will be referred to the I & RS Team and may be recommended for retention. Meetings are scheduled with parents as needed.

For more information, please refer to Board Policy #5200: [Attendance Policy](#)

Absences

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If your child is going to be absent due to an illness, personal reasons, etc., please be sure to call the each number listed below before 8:00 AM:

Academy Street: 973-989-2030 ext. 3512
East Dover: 973-989-2060 ext. 4400
North Dover: 973-989-2020 ext. 2512
DELCO: 973-989-2000 ext. 7000

When calling, leave your child's name and a brief reason for the absence. If your child did see a doctor, please send the doctor's note explaining the reason for the absence.

For elementary age students, the state recognizes the following as excused absences:

- Religious Observance
- Take Your Child to Work Day
- Veteran's Day

If your child exceeds three absences, letters will be sent indicating the child's total absences to date. This letter is intended to inform you about your child's absences.

Breakfast

Students who wish to purchase hot breakfast may enter the school beginning at 7:30 AM*. Please note that only students getting hot breakfast may arrive on school property prior to 8:00 AM.

Dover schools participate in the "Breakfast after the Bell" program, which offers all children access to a nutritious breakfast in the classroom at 8:15 AM. Morning breakfasts are provided at no charge.

Children are only entitled to one breakfast; those who attend the traditional morning hot breakfast program may have a second breakfast in the classroom for a fee.

*Students attending Dover Early Learning Center (DELCO) will be offered breakfast when they arrive at 8:00AM. Early breakfast is not offered at this location.

Cafeteria Rules & Lunch Program

Nutritious, tasty breakfasts and lunches are available to the students. Lunch menus are varied and carefully selected. State regulations, nutritional standards, and children's tastes are kept in mind during menu preparation. The menu is available under the parent tab on the school website for your convenience to assist you in preparing your family menus. Good behavior is expected of all the students in the cafeteria.

Cell Phones/Electronic Devices

Cell phone usage is never permitted during school hours. Students needing to contact home will be allowed to use the school office telephone. This includes the use of an iWatch or comparable device. If a student has a cell phone, it must be powered off and stored in the student's backpack until the end of the academic day. The school will not be responsible for lost or missing devices including student AirPods.

Cell phones/Smart Watches that are found in use may be confiscated and only released to a parent. Unauthorized audio and video taping is inappropriate in school pursuant to Board Policy #5516: [USE OF PERSONAL ELECTRONIC DEVICES, ELECTRONIC COMMUNICATION AND RECORDING DEVICES \(M\)](#).

Change of Address/Emergency Forms

Parents are expected to fill out emergency forms as soon as possible in the school year and keep them updated if any changes occur. It is extremely important to complete and return these forms so that the school can reach parents as quickly as possible in the event of an emergency. If a telephone number changes during the school year, please advise the school immediately.

Conferences

The faculty and administration encourage frequent meetings between parents and teachers, believing that this is the single most effective way to help students achieve their potential. Communication between home and school minimizes any difficulty and enhances the quality of the education that can result from total mutual understanding.

The district's Parent-Teacher Conferences are held once a year in November. All schools will follow a half day schedule on these days. Both day and night conferences are available on a first-come, first-served basis.

Throughout the year, parents are urged to contact the school office to arrange a meeting with the teacher whenever it is believed a conference would be necessary or helpful. All of our staff, principal, vice principal, nurse and special area teachers are available for conferences with parents when requested.

Dismissal Procedures

Each school will create an individualized student dismissal plan to be shared with parents. After school supervision will adhere to Board Policy

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#8601: STUDENT SUPERVISION AFTER SCHOOL DISMISSAL (M)

[Request for Supervision at Dismissal Form](#)

Early Dismissal - Parent Request

No student shall be permitted to leave the school building before the close of the school day unless he/she is signed out through the main office by a parent, guardian, or a person authorized by either to act on his/her behalf. Student attendance is important. Please make every attempt to make all personal and medical appointments after school hours.

Emergency School Closure

In case of inclement weather or for any other reason, it is necessary to change the opening or closing time of school, or close the schools unexpectedly, the school district will use the

School Messaging communication system, post the information on the district website www.dover-nj.org, and social media sites to inform families of the changes. **When school closes for emergency reasons, Project Safe (page 4) may be canceled.** It is advised that you work out an “emergency plan” with your child(ren). Individuals picking up your child need to be indicated as an emergency contact in the Genesis Student Information System.

Extra-Curricular Activities

The Dover Schools offer a rich and broad range of extra-curricular activities to its student body. These activities are organized and supervised by qualified members of the school staff and financed by the Dover Board of Education, as part of our school community’s goal of involving as many students as possible in the complete, wholesome development of well-rounded personalities. Students enrolled in the school can look forward to availing themselves of the opportunities these activities provide for such growth: band, chorus, and clubs are some of these activities. Attendance is a privilege and should be treated as such. Students are expected to behave appropriately. Parents must arrange for prompt pick up from all after school and evening extra-curricular events. Chronic late pick-ups may result in removal from the program.

Field Trips

Field trips are approved by the Board of Education and are part of the curriculum. Trips are specifically designed to enhance and to support school-based curricula. Students are expected to behave in a manner that is a credit to their

community, school, and parents while on a field trip. Students are taken on field trips only with written permission of their parents. When a trip is planned, permission slips will be sent home to be signed and returned before the trip. **No students will go on a trip without written permission. Telephone calls from parents cannot be accepted as a form of permission.**

Fines

Fines for lost or damaged workbooks, library books, and technology will be assessed at the end of the school year.

Genesis Student Information System

Dover Public Schools uses Genesis, a parent communication tool which enables students and parents/guardians to view student information. The Genesis Parent Access portal provides parents/guardians with a safe and secure way to view their child’s information. Yearly forms and report cards are disseminated via the portal. It is essential parents sign in to the portal and utilize its features to monitor student progress.

Parent Portal Link:

<https://parents.c1.genesisedu.net/dover>

Grading System & Honor Roll

The evaluation of student achievement is one of the important functions of the school. For children in kindergarten through grade 5, grades are standards based using a 4-3-2-1 scale. Four indicates exceeding standards; three meets standards, two approaching standards, and one needs support.

Kindergarten report cards are distributed three times a year beginning in the second marking period and then for third and fourth marking periods. In grades 1-6, children receive report cards quarterly.

The following grading scales are used for grade 6:

- | | |
|----------------------|--------------------|
| A - Excellent | D - Poor |
| B - Good | F - Failure |
| C - Fair | |

Specials classes, Social Studies and Science use the **OSNU** grading system up until grade 4. After grade 4, students receive letter grades for all subjects. We urge parents to confer with the teachers if there are any questions referring to the report cards.

- O** - Outstanding
- S** - Satisfactory

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N - Needs Improvement

U - Unsatisfactory

All cycle classes: Enrichment, Technology, and Spanish are grades **OSNU**.

Rising Tiger Honor Roll begins in grade 3. Those students in grades 3-5 who excel in academic performance based on the standards-based report card scoring system. Students earning 3 or 4 across all subjects will receive recognition.

Students in grade 6 who have achieved all A's and/or B's and attained nothing lower than a Satisfactory will earn Honor Roll. High Honor Roll students are those students who have achieved all A's for the marking period.

Homework

The faculty believes that homework is an essential part of the learning process. Learning is made more lasting when it is a natural outgrowth of concepts taught in the classroom. This work provides parents with the opportunity to monitor the quality of their youngsters' work.

Children should use the homework planner provided in grades two through six. (Folders are provided for kindergarten and first grade.) Parents should check these as frequently as possible. Good study habits with a specific time set aside for homework will help provide routines conducive for the completion of assignments. Homework is factored as a percentage of each child's grade. Please reference the teacher's grading policy provided to you.

Homework While Absent

If your child is absent due to an extended illness, the teacher will provide appropriate materials for study at home. Please contact the teacher directly for make-up work. We strongly discourage any extended absences during the school year. If a student is going on vacation or leaving the country for an extended period of time, the student must make up the work upon return.

Instructional Technology/iPads

Elementary students in the Dover schools are provided with an Apple iPad. These devices are managed by our technology department. All parents are required to complete a Technology Usage Agreement in order to use the devices. The agreement can be accessed on the Genesis SIS. Children in grades K-1 will have their devices available for usage in the classroom only. Children in grades 2-6 will be able to take the devices home.

It is imperative that children treat the devices respectfully both physically and digitally. The district employs the use of Securely to manage safe web searches and ensure CIPA (Child Internet Protection Act) compliance. Inappropriate Web searches are flagged. See the District Website for more information

Medical Information/School Nurse

One of the functions of the Nurse's Office is to screen students for obvious physical disorders such as vision, hearing, height, weight, and scoliosis. Additionally, the nurse keeps families posted about current health issues, checks youngsters upon their return to school (as needed), and supervises the taking of medication.

Please do not send a student to school if there are any indications that the student should be kept home, i.e., fever – 100 degrees or greater, vomiting, diarrhea, excessive coughing, etc. Any student that has a fever, vomiting or diarrhea should be kept home from school for 24 hours from the last episode of illness without the assistance of medication.

First Aid

No care beyond first aid, which is defined as the "immediate, temporary care given in case of an accident or sudden illness," will be given by school personnel. When a child must be sent home, the parent or other designated emergency person will be notified to pick the child up. Any student excused for a medical issue may not walk home from school alone. Please help us to provide a healthy environment for all of our children.

Communicable Diseases

The New Jersey State Department of Health has regulations for the reporting of communicable diseases to the local Board of Health. All communicable diseases should be reported to the school nurse so that the isolation period and the date of return to school can be determined.

Dispensing of Medication to Children During School Hours

- Children are not to bring medication to school.
- If medication needs to be dispensed during school hours, the medication must be brought to the school health office by the parent/guardian in the original container, appropriately labeled with the name of the student, medication, dosage, and physician or health care provider.
- All medication should be accompanied by written permission and directions for their administration from the doctor and parent.

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- All medications must be kept in the nurse's office and will be dispensed to the student by the nurse.
- Over the counter medication may only be given with written permission from the doctor and parent.

Immunizations Required

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of students against certain diseases in accordance with State statute. A list of the vaccinations required for school can be found by visiting the link below. https://www.nj.gov/health/cd/documents/immunization_requirements/k12_parents.pdf

Parking/Visiting the School

Space in our parking lots is limited and reserved for school staff members. Parents must use street parking when visiting our schools. Safety around our schools is our paramount concern. Students are to walk on sidewalks and walkways only.

To ensure a smooth running and safe school, anyone entering the building for any reason **must** report to the main office, sign in, and obtain a Visitor's Pass. We respectfully request that visitors make appointments in advance when feasible.

If your child forgot his/her lunch, instrument, or other item, please drop it off at the office with the child and teacher's names, and we will be sure it is properly delivered.

Project Safe

The Project Safe after-school program operates out of the three elementary schools in Dover for students in grades K-8 in the Dover School District. The program runs Monday-Friday from 2:30 PM - 6:00 PM. Students receive homework assistance, a nutritional snack from the Community Food Bank of New Jersey, and age-appropriate recreational and enrichment activities in a safe and positive atmosphere with peers. Project Safe is a state licensed after school program, sponsored by Cornerstone Family Programs and Morristown Neighborhood House.

PTA*

PTA membership is open to all parents and teachers. Experience has taught us that the parents who take an active interest in their children's education and who participate in school functions generally have children who are good citizens and also good students. **Please join your school's Parent Teacher Association.**

(DELC's students are welcome to join their Home-School PTA).

Academy Street: ase.memberhub.com

contact: academystreetschoolpta@gmail.com

East Dover:

contact: edepta@hotmail.com

North Dover: ndespta.memberhub.com

contact: ptanorthdoover@gmail.com

Student Dress Code

Students generally conduct themselves in a manner similar to the way in which they dress. Any type of dress that is distracting or disruptive will not be permitted. Student attire should reflect good taste and respect for our serious educational endeavors. Students should never wear clothes with indecent pictures, slogans, or profanity which may be considered offensive to another race, origin, or ethnic background.

School regulations prohibit pupil dress/attire practices which:

- Interfere with schoolwork, create disorder or disrupt the educational program.
- Prevent the pupil from achieving his/her educational objectives because of blocked vision or restricted movement.
- Prevent a safety risk.

Hats and pajamas are not to be worn inside the school or as part of an "outfit" except for designated events.

The following guidelines must be adhered to for students in grades 4-6:

- No part of any undergarments should be showing at any time and tops must comfortably overlap the waistband of bottoms.
- Shorts, skirts, and dresses must be fingertip length.
- Hoodies may be worn to school, but when in the building, the hood may not be worn over the head.
- Footwear should be safe and appropriate. No slides, sandals, or shoes without backs.

Inappropriate dress of students in grades K to 3 will be addressed on an individual basis. Repeat infractions may result in disciplinary action.

School Behavior

The school behavior policy is based on one simple concept – mutual respect. Our students are expected to respect themselves and others, and each has the right to be respected in return.

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Students who violate the rights of others will be appropriately disciplined by the teacher. Serious violations will be handled by the principal or the vice principal.

In order to achieve the learning climate parents desire for their youngsters, it is important that good behavior be discussed regularly at home. Students behave better when they know that their parents expect a high standard from them. We rely on your support to assist in reinforcing the importance of positive behavior. Student infractions will be disciplined accordingly as identified by the [Student Behavior Matrix](#).

Tardiness

If your child arrives late to school, s/he must report with a parent to the Main Office for a late slip. Regular attendance is of the utmost importance since the success of the instructional program is built on a day-to-day basis. It is extremely important that children arrive at school on time and are ready to begin their day. Not only is it desirable to teach them the value of promptness and responsibility, but also many teachers give instructions and organize the student's day first thing in the morning. Excessive tardiness will result in a parent meeting.

District Calendar on Next Full Page

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DOVER PUBLIC SCHOOLS 2024-2025 CALENDAR SUBJECT TO CHANGE

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Dover Public Schools

2024-2025
School Calendar



August - September						
Su	M	T	W	Th	F	S
25	26	△ 27	△ 28	29	30	31
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					

October						
Su	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		

November						
Su	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

December						
Su	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				

January						
Su	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	

- August 27-28 Staff Reports - Staff In-Service
- August 29 Students Report
- September 2 School Closed Labor Day
- October 14 Columbus/Indigenous Day-School Closed
- October 18 Single Session - Staff In-Service
- November 5 Staff In-Service- School Closed (staff only)
- November 7-8 NJEA Convention - Schools Closed
- November 21-26 ELEM/DMS Single Session Days P/T Conf.
- November 27 Single Session Day – Early Dismissal
- November 28-29 Thanksgiving Break – Schools Closed
- December 20 Single Session Day – Early Dismissal
- December 23-31 Winter Break – Schools Closed
- January 1 Winter Break – Schools Closed
- January 2 Students Return
- January 20 MLK Jr. Day – Schools Closed
- February 10 Staff In-Service- School Closed (staff only)
- February 17 School Closed Presidents Day
- March 21 Staff In-Service- School Closed (staff only)
- April 11 Single Session Day – Early Dismissal
- April 14-21 Spring Break
- April 22 Staff and Students return
- May 23 Schools Closed Memorial Day
- May 26 Schools Closed Memorial Day
- June 18 Single Session Day- DMS Graduation
- June 19 Single Session Day- DHS Graduation - Last day of school

⊗ :School Closed
 △ :Single Sessions
△ :Staff PD Only

Total Teacher Days: 189
 This calendar includes 184 student days, inclusive of 4 Emergency Days. If less than 4 Emergency Days are used, days will be added to the end or start of the Memorial Day weekend in alternating sequence: 5/27, 5/22, 5/28, 5/21. If more than 4 emergency days are utilized, the Dover Board of Education will revise the calendar accordingly. Revisions may include the addition of days to the end of the school year and/or the rescheduling of any remaining holiday/recess school days. This notice is given in advance to all stakeholders and should be considered prior to making any arrangements that involve scheduling personal or family activities on holiday/recess periods that may be converted to school days.

February						
Su	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	

March						
Su	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					

April						
Su	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			

May						
Su	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

June						
Su	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					