

2021-2022

## **DOVER SHERBORN FAMILY GUIDE**

Pine Hill

Chickering

**Middle School**

High School





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During this academic year, the Dover Sherborn Public Schools will embark on an equity audit led by NYU experts to *review all policies, procedures, and practices* to ensure a fair, equitable, and accessible education for all students. We believe that each child deserves abundant opportunities to excel and to feel welcome in our schools. To promote our success in this endeavor, we are joyfully committed to this time of reflection and self study.

Dover Sherborn administrators and educators will also, independently and systematically review all curriculum to ensure that it provides windows and mirrors for all students to honor their perspectives, heritage and promote a sense of belonging and safety.

### Overview

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| <ul style="list-style-type: none"><li>● Due to Covid-19 all individuals will be masked indoors and on school buses.</li><li>● Students will have 6 learning blocks per day. Learning blocks will be 58 minutes and will follow an eight day rotation. Two blocks will drop per day. Teachers may assign up to 2.5 hours of homework per week per class.</li><li>● All students will attend in-person learning on campus.</li><li>● There is no remote option, nor virtual/live streaming attendance option this year.</li><li>● Students will have access to all class related information via Google Classroom including their Weekly Lesson Plans. If a parent wishes to support their child planning out their week of learning, please sit with your child and have them share their login credentials.</li><li>● Our shared vision is to empower and encourage students to be invested owners of their learning. Therefore, we wish to ensure that they are involved in the process of charting their schoolwork plans.</li></ul> | <ul style="list-style-type: none"><li>● All teachers will be available for extra help after school as needed. Students should coordinate with teachers regarding after school support.</li><li>● All after school activities and clubs will resume as pre-pandemic times, please see additional mailings for additional information</li><li>● Late busses will be provided on Mondays, Tuesdays, Wednesdays and Thursdays. Busses will depart campus at 4 PM and will begin in mid-September</li><li>● All DSMS students are welcome to come tour the Middle School between 7-3PM the week of 8/23</li><li>● Community Health and well being is paramount, so please reach out to our guidance department should you or your family need additional support</li><li>● Students will be provided with paper planners at the beginning of the school year.</li><li>● Back to school supply lists by grade:<ul style="list-style-type: none"><li>○ Sixth - <a href="#">Supply List</a></li><li>○ Seventh - <a href="#">Supply List</a></li><li>○ Eighth <a href="#">Supply List</a></li></ul></li></ul> |
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### METCO

We are proud to have METCO students in our school.

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| <ul style="list-style-type: none"><li>● Our Boston students are part of the METCO Program. METCO is a voluntary program that has been in the Dover Sherborn School District since 1968.</li><li>● Currently, there are 40 students in Grades K-12 that participate in our program.</li><li>● Students are provided with educational opportunities designed to enrich their academic, personal and interpersonal experiences.</li><li>● It is our belief that our entire school community benefits from an academic environment rich in cultural, educational, ethnic and racial diversity.</li></ul> | <ul style="list-style-type: none"><li>● Our METCO Office is located to the right of the elevator on the first floor and METCO students have a new lounge space in the library for their down times on campus.</li><li>● Given the bus arrival times, students are provided with an adult supervisor, breakfast, wifi, and a safe and inviting place to hangout and prepare for a day of learning.</li><li>● Additional information about the METCO Program is available at: <a href="https://metcoinc.org/">https://metcoinc.org/</a></li></ul> |
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### Teams & Counselors

- Moon/Rogers/6th, Fire/Moloy/8th and Ice/Bedigan/8th are Tawny Desjardins as their school counselor.
- Sun/S.Collins/6th,Thunder/Moy/7th, and Lightning/Raymond/7th, Joelle Sobin as their school counselor.

### **Responsibilities during Academic Year 2020-2021**

- [Student Responsibilities](#)
- [Parent Responsibilities](#)
- [DSMS Code of Integrity](#)

### **Homework**

- Students will be assigned independent work throughout the week.
- Teachers may assign up to approximately 2- 2.5 hours of homework per week for core courses.
- Students needing support or additional structure to complete homework may access their teachers during H block Help Sessions and Directed Research in addition to after school extra help with their teachers. Please let your teacher know you are planning to see them after school. Late busses will be provided all days except Fridays.

### **One:One Chromebook Initiative**

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| <ul style="list-style-type: none"><li>● All students will be provided with a school issued chromebook. Students MAY NOT opt to use their own device instead of school provided chromebooks.</li><li>● If you are interested in purchasing insurance for your chromebook should it become lost or stolen, click <a href="#">here</a>. There are a few other options available, just be certain that they cover up to \$250. Also, there will be a \$25.00 charge for a lost or damaged charger.</li><li>● We highly recommend purchasing a chromebook cover for protection and personalization. Many retailers offer several selections please make sure it is compatible with an HP 14A G5 with a 14 inch screen to ensure a proper fit.</li></ul> | <ul style="list-style-type: none"><li>● Our Technology Department is rolling out a cloud-based IT support and ticketing system to help students and staff while in-person or remotely. Please put in service tickets for <i>school owned devices</i> here: <a href="https://helpdesk.doversherborn.org">https://helpdesk.doversherborn.org</a> (bookmarking this is suggested)</li><li>● Teachers will be using software to ensure students are on task and using technology as directed while using the school's network. Inappropriate technology use may result in the suspension of privileges</li><li>● Students should be using the CHROME browser to access their Google Apps and related sites.</li></ul> |
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### **Special Subjects**

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| <ul style="list-style-type: none"><li>● Band and Chorus are offered during H block. Students in sixth and seventh grades are combined for both band and chorus. Eighth grade students learn with our high school students for band and chorus.</li><li>● PE classes will be held outside as often as possible. Be sure your child is dressed appropriately after consulting the daily forecast.</li></ul> | <ul style="list-style-type: none"><li>● Sixth grade English features a double block of English, so in a full school year students will have 1.5 meetings of their English courses.</li><li>● Sixth grade students participate in double English and physical education every other day throughout the year. Quarter courses include art, music, Computer Literacy and Engineering.</li></ul> | <ul style="list-style-type: none"><li>● Seventh grade students will take a year of physical education alternating with Media Studies and Health. Quarter courses include Art, Music, Computer Literacy, and Technology &amp; Engineering</li><li>● Eighth grade students will have alternating classes of Speech &amp; Drama, Health opposite their yearlong participation in physical education. Quarter courses</li></ul> |
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	include Art, Music, Math Connections, Technology & Engineering
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**Getting Ready for the School Day**

<ul style="list-style-type: none"> <li>● Make sure you have packed an extra clean mask</li> <li>● Prepare your devices for the day by charging them the night before, and then packing <b>both the device and charger for school</b></li> <li>● Students will be permitted to borrow a device or charger from the IT department, if a student has borrowed/forgotten more than four times, they will serve detention and no longer be permitted to access loaners.</li> <li>● Snack/Lunch and Water Bottle Packed (straws are recommended with masks)</li> </ul>	<ul style="list-style-type: none"> <li>● Wash your hands before leaving your home</li> <li>● If a child feels ill, keep them home, and notify the school nurse (Margaret Parsons at DSMS)</li> <li>● If a child is dismissed from school due to feeling ill, a negative COVID test may be required to return.</li> <li>● When in doubt, sit that day out! Most school work is still accessible via Google Classroom when medically needed.</li> </ul>
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**Bus**

<ul style="list-style-type: none"> <li>● <b>Masks must be worn</b> at all times or students will lose access to bus transportation</li> <li>● Kind and respectful behavior is a <b>MUST</b> on the bus, any inappropriate behavior will result in school discipline and possible loss of bus privileges.</li> <li>● Students should depart from campus at 3:15pm unless participating in afterschool activities.</li> <li>● Late busses will be provided Monday-Thursday departing campus at approximately 4pm</li> </ul>	<ul style="list-style-type: none"> <li>● There will be no assigned seats on the bus this year.</li> <li>● Students should be with an adult after 3:15</li> <li>● Detention runs from 3:15-4:00PM</li> <li>● As in years past, students will not be allowed to switch busses <b>FOR ANY REASON.</b></li> </ul>
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**Arrival (Beginning at 8:20- school starts at 8:35)**

<ul style="list-style-type: none"> <li>● Students arriving by bus will disembark from the bus loop in the back of the building. Parents/Cars should never drive through the bus loop.</li> <li>● Students <u>cannot be dropped off prior to 8:20 AM.</u></li> <li>● All students must vacate the campus by 4:00 PM.</li> <li>● Students being dropped off by car will disembark in the designated spaces either in front of the middle school by the front office or by Linquist Commons between the MS and HS.. Please pull up and do not stop by the garden- that blocks the busses and causes a traffic jam!</li> </ul>	<ul style="list-style-type: none"> <li>● Arriving students should move directly to their assigned locations (first period classroom) within the building.</li> <li>● Cell phone use should cease upon entering the building.</li> <li>● Students can depart from the front or the back of the MS. Busses will be in a cue in the back by the track.</li> <li>● Students getting picked up can find their rides either in front of the MS or by Linquist Commons. Please be very careful of kids in and near the parking lots and the student drivers in the front of the MS.</li> </ul>
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**Health screening & protocols**

<ul style="list-style-type: none"><li>• Here are some <a href="#">FAQ's for families about returning to schools from the DESE</a></li><li>•</li><li>• Check your child's temperature and health at home before leaving; <a href="#">here is the daily health screening checklist</a></li></ul>	<ul style="list-style-type: none"><li>• If your child presents any COVID symptoms- at school or at home, a negative COVID test may be required before returning to school.</li><li>• Here are the <a href="#">Health Office Health and Safety Protocols for Dover Sherborn Regional Schools</a></li></ul>
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**Attendance**

<ul style="list-style-type: none"><li>• If your child is going to be absent for the day, please call or email our school nurse, Margaret Parsons, (508) 785-8149 ext 7102, <a href="mailto:parsonsm@doversherborn.org">parsonsm@doversherborn.org</a>.</li><li>• Parents should report any absence to the school nurse by 8:30 AM.</li></ul>	<ul style="list-style-type: none"><li>• Attendance is a legal document that must be done accurately and timely. It is imperative that we account for everyone's whereabouts throughout the day.</li><li>• Students are expected to attend school. Therefore, families will receive notice after multiple absences or tardies.</li><li>• Students will serve detentions after 4 tardies in a single term and each tardy after the fourth.</li></ul>
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**Bathrooms**

<ul style="list-style-type: none"><li>• Only one student is allowed out of the classroom at a time for a bathroom break. With half the number of students in the building, there should be no more than six students in a bathroom at any given time.</li></ul>	<ul style="list-style-type: none"><li>• We have asked our teachers to limit the number of students out of class at any given time. Students of course, will always have access to bathrooms, water, guidance and the nurse, but may be asked to stagger their requests.</li></ul>
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**Lockers**

<ul style="list-style-type: none"><li>• Lockers will not be used this year. Students will be permitted to wear their backpacks throughout the day.</li><li>• If your child has a phone, it must remain OFF and untouched in their backpack during the day. Phones will be confiscated if seen or used during the school day.</li></ul>	<ul style="list-style-type: none"><li>• Students will not be changing for Physical Education, and classes will be outside in most weather, so please dress accordingly.</li></ul>
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**Masks**

<ul style="list-style-type: none"><li>• . All students must wear masks consistently throughout the school day while indoors. Failure to comply will result in disciplinary action.</li></ul>	<ul style="list-style-type: none"><li>• Here is a <a href="#">Link</a> to our mask policy. If a student refuses to wear their mask properly they will be subject to disciplinary action.</li></ul>
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**Facilities**

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- Increasing outdoor air ventilation
- Daily cleaning, throughout the day, and sanitizing
- Hand sanitizing stations throughout the building, and several classrooms have sinks for handwashing
- Water fountains and bottle refilling stations are abundant throughout the building

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- Outdoor learning whenever possible/requested by teacher
- Students and staff provided with their own devices (not sharing)
- Using multiple doors for arrivals/departures to de-densify groups

### **Lunch Schedules**

- Students are welcome to purchase a grab-and-go school lunch or to bring their own lunch.
- Masks must be on when students stand up after eating or to go purchase additional food.
- Main lunches will continue to be free for all students (they will enter their lunch code for inventory) and snacks and desserts are a la carte pricing.
- When picnicking, students must remain socially distanced from peers and clean up all trash from the lawn.
- Students will have their lunch time embedded within the third period during in-person learning days.
- By grade: sixth grade and half of seventh will eat first lunch, eighth second with the other half of seventh
- Eating spaces will include our cafeteria and outdoor spaces depending on the weather.



## DSMS 2021-2022 Schedule w/Two Lunches

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
First Period	A	D	C	B	A	D	C	B
8:35 - 9:33 (58 min)								
Second Period	B	A	D	C	B	A	D	C
9:36 - 10:34 (58 min)								
Third Period	C	B	A	D	C	B	A	D
10:37 - 12:07 (58 min)								
1st Lunch/Break 10:37-11:09 Class 11:09 – 12:07  Class 10:37-11:35 2nd Lunch/Break 11:35 – 12:07								
Fourth Period	E	F	G	F	E	F	G	F
12:10 - 1:08 (58 min)								
Fifth Period	F	E	E	G	F	E	E	G
1:11-2:09 (58 min)								
Sixth Period	G	H	H	H	G	H	H	H
2:12 - 3:10 (58 min)								

**Outdoor Learning Spaces**

<ul style="list-style-type: none"> <li>● We are so fortunate to have several outdoor learning spaces on our expansive campus.</li> <li>● Students should keep bug repellent and sun protection in their backpacks for personal use</li> </ul>	<ul style="list-style-type: none"> <li>● On any given day, most classes will have access to outdoor learning spaces.</li> <li>● Students should dress appropriately for being out on grass and paved surfaces.</li> </ul>
<p><b><u>Dismissal (3:10PM)</u></b></p>	
<ul style="list-style-type: none"> <li>● For pick-ups, students will proceed either to the front of the school circle area or the side of the Linquist Commons (cafe) behind the school.</li> <li>● Parents, when picking-up or dropping off, please be sure <b>to pull all the way up</b> so to ease traffic congestion and back-ups on to Farm and Junction streets.</li> </ul>	<ul style="list-style-type: none"> <li>● Please heed the instructions of school leaders trying to ease traffic congestion and supporting student safety.</li> <li>● Each grade will gradually dismiss students directly to the bus.</li> <li>● All bus students will walk to their bus and board. Masks <b>MUST</b> remain on.</li> <li>● There will be late buses for students this year available mid September, departing campus at 4PM..</li> </ul>
<p><b><u>Family Dismissals: MASKED</u></b> Parents or guardians may move to the main building and move directly to the front office for assistance. If you need to dismiss your child, you may do one of the following:</p>	
<ul style="list-style-type: none"> <li>● Send a note with your child to be given to the main office.</li> <li>● Email <a href="mailto:tehans@doversherborn.org">tehans@doversherborn.org</a> or <a href="mailto:lonergank@doversherborn.org">lonergank@doversherborn.org</a>.</li> </ul>	<ul style="list-style-type: none"> <li>● Use the phone intercom located inside the first set of main entry doors and sign the sign-out sheet by the phone intercom on the table within the front door entryway.</li> <li>● Once you arrive, please call the main office (508) 785-0635, with any questions or complications.</li> </ul>
<p><b><u>Dropping off items</u></b> We are requesting that parents do not drop off forgotten items for their child, except in the case of an emergency. If there is something that absolutely needs to be dropped off, parents may leave it on the table that will be located between the first set of main entry doors and use the phone intercom system to alert the main office.</p>	

<p><b><u>Technology Support</u></b></p>	
<ul style="list-style-type: none"> <li>● If a student is having difficulty accessing DSMS wifi or <i>trouble with their school issued device</i>, please contact our IT Helpdesk Ticketing system: <a href="https://helpdesk.doversherborn.org">https://helpdesk.doversherborn.org</a></li> </ul>	<ul style="list-style-type: none"> <li>● If you are a parent or guardian and trying to support your child, please review this <a href="#">technology tutorial guide</a> to help you and your child make the most of the Google Suite of Apps for Education.</li> </ul>
<p><b><u>Connectivity Tips</u></b></p>	
<ul style="list-style-type: none"> <li>● Where are you using your computer in relation to your wifi router? <ul style="list-style-type: none"> <li>○ Moving closer might help!</li> <li>○ Maybe you need a wifi extender?</li> </ul> </li> <li>● How is your internet connection?</li> </ul>	<ul style="list-style-type: none"> <li>● Are you getting a warning about CPU usage? <ul style="list-style-type: none"> <li>○ Close all of the programs and browser/Chrome tabs you don't need open right now. Sometimes, you can end up with 20-30 tabs open. I like to use a tab manager to help me with this, like <a href="#">One Tab</a>.</li> </ul> </li> </ul>

- o You could run a [Speed Test](#) to see if you have a fast internet connection.

Topic	Contact person & email
General Scheduling Questions	Tawny Desjardins, School Counselor ( <a href="mailto:desjardinst@doversherborn.org">desjardinst@doversherborn.org</a> ) Joelle Sobin, School Counselor ( <a href="mailto:sobinj@doversherborn.org">sobinj@doversherborn.org</a> )
Technology	Anthony Ritacco, Director of Technology ( <a href="mailto:ritaccoa@doversherborn.org">ritaccoa@doversherborn.org</a> )
Aspen challenges	Diane Morales, Guidance Administrative Assistant ( <a href="mailto:moralesd@doversherborn.org">moralesd@doversherborn.org</a> ) Diane Robin, ASPEN Data manager ( <a href="mailto:robind@doversherborn.org">robind@doversherborn.org</a> ) Katey Lonergan, MS Front Office Administrative Asst. ( <a href="mailto:lonergank@doversherborn.org">lonergank@doversherborn.org</a> )
Building questions & 504 coordination	Ana Hurley, Assistant Principal ( <a href="mailto:hurleya@doversherborn.org">hurleya@doversherborn.org</a> )
Boston student coordination	Monique Marshall-Veale, METCO Director, ( <a href="mailto:vealem@doversherborn.org">vealem@doversherborn.org</a> )
Special Education Services	Jill Arkin, DSMS Team Chair ( <a href="mailto:arkinj@doversherborn.org">arkinj@doversherborn.org</a> ) Steve Goodwin, Regional Special Ed Coordinator ( <a href="mailto:goodwins@doversherborn.org">goodwins@doversherborn.org</a> ) Your child's Special Education Liaison
Heath & Hygiene	Margaret Parsons, School Nurse ( <a href="mailto:parsonsm@doversherborn.org">parsonsm@doversherborn.org</a> ) Jill Fedor, District Lead Nurse ( <a href="mailto:fedorj@doversherborn.org">fedorj@doversherborn.org</a> )
Sixth Grade	Sara Collins, Team Sun ( <a href="mailto:collins@doversherborn.org">collins@doversherborn.org</a> ) Amanda Rogers, Team Moon ( <a href="mailto:rogersa@doversherborn.org">rogersa@doversherborn.org</a> )
Seventh Grade	Karen Raymond, Team Lightning, ( <a href="mailto:raymondk@doversherborn.org">raymondk@doversherborn.org</a> ) Veronica Moy, Team Thunder ( <a href="mailto:moyv@doversherborn.org">moyv@doversherborn.org</a> )
Eighth Grade	Kathy Moloy, Team Fire, ( <a href="mailto:moloyk@doversherborn.org">moloyk@doversherborn.org</a> ) Donna Bedigan, Team Ice ( <a href="mailto:bedigand@doversherborn.org">bedigand@doversherborn.org</a> )
General Concerns	Scott Kellett, Principal, ( <a href="mailto:kelletts@doversherborn.org">kelletts@doversherborn.org</a> ) Frank Tiano, Interim Principal, ( <a href="mailto:tianof@doversherborn.org">tianof@doversherborn.org</a> ) Ana Hurley, Assistant Principal ( <a href="mailto:hurleya@doversherborn.org">hurleya@doversherborn.org</a> )