

**2019 –  
2020  
Middle  
School  
Student &  
Parent  
Handbook**

**Doane  
Academy**



*College Preparatory School  
Since 1837*

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## MIDDLE SCHOOL



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**Doane Academy**  
**Since 1837**

*An Independent Episcopal Day School*  
*College Preparatory, Grades Pre K-12*

### **Mission**

**Doane Academy, an independent Episcopal day school, age 3 through 12th grade, provides an exceptional college preparatory program while cultivating character development and nurturing the emotional maturity essential in preparing students for life.**

**We develop intelligent, capable individuals within a community where all are known, loved, and strongly encouraged to discover their unique potential.**

## **Vision Statement**

Doane Academy develops confident, ethical leaders prepared to improve the world.

## **Values and Beliefs**

*Academic Excellence* – Doane Academy encourages development of the highest standards of knowledge, inquiry, creative expression and academic success.

*Character* – Doane Academy inspires integrity and responsibility for improving the lives of others.

*Diversity* – A diverse community sharing different ideas, beliefs and cultures, strengthens Doane Academy.

*Faith* – Doane Academy is a multi-faith community inspired by the Episcopal values of love and service, providing members the opportunity to reflect on their relationship with God.

*Fellowship* – Doane Academy is a family. Every member of the community is nurtured and supported with love, compassion, and respect.

*Leadership* – Doane Academy believes that good leaders are those who inspire and work with others in achieving extraordinary goals.

*Social Responsibility* - Doane Academy encourages members of our community to behave ethically and with sensitivity toward social, cultural, economic and environmental issues.

## **FOUNDATIONS AND PHILOSOPHY**

**DOANE ACADEMY** was founded in 1837 by the second Episcopal Bishop of New Jersey, George Washington Doane. From its inception when it was known as St. Mary's Hall, Bishop Doane envisioned a school community that challenged the mind, cultivated the character, and nurtured the soul of its students. This inclusive approach to education acknowledges not only the intellectual capacity of the students in our care, but also their potential as spiritual, social, physical, and emotional beings. With this understanding, Doane Academy seeks to enroll students whose desire for intellectual growth includes an active pursuit of personal maturity, social responsibility, respect for others, and life's meaning and purpose.

The emphasis on the powerful dialectic between mind and spirit, faith and reason, individualism and community is what gives Doane Academy its distinctive character. With a population of approximately 230 students from pre- Kindergarten to 12<sup>th</sup> grade, Doane Academy offers an intimate learning environment within which students are challenged and encouraged to explore their own talents and interests. Doane Academy provides a rigorous academic program that presents a body of knowledge that is college preparatory, interdisciplinary, sequential, and responsive to each student's unique potential.

In addition to the classroom, Doane Academy provides a Chapel program that encourages students to collectively and individually explore their own faith, morality, and spirituality in a constantly changing world. Although we firmly believe that the intelligent use of reason should be combined with a sound moral perspective, we also understand that moral values and the development of personal integrity do not occur in a vacuum. Students should be presented with avenues to explore spiritual beliefs and moral issues which they can use to develop values and their own convictions. Chapel services and the required coursework in comparative religion and ethics provide students with the opportunity to develop greater self awareness, tolerance for differences and a sense of value in their relationships with other people and with God.

With this distinctive approach to education, Doane Academy remains committed to developing the human qualities that will help students achieve personal fulfillment and make a positive contribution to society.

## ACADEMIC PROGRAM

### Course Requirements

Middle School Course offerings include both grade specific requirements and electives offered in the 2019-2020 school year. Please note:

#### **Grade Level Lead Onward Courses:**

Sixth Grade: Health I, MS STEAM I (Introduction to Programming and Robotics), Extra Period of English

Seventh Grade: Drama or Art, Lead Onward I, Health II

Eighth Grade: Drama or Art, Health III, Lead Onward II

#### **7<sup>th</sup> and 8<sup>th</sup> Grade Arts Major/Minor Options:**

Majors: Upper School Band, Ceramics, Upper School Choir

Minors: Upper School Choir, Ceramics, Jazz Band, MS STEAM II (First Lego League- Robotics), Yearbook Design

\*6<sup>th</sup> Graders are invited to participate in Lower School Band. They also take Music for the first half of the year, and Art during the second half.

## 2019-2020 REQUIRED COURSES

In some of Doane's courses, students have the opportunity to pursue an honors commendation. These courses are denoted with a \*. Honors courses require students to complete more extensive requirements and challenging course work.

The Math and Classical and World Language programs include course structures in which the next sequential course builds directly off the content learned in the previous course. The typical sequences of the courses in these programs, excluding electives, is as follows:

### **Math:**

Transitional Math  
Pre-Algebra  
Algebra I\*  
Geometry\*

### **Spanish:**

Introduction to Spanish I and II (part of the 6<sup>th</sup> Grade Language Cycle)  
Spanish 7/8 (Continuation of the Language Cycle)  
Spanish I (For 8<sup>th</sup> Graders new to Spanish)

### **Latin:**

Introduction to Latin I and II (part of the 6<sup>th</sup> grade language cycle)  
Latin 7/8 (Continuation of the Language Cycle)  
Latin I

### **Required courses by Grade:**

<b>SIXTH GRADE (6)</b>	<b>SEVENTH GRADE (7)</b>	<b>EIGHTH GRADE (8)</b>
English 6 (Double Period)	English 7	English 8
Transitional Math or Pre-Algebra	Math (next in sequence)	Math (next in sequence)
Integrated Science I	Integrated Science II	Integrated Science III
Civics	Cultural Geography	Ancient World History
Language Cycle	Spanish 7/8	Language (next in sequence)
Health I	Health II	Health III
PE	PE	PE
Art/Music	Lead Onward I	Lead Onward II
MS STEAM I (Robotics and Coding)	Art or Drama	

## **Course Registration**

Students pre-register through FACTS for the following school year in the spring. While every effort is made to give students their choice of courses, the emphasis for course selection is clearly geared towards what will best challenge and prepare each student for Upper School and beyond. Conflicts in scheduling and staffing limitations may also result in a change of program. The School will do all it can to accommodate continuity in the academic program for transfer students, but the curriculum sequence is specifically geared to returning students.

## **Reporting Student Progress**

In the Middle School, the school year is divided into three trimesters. Grades are issued at the end of each trimester. For all courses, teachers issue a progress report via email at the mid-point of each trimester for any student with unsatisfactory grades and at other times to notify parents of possible failure, outstanding effort, or work well above or below a student's customary level of achievement. Parents and students are encouraged to check the online posting of grades and use the gradebook to ascertain whether any assignments are missing. But it is critical that all parties view these grades within the context of a given student's overall growth. Grades are indicators of progress, but they cannot tell the full story of a student's standing without the input and insights of parents, teachers, and the student. The more a student takes ownership over their learning process and its outcomes, the better prepared they will be for Upper School and beyond.

These mid-trimester reports that reflect poor achievement are intended to provide notice to students and parents that the trimester grades may fall below a C average. It is, therefore, highly unlikely that a student will receive a D or F as a trimester grade without having a mid-trimester progress report.

Sixth, seventh and eighth grade coursework and grades are part of the school's record of student performance that will be transferred to another school if a student transfers, but the grades included on the "high school transcript" for college admissions are only those a student earns at the high school level (grades 9-12).

Final trimester grades and comments are made available on RenWeb to parents and students three times a year. Parent-teacher conferences are normally held after the first trimester. Beyond this one formal time for conferences, parents are welcomed and encouraged to contact teachers, department chairs, Head of Middle School, and individual student advisors as needed. The Headmaster's Office should be contacted only when contacts with the Head of Middle School, department chairs, teachers and others have not resulted in satisfactory resolution of questions or concerns.

## **Grading System**

### Academic Performance

A+ (99-97)	B+ (87-89)	C+ (77-79)	D+ (67-69)	F (below 60)
A (93-96)	B (83-86)	C (73-76)	D (63-66)	
A- (90-92)	B- (80-82)	C- (70-72)	D- (60-62)	

While grades in the D range are passing grades, they do not automatically qualify a student to advance to the next course level in sequential subjects. Students with D's in a sequentially based academic subject will usually be asked to do remedial work in that subject or repeat the course before moving on to the next level. This can apply to any departmental coursework, but math and classical/modern language are content areas where this expectation is especially relevant.

### **Academic Probation**

Students experiencing significant academic difficulties will be placed on academic probation. A student receiving three C-'s, two D's or one F at the end of any marking period is given notice of academic probation.

If a student is placed on Academic Probation at the end of any of the first two trimesters, they will have their case reviewed by the Head of Middle School. After consulting with the student, the student's parents, and the student's advisor, the Head of Middle School will propose a plan of action that is designed to aid the student in improving their academic standing. This course of action might include mandatory tutoring during extra help periods or after school.

All Academic Probation cases are reviewed at the end of the year, and the school reserves the right to withhold contracts for students who have been unable to improve their standing. In exceptional cases, students in serious academic difficulty may be dismissed during the school year.

### **Tests and Examinations**

Tests may be given at any time during the year at the teacher's discretion. Sufficient advance notice of such tests will be given during class and on RenWeb. The faculty recognizes that having more than two such major assessments in one day could diminish the student's ability to perform. 6th and 7th grade students will not be asked to take more than major summative assessments in one day. This includes: tests, project or essay due dates, major presentations, and graded in-class writing assignments that require preparation. 8th graders will not be asked to take more than two summative assessments in one day.

## The Daily Schedule

6th Grade							
Day		Monday	Tuesday	Wednesday	Thursday	Friday	Monday
Period	Time	1	2	3	4	5	6
Day Start	8:10-8:15	Day Start	Day Start	Day Start	Day Start	Day Start	Day Start
Academic Period A	8:10-8:55	Science	Language Cycle	English A	Math	Social Studies	English B
Academic Period B	9:00-9:45	English B	Science	Language Cycle	English A	Math	Social Studies
Community Activities	9:50-10:20	All School	Band/Art/ Music	US Chapel	Art/Music	Family	All School
Break	10:20-10:35	Break		Break		Break	
Academic Period C	10:40-11:30	Social Studies	English B	Science	Language Cycle	English A	Math
6-8 Lunch	11:35-12:05	Lunch	Lunch	Lunch	Adv. Lunch	Lunch	Lunch
Meetings Period	12:05-12:35	Advisory	Clubs/Extra Help	Clubs/Extra Help	Class Meeting	Clubs/Extra Help	Advisory
Academic Period D	12:40-1:25	Math	Social Studies	English B	Science	Language Cycle	English A
Period E (Special Subjects)	1:30-2:30	PE	STEAM	Health	Art/Music	PE	STEAM
Academic Period F	2:35-3:15	English A	Math	Social Studies	English B	Science	Language Cycle
Day End	3:15-3:20	Day End	Day End	Day End	Day End	Day End	Day End
<b>Drop</b>		Language Cycle	English A	Math	Social Studies	English B	Science

Grades 7-8							
Day		Monday	Tuesday	Wednesday	Thursday	Friday	Monday
Period	Time	1	2	3	4	5	6
Academic Period A	8:10-8:55	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Academic Period B	9:00-9:45	Class 6	Class 1	Class 2	Class 3	Class 4	Class 5

	45						
Community Activities (Fixed)	9:50-10:20	All School	Extra Help	US Chapel	Extra Help	Family	All School
Academic Period C (Ext.)	10:25-11:30	Class 5	Class 6	Class 1	Class 2	Class 3	Class 4
Lunch (Fixed)	11:35-12:05	Lunch	Lunch	Lunch	Adv. Lunch	Lunch	Lunch
Meetings Period	12:05-12:35	Advisory	Clubs/Extra Help	Clubs/Extra Help	Class Meeting	Clubs/Extra Help	Advisory
Academic Period D	12:40-1:25	Class 4	Class 5	Class 6	Class 1	Class 2	Class 3
Period E (Arts)	1:30-2:30	Arts Major	Arts Minor	Arts Major	Clubs	Arts Major	Arts Minor
Academic Period F	2:35-3:20	Class 3	Class 4	Class 5	Class 6	Class 1	Class 2
<b>Drop</b>		Class 2	Class 3	Class 4	Class 5	Class 6	Class 1

### **Homework**

In the Middle School, homework is an integral part of the academic program and will generally be between 5% and 20% of the student's grades in all academic classes. Homework is not optional, and its completion affects performance and grades in all courses. Students are expected to complete each night's assignment. In the instance when a student is unable to complete the homework assignment on time, the student has the responsibility to explain to the teacher the reasons for this and to clarify when the work will be turned in.

When a student is ill, it is his/her responsibility to get homework assignments from other students or through the school's online homework site, RenWeb. Middle School students are also encouraged to email their teachers if they have questions about the work they missed.

The amount of daily homework assigned in any one course should take approximately 15-30 minutes to complete. Organizing one's notes and studying for major tests may take additional time. Students are encouraged to speak to their advisors and teachers if they are having difficulty managing their homework load.

### **Extra Help and Tutoring**

Middle School students are expected to take advantage of opportunities to obtain additional help with their subjects. Faculty members will make every effort within the context of their various schedules to offer extra help and are commonly available on Tuesdays and Thursdays from 9:50-10:20 (7<sup>th</sup> and 8<sup>th</sup> grade only) and during the Clubs/Extra Help periods after lunch on Tuesdays, Wednesdays, and Fridays from 12:05-12:35. Courses are designed to be challenging, but any student who feels a lack of mastery of the material in the course should ask the teacher for assistance to help prevent minor

confusions from developing into major problems. Additionally, students have the option of attending Homework Club after school from 3:30-4:30 where they can be helped by members of the faculty.

Outside tutoring may prove beneficial for a student who needs to strengthen their study skills, lacks necessary background, or is experiencing ongoing difficulties in a particular subject. Parents should be sure to discuss their child's situation with his or her teacher before arranging for tutorial assistance to make sure that the student is already taking full advantage of resources at School. Tutoring is much more effective when coordinated with the student's regular instructor.

### **Class Pull-Out Policy**

At Doane, we seek to emphasize to our students the importance of engaging fully each and every day. We also provide exciting curricular and extra-curricular opportunities that cannot fully enrich our students' lives without occasionally conflicting with their classes. For example, students participating in Band have the benefit of having weekly lessons in small groups or individually with Ms. Mazar. All parties seek to minimize missed class time, but we also see and reinforce the significant personal growth opportunities that arise when a conflict is unavoidable. Learning to take the proper steps prior to missing a class is a skill students will need to develop in order to reach their full potential. When students take the proper steps and take responsibility for turning in assignments and reviewing the content they missed, they demonstrate their respect for their teachers and a sense of ownership in relationship to the learning process.

A student's readiness for this responsibility grows with time. Brain development research and personal experience tell educators that students' executive function and organizational skills develop throughout the teenage years, allowing them to become more autonomous as they grow older. So, while all students benefit from being asked to balance multiple priorities, there is a need to carefully consider the extent and number of these priorities, particularly in the case of younger students. In recognition of this fact, Doane has the following policy regarding participation in activities or organizations that require consistent pull-outs from class. Pull-outs are defined as instances when an activity causes a student to miss a class between 8:10 a.m. and 3:20 p.m. on a weekly basis. Please note that reading sessions with Ms. McDonough are not designated as pull-outs, though students, parents, and advisors need to be aware of them in considering what we are asking of a given student.

#### **The Policy:**

- **Students in 6<sup>th</sup>-8<sup>th</sup> grades can have no more than one weekly pull-out.**

### **Homework Club and After-School Oversight**

The purpose of the Homework Club program is to provide students with a structured and monitored study environment after school. In addition, students can receive extra help from the teacher overseeing it on a given day. We encourage students to attend Homework Club any time they are seeking a quiet place on campus to work after school. Teachers, advisors, and parents may also recommend to students that they attend. The program will run daily from 3:30-4:30 p.m. and be held in the Newbold Resource Center on the third floor of Rowan Hall. If a parent wants their child to attend Homework Club on an on-going basis, they should notify the Head of Middle School so that their child's expected attendance can be communicated to the teachers monitoring it.

At 4:30, students are dismissed from Homework Club and are asked to wait for their parents in the lobby of Rowan Hall. Please note that students are not directly supervised by faculty after Homework Club and thus should be picked up as close to 4:30 as possible.

Middle School students on campus after 3:20 should be in Homework Club, sports practice, or in a pre-arranged meeting with a teacher. Students are not permitted beyond campus boundaries or in unsupervised areas of campus, such as the gym or fitness room. If Middle School students wish to attend an after-school sporting event without their parents, they need to receive permission from the Homework Club monitor and Ms. Baratta.

## GENERAL INFORMATION

### Attendance

The school day officially begins at 8:10 a.m. and ends at 3:20 p.m. Students are expected to arrive on campus early enough to be in full uniform and have books and supplies organized for class. All absences or early dismissals must be excused in advance by parents, the Athletic Director, or the Head of Middle School. The official record of excused absences for full or partial days is maintained at the main desk. The official record for excused and unexcused tardiness and absence from individual classes is maintained by individual classroom teachers.

### Absence

**Parents must call school anytime (day or night) before 8:10 a.m.** on the day their child will be absent for all or part of that day. Parents of absent or tardy students should contact Mary Ann Dempsey directly. Without this call, the staff expends considerable time, energy and stress in pursuit of an explanation for the absence. Written notes from parents explaining tardiness or absences are preferred. The school will accept explanations from parents via phone with the understanding that any questionable phone calls or voicemails will be verified by staff. The school reserves the right to record a tardy or absence as unexcused even with a parent explanation when the reason is unacceptable. Acceptable reasons include illness, injury, medical or dental appointments, religious observances, and family emergencies. Unacceptable reasons include oversleeping, not completing homework, shopping, personal errands, traffic delays, etc.

Parents are also asked to notify Ms. Dempsey in advance if their child must leave school during the day for an appointment, as students are not permitted to leave campus without a note or phone call from a parent or guardian. Students with parental and school approval to leave campus must sign in and out at the main desk. Failure to sign out is a serious offense, as is a departure from school without permission.

A student absent for whatever reason, excused or unexcused, must make up work missed during their absence as soon as possible on a schedule arranged with his/her teachers.

### Unexcused Absences/Tardy

The school is charged with the responsibility of accounting for students throughout the day and for all school sponsored activities off campus and beyond regular school hours. Consequently, if a student misses a class and does not have permission to do so, the school will treat this as an extremely serious matter. To emphasize this, the student will not receive credit for any work that was due in the class(es) the student “cut” and the student will be referred to the Head of Middle School for a meeting and possible additional disciplinary action.

Lateness to class is disruptive to the learning environment and is, therefore, highly discouraged. Therefore, students who are repeatedly late to a class should be counseled by the teacher of the class. If this does not result in the student changing their behavior, the teacher should then contact the student’s advisor and parent/guardian. If this also does not result in the student demonstrating appropriate behavior, then the student should be referred to the Head of Middle School. Need to highlight this process with teachers in August.

## **Announcements**

Important daily and weekly announcements and reminders are an integral part of lunch each day. Students are expected to be in attendance and are responsible for attending to those announcements that pertain to them. Typically, announcements take place at the end of the lunch period.

## **Beginning of the Day**

In order for students to be in a properly supervised location, students in grades 6-8 arriving to school prior to 7:45 a.m. are to gather in the lobby of Rowan Hall. At 7:45, seventh and eighth graders should report to their lockers in the Science Building to prepare for the day. At 7:45, sixth grade students are to report to the area near their lockers on the second floor of Rowan Hall. 6th and 7th Graders should leave sufficient time to drop off their phones in Ms. Baratta's office. All middle school students need to leave adequate time to pick up their assigned Chromebooks before their first class. 7th grade Chromebooks will be stored in Ms. Hall's classroom (R203) and 8th grade in Ms. McCormick's classroom (R204)

Each day of the week school begins promptly at 8:10 a.m. Attendance is taken at that time, and any student arriving after 8:10 must sign in at the main desk.

## **Student Locker Areas:**

Sixth grade lockers are located on the second floor of Rowan Hall. Seventh and eighth graders have their lockers in the Science Building. Lockers may be used at the start of the school day, between classes, and at the close of school. Students should plan accordingly in order to have all the materials needed for upcoming classes. For safety reasons, students are asked not to keep bags and school supplies on the floor near their lockers or on top of their lockers. Students should use book bags that can fit in their lockers. Each Middle School student will also be assigned a gym locker in the Locker Room, which should only be accessed during PE class, or after school for sports practice or an athletic competition.

School-issued combination locks are available to students if requested to secure their personal and gym lockers: one lock for the personal locker and one lock for the Locker Room. Locks and combinations can be obtained from Ms. Zaczek in the Headmaster's office. Only school-issued locks are to be used on lockers; all locks must be returned at the end of the school year. Lockers and locks issued for student use remain school property, thus the school reserves the right to open and inspect lockers. Students are discouraged from leaving money, band instruments, or other valuables in unlocked lockers.

## **Passing Time Between Class Periods**

Students are given 5 minutes to move from one class to another. This is sufficient time for a student to move between any two points on campus – even with a brief stop at their locker. If, however, a student finds that they are having difficulty doing that, it is their responsibility to discuss their difficulty getting to class on time with their advisor and/or the teacher to whose class they are late.

## **Food/Drink On Campus**

Unless specific approval is given by a teacher or staff member, the consumption of gum, food and drink (other than water) is limited to the dining hall.

## **Lunch**

Lunches are available for purchase through our food service provider, NexDine. Menus can be found on Doane's website. All students are required to remain in the Dining Hall for lunch and announcements unless excused for faculty-supervised meetings. Please direct questions about food service to Jane Osterman at [josterman@doaneacademy.org](mailto:josterman@doaneacademy.org).

## **Campus Boundaries and Off-Limit Areas**

All students are to stay within the areas known as “the circle,” the Lower School playground, and the Middle School soccer field. Riverbank, Reed, Pearl, and Ellis Streets are off limits during regular school hours; as are the areas behind the Science Building and the main parking lot.

Other campus areas off limits for Upper School Students during the day include:

- Basement areas except for the ceramics studio. Middle School students should not be in the Upper School Student Union.
- All attic areas and stairways leading to the attics.
- gym/locker room unless there is a need (P.E. class or sports practice)

## **Leaving Campus**

No student may leave campus during the school day without prior permission. **Students needing to leave during the day must sign out at the main desk.** Permission to leave school is granted only after a student submits a note signed by a parent/guardian. This may be done by submitting this note to the main desk at the beginning of the school day.

## **Dismissal at the Close of School**

The school day ends at 3:20. Students not in a supervised activity –seeking extra help with a teacher, participating in an extra- or co-curricular activity, or participating on an athletic team—are expected to leave promptly at the end of the school day or report to Homework Club. Students who use school or public transportation should proceed directly to their bus pick up location located on Riverbank. Students being picked up by their parent/guardian must go to the Fisk Portico. Parents/guardians are asked to pick up their children on time. Students participating in any of the supervised activities listed at the outset of this paragraph should report directly to those activities.

## **Dismissal at the Close of Activities**

Since teachers and coaches are instructed to remain on campus to supervise students until they are picked up by their parent/guardian, it is important for parents/guardians to collect students as soon as possible after school activities. Students have the responsibility to inform their parent/guardian of the exact time an activity is scheduled to end. If the exact time cannot be determined, such as an activity off campus, students should call their rides as they depart these activities so that their rides will be available when students return to campus.

### **Athletics and Extra Curricular Programs**

All students in grades 6-8 are strongly encouraged to explore their interests and talents in athletics, student government, drama, art, music, and academic competition to enhance their overall development and maturity.

**Middle School students are required to participate in one athletic season OR in a club each year.** Middle School Club Activities include Spanish Club, Latin Club, Art Club, Math Club, Student Government, and Student Ambassadors.

### **Campus Maintenance and Appearance**

Everyone is urged to help keep the campus clean, safe, functional, and attractive. Any breakage or inoperative equipment should be reported to the Headmaster's office immediately. A student should not attempt to fix anything personally. Deliberate abuse of the campus should not be tolerated by students or staff. Abuse of any part of the campus will result in serious disciplinary consequences.

### **Transportation**

School rules prevail when going to and from school or a school-sponsored activity in vehicles belonging to the school, its faculty, or an independent carrier. It is essential that nothing distracts the driver or endangers the safety of the vehicle and its passengers. The School supports the policy of the transporting districts: any student receiving a disciplinary slip from the bus driver is subject to a suspension of bus privileges for a period of time to be determined by the Headmaster. If a public school bus is late or fails to pick up a student, parents should contact the transportation office of their local school district.

### **Library**

The Katherine Potts Lower School Library, located on the 2<sup>nd</sup> floor of Odenheimer, is named in memory of a former kindergarten student who passed away between her kindergarten and her first grade years. While the library primarily serves Lower School students, there is also a selection of young adult books for middle school students to sign out and enjoy. Middle School students are also encouraged to use the self-checkout in the Newbold Center for more advanced selections.

### **Wellness Center**

The Wellness Center is located on the first floor of Odenheimer and is staffed by a full time Registered Nurse. The Center's focus is maintaining and enhancing age-appropriate self care, health, fitness, and independence in keeping with the School's "education for life" mission statement. The

nurse is available to students and faculty regarding any and all serious inquiries or health-related issues. Small bumps and scrapes that occur during the school day will be referred to the nurse if the classroom teacher's best judgment rules the situation as serious or if the student's reaction to the condition is disruptive. **Any medication, including "over the counter products" brought to campus, must be submitted to the school nurse with the dosage and times of its administration clearly marked. Students are not allowed to be in possession of any medication without permission from the school nurse.** A student becoming too ill to attend class reports to the Wellness Center. No student may go home sick without the approval of the nurse, the main desk or the Head of Middle School.

New Jersey State law requires that up-to-date medical forms be on file before a student starts school. The school cannot permit a student who has not had the proper immunizations to attend classes. Medical forms are available on the Doane website at <http://www.doaneacademy.org/parents/forms-and-downloads>. All students are required to have an annual physical by their physician and submit a medical report to our school nurse by August 1 prior to each school year.

Doane's full-time school counselor provides important support to students at all grade levels. Through age-appropriate workshops and both group and one-one-one counseling sessions the counselor empowers students to better advocate for themselves and helps parents and faculty members better understand the children they are raising together. Personal and public emotional challenges are unfortunate but real parts of life, and the counselor serves as a critical resource in helping students grow from these experiences. The counselor also serves as a key liaison with outside mental health professionals.

### **Safety & Security**

In order to provide a safe and secure campus, Doane Academy recently hired a well-regarded firm with independent school experience, StoneGate Associates, to conduct a full security audit of our campus. While impressed by Doane's prior efforts in this area, the team from StoneGate offered a number of recommendations that the school has implemented to improve security on campus, such as hiring a campus security officer, who is on campus Monday-Friday from 4:00 p.m.-8:00 p.m.

### **Access to Buildings**

In a continuation from last year, all doors that face the outside of campus will remain locked all day. When students arrive in the morning for school, they must enter the school at one of the designated areas that is wired to our receptionist area - the Fisk Portico, the entrance to Rowan Hall facing the river, the entrance to Rowan Hall facing the Science Building, and the Science Building's main entrance. The Science Building main entrance is newly added to this list this year.

The door by the Student Union, the front gym door, the Rowan Hall entrance facing the Science Building, the main Science Building entrance, and the entrance at the end of Odenheimer closest to the Science Building will be unlocked in-and-around passing times between classes and in-and-around the middle and upper school lunches and advisory periods. Otherwise these doors that face the circle will now be locked all day. If a student is late to class, they may be locked out of the building. Should that occur, they will need to go to one of the designated entrances that will enable them to contact the receptionist to let them in that entrance and get a pass to excuse their late arrival.

Entrance to the school at a time beyond the regular school day hours will only be allowed at the entrances designed for remote entry and only during the time when someone is stationed at the main desk, which are during the normal office hours, 8:00-4:30 during the school year, and 8:30-4:00 M-Th and 8:30-12:00 F, during the summer.

It should also be noted that the doorway at the end of the dining hall nearest to the playground is an emergency exit and should only be used during an emergency.

### **Security Cameras**

In addition to the number of security cameras already in place around the exterior of the campus, Doane Academy has installed several interior security cameras. It is important to note that these cameras will not be used in any area where people have an expectation of privacy. While these cameras will record at all times, they will normally not be monitored in real time, but they will be reviewed on a regular basis.

### **Building Alarms**

Doane Academy installed an alarm system in the fall of 2018. It is important to note that this alarm system will be connected directly to the police, so that any unauthorized entry (even one with good intentions!) could result in an unplanned and uncomfortable visit with the police.

### **Security and Safety Drills**

To enhance the probability that those on campus will perform in a safe and appropriate manner during an emergency, the following safety drills will be practiced on a regular basis: fire, shelter-in-place, lock down, danger being outside, and lock down, danger being inside. During these drills, students will meet in a designated area with their teacher(s) and await further instructions by administration. In the event of a civil emergency, students will be secured and will not be dismissed for any reason until local authorities and/or administration authorize their release.

### **Fire Drills/ Emergency Drills**

When the fire alarm sounds, following the exit instructions for their location, students should move directly to the designated meeting area in a quiet and orderly fashion and report to their **class level advisors**. If a student is not accounted for, the class advisor notifies a member of the Administration. Teachers and students should not return to the building to search for students. Students must remain quiet until told to return to their classrooms.

During Emergency Drills, students will meet in the designated areas with their teacher and await further instructions from the Administration. In the event of a civil emergency, students will be secured and will not be dismissed for any reason until local authorities and/or the Administration authorize their release.

### **Snow Days**

When road conditions are hazardous, the decision regarding School being open or closed or (less likely) delayed will be made at or about 5:30 a.m. It will also be displayed on the homepage at the Doane Academy Website. In addition, notifications will be posted on the Doane Facebook and Twitter accounts. Finally, an “email blast,” indicating any closure, will be sent.

Given the variety of road conditions over the attendance area served by the School, attendance is ultimately left to parents’ discretion when school is open but road conditions are questionable.

### **Visitors to Campus**

Students wishing to have a friend from another school attend classes with them must obtain a visitor's permission form from the Admissions Office and return it for approval prior to the day of the visit.

**All visitors are required to check in at the main desk and secure a visitor’s pass.** Visitors must abide by the school’s rules of conduct.

### **Lost and Found**

We strongly urge that all clothing regularly worn to school and book bags be clearly marked with the student's name. Large amounts of money, handbags, and items of monetary or sentimental value should not be brought to school. Responsibility for such items being lost, misplaced, or stolen, rests with the student who brought them to school. Students looking for lost articles should check at the Main Desk.

### **Cell Phones and Electronic Devices**

Cell phones and other digital devices often function as important educational tools that allow us to explore questions, seek answers, and connect with the world. In addition, these devices can increase and deepen our connectivity to each other and help us manage our day to day lives through applications such as RenWeb, Gmail, and Google Calendar. But it is also true that face-to-face interactions and time spent together remain fundamental in building strong relationships and experiencing all that life and learning have to offer. It is therefore important that students signal to each other consistently a readiness to listen and engage. During the Middle School years, students face the challenge of navigating the complexities of effective communication and relationship management in the digital world, while gaining an understanding of what it means to practice ethical digital citizenship. As parents and teachers, it is our responsibility to act as mentors and guides to our middle school learners as they develop their identities as digital learners and citizens.

In acknowledgement of how important it is for our students to create a balance between technological access, in-person engagement, and digital citizenship development, we allow students to have and access cell phones and other digital devices, but with thoughtfully placed age appropriate limits in place to ensure they fully experience Doane’s culture and community.

We require Middle School students to adhere to the following cell phone/digital device guidelines:

- Students are to refrain from using cell phones or digital devices during:
  - Lunch, including Advisory Lunch
  - Advisory
  - Chapel

- o All School Meeting
  - o Class Meeting
  - o School Family
  - o Rocks, Roots, and Wings trips (without permission)
  - o Field trips (without permission)
  - o Extra Help Periods
  - o Club Meetings
  - o Homework Club
- Students are not allowed to talk on cell phones or use any digital device for video chatting applications like FaceTime or Skype without first receiving permission from a staff or faculty member.
  - Students are not permitted to wear headphones or earbuds before school, between classes, and during Extra Help periods. While working in class or in a study hall, students may use headphones after receiving permission from a staff or faculty member.
  - During class, cell phones and digital devices should be silenced and out of sight unless otherwise instructed by the teacher.
  - 6th and 7th graders are required to keep their phones secured in Ms. Baratta's office during the school day. If they need to use their phones during the day, they may do so in her office.
  - In Study Halls, students need to ask permission to use their phones. They should be used for academic-related purposes only, such as checking RenWeb, catching up on school emails, watching a video required for class, or looking up information required for an assignment. To minimize potential distractions on personal devices, students are strongly encouraged to use school Chromebooks for these tasks whenever possible.

If a student is struggling to monitor their use of use of a cell phone or digital device, a teacher may collect the device for the duration of a class period or activity. If a student has received multiple warnings about appropriate use of digital devices, teachers and the Head of Middle School may suspend privileges for a period of time. In such cases, teachers will document the incident(s) under the behavior tab in RenWeb. Teachers may approach students at any time and ask them how their current device usage choice upholds Doane's mission and core values and if their decisions are in support of strengthening our school community.

### **Chromebook Use**

During the 2019-2020 school year, all middle school students will be assigned a school-issued Chromebook. Students will be responsible for the care and use of their devices with the following guidelines:

- Each Chromebook will come with the necessary charging cable, which will be stored at school on the appropriate grade-level Chromebook cart. It is your responsibility to make sure it is stored safely and charging in its proper location at the end of every school day.
  - o 6th Grade - Ms. Baratta's office

- 7th Grade - Ms. Hall's classroom
- 8th Grade - Ms. McCormick's classroom
- A protective case will be provided to you for your Chromebook. It must stay on the Chromebook at all times throughout the day.
- When you are not using your Chromebook during the day, it should be stored safely in your backpack or your locker.
- You should never leave your Chromebook unattended during the school day.
- Each Chromebook is assigned to an individual student. Students should never “swap” or “share” their Chromebook.
- All of your school documents should be stored on your Doane account's Google Drive, which integrates with your Chromebook. No files should be stored on the Chromebook itself.
- You are prohibited from using your Chromebook for non-academic purposes. This includes Study Hall, Extra Help, and Homework Club.

The Middle School Chromebook Acceptable use policy can be seen in its entirety [here](#).

### **Trips**

Throughout the year, students are offered many off-campus, educational and social opportunities: visits to museums, concerts, plays, places of scientific or environmental interest, and historical sites in conjunction with specific courses, as well as class social trips. It should be noted that the cost of these opportunities, including the fall “Rocks, Roots, and Wings” trips are covered by the student activity fee.

No child may take part in a trip unless the proper release form is signed by a parent or guardian and returned to the school prior to departure. Unless otherwise specified, students are expected to maintain both dress and disciplinary codes while away from campus.

### **Vacations**

Regularly scheduled vacation times are listed in the yearly school calendar. Interruptions in a child's regular class attendance should be avoided. Parents are strongly discouraged from taking their children out of school for a vacation at other times during the year. If a family commitment necessitates a student's absence, students must make all necessary arrangements with the classroom teacher and school administration well in advance. Under normal circumstances, parent permission automatically excuses an absence, but the School reserves the right to define an absence as unexcused with or without parent permission.

## Uniform Requirements

Doane Academy celebrates many proud and long standing traditions including the school uniform. It is expected that students who opt to attend the school wear the uniforms as they were intended to be worn and that they accept them as part of their decision to attend Doane Academy.

### MIDDLE SCHOOL 2019-2020 UNIFORM REQUIREMENTS

#### Sixth through Eighth Grade

<b>Uniform Options Year-Round</b>	<b>Gym Requirements</b>	<b>Year-Round Optional Items</b>	<b>Outerwear</b>
<p><b>BOYS:</b></p> <p>Grey Men’s Dress Pants Light Blue Long/Short Sleeve Oxford Button Down Collar Shirt Black or Brown Dress Shoes Navy Blue or Black Socks Black or Brown Leather Belt with Plain Belt Buckle School Tie (available only at the School)</p> <p><b>GIRLS:</b></p> <p>Grey Wrap Around Kilt Blue Plaid Wrap Around Kilt Grey Flat Front Slacks Light Blue Long/Short Sleeve Oxford Button Down Collar Blouse Black or Brown Leather Dress Shoes Low Heel Leather Dress Shoes Navy Blue Knee Socks Navy Opaque Tights</p>	<p><b>BOYS/GIRLS:</b></p> <p>Navy Blue Sweat Suit with School Logo (Optional) Navy Gym Shorts Tee Shirt with School Logo White Socks and Sneakers</p>	<p><b>BOYS/GIRLS:</b></p> <p>Navy V-Neck Pullover Sweater with School Logo Navy Sleeveless V-Neck Sweater-Vest with School Logo Navy V-Neck Cardigan with School Logo</p>	<p>Fleece Jacket with School Logo Fleece Vest with School Logo</p>

School Tie (Optional) (available only at the School)			
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**ALL UNIFORM PIECES CAN BE PURCHASED FROM FLYNN AND O'HARA**

**Corporate Office and Retail  
Location**

**10905 Dutton Road  
Philadelphia, PA 19154**

**Garden State Pavilions  
Next to ShopRite  
2240 W. Marlton Pike  
Cherry Hill, NJ 08002**

1-800-441-4122 (toll-free) · 215-637-6392 (fax) · [www.flynnohara.com](http://www.flynnohara.com)

## **Dress Code**

Wearing a school uniform is an integral part of the culture and tradition of Doane Academy. Students are required to be in uniform daily and must be wearing the uniform properly **upon arrival to school**. Boys should have their ties tied properly and their shirts tucked in. Girls should have their blouses tucked in and their skirts should be of appropriate length. Girls may choose to wear a tie on a given day. Exceptions to these standards are made through the Head of Middle School for special occasions or to accommodate an individual exception on a given day. It should also be noted that whenever a student is in uniform on campus, not just when school is in session, the uniform should be worn properly.

There are some hallways and classrooms that are cooler than others, especially in the cold winter months. Students also need to go outside between some of their classes. For these reasons, students are encouraged to have both a Doane Academy sweater and/or fleece available at all times. Hoodies and sweatshirts are not approved outerwear for campus. Winter coats (except for Doane fleeces) need to be stored in student lockers during the day. Doane will supply umbrellas for students to walk between buildings on rainy days. As highlighted in the chart above, sneakers are not considered uniform attire.

## **The Uniform and Gender Expression**

It is possible that the uniform that is typically ascribed to a given student's biological sex does not match their gender identity. Asking a student to wear a version of the uniform that does not match their gender identity is neither conducive to a healthy, learning environment, nor is it consistent with Doane Academy's commitment to having each student be "known, loved, and strongly encouraged."

Doane's policy is that any student who feels it necessary to wear specific articles of the uniform to express their gender identity must take the following steps so that Doane can accommodate and support that expression:

1. Meet with their advisor and an administrator - This is so that the student can express their genuine concern, propose what changes they feel need to be made to their uniform, and establish a support network inside the school.
2. Meet with their parents and an administrator - This meeting is intended to ensure that the school and student's parents are fully aware of the student's decision and that this decision is made with the full support of all parties.

## **Grooming**

Students at Doane Academy are expected to present themselves in an appropriately well-groomed manner. Boys' hair should be of a reasonable length and not hang below the collar; no students' hair should cover the eyes. Any facial hair must be neatly trimmed. Visible tattoos or distracting body piercings are not allowed. Hairstyles are not to be distracting and only natural colors, including shades of blonde, brunette, black and red, are allowed. Hair and jewelry must not compromise the safety of any student. Baseball hats and other headwear may be worn outside but not in academic buildings. Exceptions will be made for the practice of one's religion. Teachers and administrators

reserve the right to individualize expectations in keeping with what, in their sole judgment, is in the best interest of each student and the mission of Doane Academy.

### **Gender Neutral Bathrooms**

There are three bathrooms on campus designated as gender neutral. These bathrooms are for single occupant use only. Two of them are located on the first floor of Odenheimer, and one is located on the first floor of Scarborough.

Students who have communicated a gender identity that does not match their biological sex to the school administration are permitted to use the bathroom that matches their gender identity in addition to the designated gender neutral bathrooms.

### **Student/Class Advisors**

Students are assigned an advisor to mentor and guide them throughout their years in the Middle School. The individual advisor to a student will monitor both the academic and social progress of each of their advisees. Consequently, if a parent/guardian has any concern about their child, and it has not been able to be satisfied by a classroom teacher, their child's advisor is the professional who should be contacted.

The advisors of the students of a particular grade level form an advisory team. This advisory team will work with each of the grade level classes to help them develop a student leadership team. Together, the advisors and the student-leadership team will help the grade level class carry out a variety of class activities.

### **School Families**

Doane's unique School Family program sets it apart from other schools. While many schools try to minimize interactions between the oldest and youngest members of the community, Doane consciously creates weekly opportunities for students to interact across all grade levels in a safe and caring environment. Doane students are placed into one of thirteen school families, each of which is comprised of students from our Primary program through grade 12 and led by faculty members who serve as "parents." Students and teachers remain in the same family throughout their time at Doane, thereby creating friendships that grow, evolve, and deepen over years. Families meet for thirty minutes once per week on Fridays, and activities include completing community service projects, playing board games, reading stories together, making crafts and pieces of art, celebrating holidays and birthdays, playing on the playground, and competing against a fellow family in kickball. One of the highlights of Doane's year is when the entire school community gathers in the dining hall for a Thanksgiving Feast. Seated by school family, students and teachers take turns sharing what they are thankful for while senior family members carve a turkey and serve those around them.

The School Family program is a central part of Doane's culture and represents its emphasis on character education across all grades. It reminds older students of their potential to serve as role models. During a phase of life when it is easy and natural to focus one's attention inward, it reminds them of the responsibility and power of looking beyond one's self and caring for others, of living a life worthy of admiration. Reciprocally, it provides younger students with positive examples and gives them the powerful and validating feeling of being listened to and valued by older students.

## **Student Council**

Representing the interests and concerns of the Middle School student body, the Student Council serves as an important communications link between students and faculty. Through the Council, students can significantly influence the direction and programs of the school. Student Council officers are elected in the spring for the following year. Additional members representing each of the grade levels are selected early in the school year.

## **Student Sponsored Events**

All student sponsored events (games, dances, bake sales, other fund-raising activities) and all other student initiatives involving classes as teams or all-school activities must be discussed with the family advocates or class advisors as appropriate. The Student Council functions as a primary coordinator, delegator and communicator with regard to all student activities. All student activities, with respect to content and calendar, must ultimately be approved by the Administrative Team well in advance and before any public announcement or general discussion. Faculty advisors are strongly encouraged to get approval from the Administrative Team before student planning/implementation is underway.

Some specific guidelines for student activities include:

- Visitor/guests from other schools must be registered at least 24 hours in advance of a school dance. There is a limit determined before the event for each Doane Academy student. Doane Academy students are responsible for their guest's behavior.
- The group sponsoring a student activity must have full support of its Advisor as well as make event specific arrangements, procure chaperones and clean up.
- All ticket sales must have adult supervision with funds being turned over to the Business Office within 24 hours.
- Students and guests who leave the building will not be allowed to return. Parents are called whenever student behavior is inappropriate or suspect.
- Students are required to comply with all limitations to parts of the building during evening social events.
- Three faculty/staff chaperones (minimum) are required at school-sponsored dances.

## BEHAVIORAL EXPECTATIONS AND DISCIPLINARY CONSEQUENCES

### The Honor Code

Doane Academy is a small community in which the actions of each member impact on the whole. Each student is expected to be honest, courteous, and respectful of the rights, property, and opinion of others. The rules of the community reflect those expectations. Doane Academy's goal in personal discipline, as in academic discipline, is to help students understand that their choices in behavior have consequences for which they will be held accountable. The Honor Code has both academic and social components. As delineated in the following definitions, Academic Honor requires respect for intellectual and artistic property, and Social Honor demands consideration for others, honesty in all matters, courtesy, and respect for differences.

Any act involving lying, cheating, plagiarizing, or stealing will be regarded as an offense of the Honor Code.

**Lying** is defined as deliberately presenting a false impression or giving false information to another person.

**Cheating** is defined as deliberately giving or receiving any unauthorized information on any quiz, test, examination, or other written work.

**Stealing** is defined as the taking of another person's property without right or acknowledgement.

**Plagiarism** is defined as the use of another person's ideas or work in a written assignment without proper acknowledgment. By placing one's name on a piece of writing, a student pledges that the work submitted is entirely his/her own. Because plagiarism is such a serious matter, it is important to explain some of the various forms it may take:

1. You are plagiarizing when you pass off as your own someone else's story, article, essay or theme;
2. You are plagiarizing when you paraphrase a story, article, essay or theme without proper acknowledgment as to its original source;
3. You are plagiarizing when you use, without proper footnoting, another person's ideas or interpretations, thus creating the impression that these ideas originated with you.

(These definitions are modeled after the definitions in the Episcopal School of Acadiana's Student Handbook, Barron's Handbook on the Research Paper, and Princeton Day School's Student Handbook.)

### Additional Behavioral Expectations

A positive student culture and a strong commitment to character development are an integral part of the mission and tradition of Doane Academy. Academic and extra-curricular achievement must be consistent with the framework of behavioral expectations that include integrity, respect, responsibility, compassion and hard work. Students are expected to take full advantage of what the School offers them as a member of a school community that genuinely supports the School's values and expectations.

**All middle school students are expected to:**

- Be respectful of other people. Students should never insult or make fun of another student's...
  - gender identity
  - sexual orientation
  - racial identity
  - physical appearance
  - religious affiliation
  - perceived academic or physical abilities
- Care for and be respectful of other people's property, including that which belongs to the school.
- Be honest in relationships, in representations of fact and in presentation of academic work.
- Set a positive example for younger students.
- Do everything possible to maintain a safe campus environment.
- Fulfill all scheduled commitments in full and on time.
- Comply with the letter and spirit of the dress code and grooming requirements.
- Work up to their individual potential within the broadest possible range of academic and extra-curricular activities.
- Be an overall positive influence and advocate for a culture that supports the School's mission and success and the well being of other students and faculty.
- Practice digital citizenship to the best of their abilities.

In addition, the following constitute serious disciplinary offenses:

- Use, possession of, being under the influence of, being in the presence of, or trading in drugs or alcohol or being in possession of drug paraphernalia. If the student is suspected of having drugs or alcohol on campus, a body search as well as a locker search may be conducted. A student in possession of drugs at school may be dismissed. Moreover, in accordance with NJSA18A:40A-12 and NJAC 6A:1604.3, students who are suspected of being under the influence of alcohol and controlled dangerous substances may be subject to testing mandated by the school. If a student is reported to the headmaster or Middle School Head as possibly being involved in the use of drugs or alcohol off school grounds, he or she will confer with the student individually about the seriousness of their being identified as a drug or alcohol user. As state and federal laws prohibit the use of illegal drugs, it would be necessary for the school to cooperate with the police and other law enforcement agencies in addition to subjecting offenders to disciplinary action at Doane.
- Actions that endanger the safety of others (and/or oneself) in any way, such as fighting or leaving school grounds without permission.
- Possession of any weapon, including, but not limited to, guns or knives.
- Abusive behavior -- demeaning, belittling, deliberately disrespectful behavior in any form toward any member of the school community or guest.
- Harassment of others, including hazing. (See harassment policy under General School Information.)
- Smoking and the use of tobacco products on the school's grounds.
- The use or possession of tobacco products or smoking paraphernalia – including cigarettes, e-cigarettes, vaping or juuling devices – on the school grounds is prohibited.

## **Harassing or Inappropriate Behavior Against Students**

No student attending Doane Academy should be subjected to harassing or inappropriate behavior of any kind, whether such behavior originates from a member of the community, including but not limited to administration, faculty, staff, parent, contractors or other students. This includes any form of harassing or inappropriate behavior based on the student's sex, race, creed, color, national origin, ancestry, disability, sexual orientation or other characteristic protected by law. In addition, any behavior of a sexual or intimate nature between faculty/staff members and students is strictly forbidden, even if such conduct appears to be welcomed by the student. If a faculty or staff member obtains any information that indicates that harassing or inappropriate behavior involving a student may be occurring, they should report such information to the Headmaster, the Head of Middle School, the Dean of Student Life, the Upper School Head, or the Lower School Head immediately. In the event the circumstance involves student-on-student harassment the matter will be handled using established disciplinary procedures in the student's division.

## **Alcohol and Drug Policy**

Doane Academy has made a serious commitment to providing educational programs for students designed to convey accurate information about the effects of alcohol consumption and drug use and to promote responsible decision making. Of equal significance are peer group discussions facilitated by faculty and staff that provide important venues in which peer pressure to drink and experiment with drugs can be discussed and responsible alternatives explored. The school is clear in its message that any student in possession of an alcoholic beverage or controlled dangerous substances on school grounds will incur serious disciplinary consequences (see above). Furthermore, students should abide by state and federal laws governing alcohol consumption and possession or use of drugs at all times.

Doane's policies and protocol with regard to substance abuse are about insuring the safety of students. Thus, Doane Academy is a drug-free-zone school, and is compliant with state regulations that state when a student is suspected to be under the influence, s/he is medically tested. Moreover, when we hear about a student who is in danger to themselves or others, we are then "mandated reporters" to the school nurse, counselors, Dean of Student Life, or senior administrator.

Should a student be suspected to be under the influence of an illegal substance, Doane faculty should immediately escort the student to the school nurse and inform the school counselor, senior administrator, and/or dean. In consultation with the school nurse, school counselor, Dean of Student Life, and advisor, the Head of Middle School will determine whether that student should be tested at a local medical center.

Doane's drug and alcohol policies are also created with the intention of supporting the student(s) and families involved, while continuing to uphold the safety of all students and the integrity and respect of the institution. Should there be concerns about a student and substance abuse or a student comes to our health providers, however, we will certainly work with them to get them the help that they need.

## **Disciplinary Process**

**Minor and infrequent inappropriate behavior** is best handled by the faculty/staff member at the time of the incident. Examples of these offenses include the following:

- Use of inappropriate or offensive language;
- Lateness to any scheduled activity;
- Involvement in loud or inappropriate behavior that violates community standards of decorum;
- Violating community guidelines on eating food or drinking beverages
- Being out of school uniform;
- Use of headphones with personal music players or cellphones during the school day;
- Use of cellphones in a classroom without the permission of the teacher;
- Inappropriate use of cellphones, computers, or other electronic devices.

Typically, the adult will record the behavior on RenWeb (in order to keep track of repeated offenses) and counsel the student to modify his/her behavior with specific reference to the standards of the School. Recurring infractions may result in a more serious disciplinary consequence, such as staying after school and/or the suspension of student privileges. The determination of the appropriate consequence is made by the Head of Middle School and Head of School, when necessary.

**Frequent inappropriate behavior, unexcused absences from required commitments such as class or Chapel or School Family, violations of the Honor Code, or serious disciplinary offenses** are referred to the head of Middle School. The following process then applies:

- (a) Consideration is given as to whether the process to be employed is developmentally appropriate for the student who has violated a rule (for example, the process employed in working with a 6<sup>th</sup> grader who violated “rule X”, could possibly be different than the process used in working with an 8<sup>th</sup> grader who also violated “rule X”), the nature of the offense, and whether it justifies a community response.
- (b) In addition, in certain cases, including those involving drugs or alcohol, or altercations or fighting, or any other situation that might be deemed significantly inappropriate or volatile for the community, the Head of Middle School and/or the Headmaster may act immediately and may require that the student not return to school until the results of a drug test are available and/or a meeting is held among the student, the student's parents, and the Head of Middle School and/ or the Headmaster.
- (c) In more typical circumstances (i.e. not those described in (b) above), when a disciplinary matter is referred to the Head of Middle School, the student works with his/her advisor in order to discuss the case. The following guidelines describe this process, for the benefit of all parties involved:
  - The Head of Middle School explains to the student the specific disciplinary offense.
  - The advisor reviews the case with the student.
  - The Head of Middle School telephones the parents of the student to inform them of the reported offense.
  - The Head of Middle School may meet with the parents and students to help them understand the nature of the offense, the process, and possible outcomes.
  - The Head of Middle School, the student's advisor, and the student should communicate as much as possible in person, face-to-face, rather than rely on email.
  - The advisor prepares his/her advisee for the meeting (see below) by telling him/her that he/she must provide an accurate, complete and truthful statement as to what occurred.
  - The student, advisor, Dean of Student Life, and Head of Middle School meet to discuss the case.

- Following the meeting, the Head of Middle School makes a recommendation to the Headmaster.
- After consultation with the Headmaster, the Head of Middle School (with or without the presence of the Dean of Student Life and Headmaster) communicates the disciplinary consequences to the student.
- The Head of Middle School telephones the parents of the student to inform them of the disciplinary consequences.
- The Head of Middle School communicates the disciplinary consequences to the parents of the student in writing; a copy of such letter is placed in the student's internal file.

### **Range of Consequences**

Students are subject to various consequences for violating school rules. The application may vary according to certain circumstances. The school's process is always an educational one, not legal, with the paramount goal being that the individual student and the school community learn from the experience. Misleading anyone involved in the disciplinary process may result in a more severe consequence than the original offense would incur. Moreover, if, in the opinion of the Head of Middle School, a student does not take responsibility for his or her actions, then the Head of Middle School will share this observation with the student and his/her parents in a meeting and a letter following the meeting. In addition, work determined to be plagiarized or gained through cheating does not receive credit and receives an "F" (50) for that assignment.

All students who are found to have committed a major infraction by the Head of Middle School and Dean of Student Life are automatically given a warning that any further major infraction will result in more severe consequences. The possible disciplinary consequences for disciplinary infractions are as follows:

- Warning
- Probation
- Detention
- Service to the Community
- Suspension or loss of leadership positions or suspension or loss of eligibility to seek leadership positions
- All-Day Detention
- Out-of-School Suspension
- Withdrawal
- Final Warning
- Expulsion/Dismissal

### **Final Warning**

In addition to the above, a student who is found to have violated the Honor Code or committed a major offense multiple times during their time in the Middle School may be placed on final warning, which means that any violation of the Honor Code or serious disciplinary offense or accumulation of offenses will result in the student being asked to leave the school. This decision will be made by the Headmaster in consultation with the Head of Middle School.

## **Discretionary Situations**

If, in the school's judgment, the behavior of a student or his/her parent(s)/guardian(s) is disruptive to the learning environment of the school, unsafe, illegal, or damaging to either the school community or its reputation within the greater community, Doane Academy reserves the right to subject the student to a leave of absence or disciplinary action(s) that may include suspension, removal or dismissal from the school community. In addition, continued enrollment in the school is not automatic, but is at the discretion of the School and is based on factors that include a student's academic progress and commitment and conduct that is in keeping with the school's standards and policies.

## **School-Sponsored Trips and Events**

Our concern for the safety and wellbeing of our students extends beyond our campus, especially when they attend a school-sponsored event or trip. Moreover, we wish to remind students that they represent Doane Academy when they take part in such activities. With this in mind, our students are subject to school rules whether on campus or off-campus at any school-sponsored event - including (but not limited to) an athletic contest at another school, Rocks, Roots, and Wings, a class field trip, a school-sponsored social event, or a club activity. While there may be rules specific to particular off-campus trips and events, the following general guidelines apply to all such activities (where "director" refers to the adult ultimately responsible for the trip arrangements):

- All laws, rules and regulations of the United States and the host country, if the event takes place outside the United States, are to be obeyed.
- Students are expected to travel with the group by the school's transportation.
- Students are not to depart from the group without the specific permission of the director. Permission to do so will be given to small groups, not to individuals, and permission will only be considered if students inform the director of their intended destination and return to a designated meeting point at a prearranged time.)
- Schedules are to be strictly observed. Tardiness inconveniences the group and is not tolerated.
- Switching rooms or roommates without the specific permission of the director is not permitted.
- Students must not self-administer prescription or over-the-counter drugs during a school-sponsored trip. Arrangements for administering medication will be made prior to departure with the adult leaders of the trip.
- There will be no sexual intimacy between students; students must meet socially in public areas only.
- The curfew assigned by the director is to be observed in order to ensure readiness for morning activities.
- Common courtesy, good manners, appropriate dress and respect for others are to be observed at all times.
- The director should be made aware, well in advance (before departure), of any special medical situations that may arise.
- Any behavior that deliberately violates the letter or spirit of these rules and regulations should be reported to the director at the earliest opportunity. At the discretion of the teacher, coach, and/or chaperone, the student may be sent home at the expense of his or her parents.

- If a student on an off-campus trip or attending a school-sponsored event violates either the general rules outlined above, the rules outlined for on campus conduct in this Handbook, or the specific rules of the trip, the school may prevent such student from returning to classes until a meeting concerning the disciplinary matter takes place.