

**2024 –  
2025  
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 PreK 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 2023-2024 school year. Please note:

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

<b>GRADE</b>	<b>Cohort</b>	<b>SEMESTER ONE</b>	<b>SEMESTER TWO</b>
6	1	Media Literacy ( Tim K.)	Teamwork (Davis)
7	1	World Religions and Philosophy (Donte M.)	Episcopal Social Teaching (Tim K)
8	1	Health (Lauren B.)	World religions and philosophy; role of faith (Donte M)

#### **7<sup>th</sup> and 8<sup>th</sup>Grade “Arts” Course Options:**

- Band
- Choir
- P.E.
- Drama
- Yearbook Design
- Middle School Studio Art
- MS STEM

### **2023-2024 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 A&B  
Pre-Algebra  
Algebra I\*  
Geometry\*

**Spanish:**

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

**Required courses by Grade: (\* indicated choice in scheduling)**

<b>SIXTH GRADE (6)</b>	<b>SEVENTH GRADE (7)</b>	Art <b>EIGHTH GRADE (8)</b>
	<b><u>Course Registration</u></b>	
English 6		English 8
Composition 6		Math (next in sequence)
Transitional Math or Pre-Algebra		Integrated Science III
Integrated Science I	English 7	Ancient World History
Civics	Math (next in sequence)	Language (next in sequence)
Language Cycle	Integrated Science II	Health III
Health I	Cultural Geography	Art/Wellness/Choir/Band/D
Art/Wellness/Choir/Band/D	Language (next in sequence)	rama/ MS STEM
rama/MS STEM*	Art/Wellness/Choir/Band/Drama	Lead Onward 8
Lead Onward 6	/STEM	
	Lead Onward 7	

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 two semesters. Grades are issued at the end of each semester; teacher conferences are held each Fall; and comments are provided at the end of the first semester and mid-point of the second semester.

Beyond this one formal time for conferences, parents are encouraged to contact teachers, department chairs, division heads, and individual student advisors as needed. Advisors are a particularly valuable support for students and parents. The Head of School'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.

At other times, teachers may issue a progress report to notify parents of outstanding effort, or work well above or below a student's customary level of achievement. Teachers will provide mid-semester reports during the first semester and end of second semester for grades C- and below.

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).

### **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 the first semester, they will have their case reviewed by the Head of Middle School. After consulting with the student, the student's parents, and the student support team 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 with the exception of designated STEAM Fair weekends. Sufficient advance notice of such tests will be given during class and on Schoology. 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 one major summative assessment 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

**MIDDLE SCHOOL, 2024-25 Daily Schedule**

BLUE WEEK					
Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:15	Advisory	Advisory	Advisory	Advisory	Advisory
1st - 8:20-9:20	A	E	C	A	E
2nd - 9:25-10:25	Fixed 1	Fixed 2	Fixed 1	Fixed 2	F
Break 10:25-10:35	Break	Break	Break	Break	Break
3rd - 10:35-11:35	B (Art)	F	D	B (Art)	A
11:40-12:10	ALL SCHOOL	ADVISORY	CHAPEL	CLASS MEETING	Fixed 1
12:10-12:40	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
4th - 12:45-1:45	C	A	E	C	B (Art)
5th - 1:50-2:50	D	B (Art)	F	D	C
2:55-3:20	Enrichment	Enrichment	Enrichment	Enrichment	Enrichment
DROP 1	E	C	A	E	D
DROP 2	F	D	B (Art)	F	D

WHITE WEEK					
Times	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:15	Advisory	Advisory	Advisory	Advisory	Advisory
1st - 8:20-9:20	D	B (Art)	F	D	B (Art)
2nd - 9:25-10:25	Fixed 2	Fixed 1	Fixed 2	Fixed 1	C
Break 10:25-10:35	Break	Break	Break	Break	Break
3rd - 10:35-11:35	E	C	A	E	D
11:40-12:10	MS MEETING	ADVISORY	CHAPEL	SCHOOL FAMILY	Fixed 2
12:10-12:40	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
4th - 12:45-1:45	F	D	B (Art)	F	E
5th - 1:50-2:50	A	E	C	A	F
2:55-3:20	Enrichment	Enrichment	Enrichment	Enrichment	Enrichment
DROP 1	B (Art)	F	D	B (Art)	A
DROP 2	C	A	E	C	D

## 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. We are committed to helping our students maintain a healthy work and life balance by limiting the length of homework to meaningful practice and tasks.

### **Extra Help and Tutoring**

To better accommodate students academic needs we have added an enrichment period to each day. During the enrichment period students will either be placed in a tutoring session, a challenge session, or a study hall. Students will be placed in tutoring if they request extra help, or if the teacher believes they will benefit. Students who feel they need to be challenged more in a particular area will be placed in a challenge session. These appointments will be re-evaluated bi-weekly.

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 3:30-5:30 p.m. and be held in the Newbold Resource Center on the third floor of Rowan Hall or the Dining 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.

Middle School students on campus after 3:20 should be in Homework Club, athletic/wellness activity, 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 a middle school student chooses not to participate in after school athletics, they must attend Homework Club, which will be a supervised study period until 5:30 pm. **All students need to be picked up by 5:30 at the latest.**

**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. Students must also undergo health screening prior to entering buildings in the morning. 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**

of that day by either emailing the school at [attendance@doaneacademy.org](mailto:attendance@doaneacademy.org) or calling (609) 386-3500.

Without this notification, the staff expends considerable time and energy in pursuit of an explanation for the

absence. Acceptable reasons for absences include illness, injury, medical or dental appointments, religious observances, and family emergencies.

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 their teachers. Unexcused absences will be addressed by the Dean of Student Life.

### **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.

### **Announcements**

Announcements will be made on the Week at a Glance documents sent out by our Dean of student life weekly. Announcements will also be made once a week at All School/Middle School meetings.

### **Beginning of the Day**

In order for students to be in a properly supervised location, students in grades 6-8 arriving at school between 7:30 a.m. and 8:00 a.m. are to report directly to the Dining Hall, where they will be supervised by a Doane faculty or staff member. These students will report to their advisor’s designated meeting place at 8:00 a.m. to start the day. Students should arrive earlier than 7:30 a.m.

Students arriving at school between 8:00 a.m. and 8:10 a.m. will report directly to their advisors. All students are expected to arrive by 8:10 a.m. Attendance is taken at that time, and any student arriving after that time must sign in at the main desk.

### **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. 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**

Students should ask permission from a teacher before consuming food and drink (other than water) on campus. Snacks will be available for purchase in the Dining Hall. Students are encouraged to bring with them to school reasonable snacks and water bottles, which they can fill at one of the touchless water fountains on campus.

### **Food Service**

Students will be able to purchase continental breakfast items, and snacks throughout the day. Students must use the declining balance program available through MySchoolBucks ([www.myschoolbucks.com](http://www.myschoolbucks.com)) to purchase food. Questions about the food service can be directed to the business office.

### **Student Locker Areas:**

Students will be assigned a locker by their advisor. Lockers do not have locks, but students may bring their own. Students may decorate the inside of their locker with anything that can be removed at the end of the year. A student's locker may be searched at anytime by a school administrator, if there is reasonable suspicion that a student is in possession of something harmful, prohibited, or illegal.

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

At Doane, our program seeks to support the growth of students' autonomy by providing them with times during the day when they can choose where to be on campus, as long as they stay within clearly communicated boundaries and avoid off-limits areas.

### **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, or participating in an extra- or co-curricular activity, including an athletic/wellness activity—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 and be picked up no later than 5:30 p.m.

### **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 upon conclusion school activities.

### **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 encouraged to participate in one athletic season OR in a club each year.**

### **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, including mask-wearing and physical distancing guidelines, apply 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. Students can enter the Wellness Center through the clearly marked **exterior door** that faces "the circle." Before going to the Wellness Center, a student should speak with a teacher, who will help them contact the school nurse so that she is prepared for their arrival.

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 Assistant Headmaster's Office. 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. 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 trauma 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. The school counselor's office is on the second floor of Scarborough Hall.

### **Suicide Prevention and Crisis Intervention: Policies and Procedures**

The health, well-being, and safety of our students is of utmost importance. We therefore have a suicide prevention and crisis intervention policy which helps to protect all students. The policy applies to students who we learn have expressed suicidal ideation, engaged in suicidal behavior, or engaged in self-harm. This policy covers actions of this kind that take place on school property; at school sponsored functions and activities; and also actions of this kind that take place outside of the school environment, including when they occur via text message or social media post. Students are encouraged to tell any faculty or staff member if they or a friend are feeling suicidal, or are in need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide or self-harm, safety comes first.

#### **I. Prevention**

In conjunction with this policy, we take the following preventative steps:

- We integrate developmentally appropriate, student centered educational materials integrated into the curriculum and student wellness presentations. These materials center on the importance of safe and healthy choices, including coping strategies focused on resilience building. They help students recognize risk factors and warning signs of mental health conditions and suicide in oneself and other members of the

school community, and they include help-seeking strategies for oneself and others

- Students have access to crisis resources that they can contact for additional support, such as:
  - Suicide Prevention Lifeline  
1 (800) 273-TALK (8255) or 988  
<https://suicidepreventionlifeline.org/>
  - Youth Support Helpline  
  
Call or text 1 (888) 222- 2228 <https://www.2ndfloor.org/>
  - LGBT Support Trevor Lifeline:  
1-866-488-7386  
<https://www.thetrevorproject.org/>
- Students can locate this crisis information as well as additional mental health resources on the Middle School/Upper School Health & Wellness padlet page.
- Faculty and staff receive annual professional development on the topic of suicide prevention. This professional development includes risk factors, warning signs, protective factors, response procedure, and resources regarding youth mental health and suicide prevention.

In order to understand this policy and its purpose, it is important to know the following terms:

- Suicidal Ideation: Thinking about, considering, or planning for self-injurious behavior that may result in death. A desire to be dead without a plan or the intent to end one's life is still considered suicidal ideation.
- Suicidal Behavior: Suicidal attempts, injury to oneself associated with at least some level of intent to commit suicide, developing a plan or strategy for suicide, gathering the means for a suicidal plan, or any other action or thought indicating intent to end one's life.
- Self-harm: The act of purposely hurting oneself as an emotional coping mechanism.

## II. Intervention

Any time a peer, faculty member, staff member, or other school employee has a concern that a student has expressed suicidal ideation, engaged in suicidal behavior, presented with overt risk factors for suicide, and/or engaged in self-harm, the student shall be seen by the school counselor or the school's psychologist, whenever possible, within the same school day to determine what next steps are necessary. The school counselor and/or the school's psychologist will make the Head of Middle School and Head of School aware of the situation as soon as reasonably possible. The school counselor and/or the school's psychologist will contact the student's parent(s)/guardian(s) on the same day, or as soon as possible.

After meeting with the student, the school counselor or psychologist will communicate next steps to the student's parent(s)/guardian(s) and provide guidance and support in completing them. It is essential that we ensure the safety of every student on our campus, and so there are instances in which a student experiencing a mental health crisis is not permitted to be on campus and must complete one or more of these steps before returning to campus. They may include one or more of the following.

- Scheduling and having an appointment with an out-of-school mental health provider
- Completion of a

release of information for the purpose of consulting and collaborating with out-of-school mental health provider (e.g., in the development of a safety plan) • Completion of an informed consent for the purpose of the student receiving short-term counseling in school

- Scheduling and having a safety assessment appointment (e.g., SCIP, Crisis Mobile Response, local crisis center, etc.)
- Acquiring and sharing a letter stating the student’s appropriate level of care and/or approving the student for in-school learning and/or after school activities/sports
- Acquiring and sharing a safety plan created by an out-of-school mental health provider • Verifying in writing that services (e.g., risk assessment) were provided (e.g., letter from current mental health provider, discharge instructions, post-intake instructions)
- Engaging in follow up services (e.g., outpatient counseling) and/or a safety plan III.

### Returning to School

Following a mental health crisis which requires a student to be out of school (e.g., a hospitalization), the school counselor and/or the school psychologist will:

- Speak with the student’s parent(s)/guardian(s) about supporting a successful transition back to school.
- Meet with the student to welcome them back to campus, speak with them about their feelings about this return, collaborate on a strategy for navigating peer interactions, and confirm they understand the steps they can take on campus to keep themselves healthy and safe.
- Continue to collaborate with the student’s out-of-school mental health provider in support of the student’s safety.

In addition, the Head of Middle School will:

- Communicate to the student’s teachers and other relevant staff (without sharing specific details of mental health diagnoses) that the student is returning after a medically-related absence and may need adjusted deadlines for assignments
- Meet with the student to welcome them back to campus and discuss any academic concerns or anxieties they are experiencing. During this meeting, the Head of Middle School will communicate about assignments that need to be completed as well as assignments that can be modified or excused and make a plan to support the student in catching up on their work as necessary.

### **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**



Doors that face the outside of campus remain locked all day. When students arrive in the morning for school, they must visit the screening station in front of Rowan Hall or the screening station on Ellis St. Students arriving before 8:00 a.m. must enter the school at the entrance to Rowan Hall facing the river or the entrance to Rowan Hall facing the Science Building. If a student arrives at school after 8:00 a.m., at a non-standard time, they would enter through the Fisk Portico and report to the front desk.

The front gym door, the Rowan Hall entrance facing the Science Building, and the main Science Building entrance will be unlocked in-and-around passing times between classes and in-and-around the middle and upper school lunches and community periods. Otherwise these doors that face the circle are locked during the day. If a student is late to class, they may be locked out of the building. Should that occur, they 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 p.m. during the school year, and 8:30-4:00 p.m. M-Th and 8:30-12:00 p.m. 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**

Visitors to campus should arrange their visit with the proper school staff member. Additionally, visitors must check in at the front desk and get a visitors badge.

### **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 Schology, 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.

To begin the school year ALL middle school students will turn in their phones to their advisor first thing in the morning. Students will have an assigned slot to put their phone, and all phones must be silenced.

- 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 may use headphones after receiving permission from a staff or faculty member.

### **Computers**

To engage in our curriculum, all Middle School students must have a Chromebook or laptop.. Students are responsible for properly maintaining and backing up their devices. A malfunctioning laptop or crashed hard drive will not be considered an acceptable excuse for missed academic work.

**Personal devices:** Students using their own personal devices must register their device before logging into the school's network. When a student uses a personal device to log into their Doane Google account, their online activity will be subject to content monitoring and filtering.

Students are not allowed to use tablets or other non-laptop devices. They may use their own 19

Chromebook or laptop. When students log into Doane's network for the first time on their personal device, some programs will be installed on their devices. Students may not remove or alter these programs. If you have questions about these programs, please reach out to the technology office.

**School Chromebooks:** Students unable to provide personal devices will be provided a Chromebook by the school.

Students using school issued Chromebooks are responsible for the care and use of these devices with the following guidelines:

- Each Chromebook is assigned to an individual student. Students should never "swap" or "share" their Chromebooks.
- Students may not remove the protective case.
- Students may not alter the configuration or functionality of their Chromebook. Examples include, but are not limited to:
  - Loading, changing, or removing applications/extensions without permission;
  - Changing the Chromebook's Asset ID;
  - Taking the Chromebook apart for access to internal parts.

- Students may not add stickers to the Chromebook or case, remove the inventory and name tags, or physically alter it in other ways
- Students should store all school related documents on their Doane account's Google Drive, which integrates with their Chromebook. No files should be stored on the Chromebook itself.

### **Acceptable Use Policy (AUP)**

The following Acceptable Use Policy (AUP) applies to all technology resources owned or managed by Doane Academy, including but not limited to the network, email and learning management systems, and all Doane hardware. These rules apply to any devices used on Doane premises or at School functions, any devices on the School's network, and all School-owned devices. Any activity, regardless of the device or location, that involves other members of the Doane community is subject to this policy.

Technology resources are provided for the primary purpose of conducting academic work and facilitating communication among Doane faculty and students. The School expects that students will treat these resources and others who use them with respect and for what they were intended. Access to campus technology, including the network, is a privilege rather than a right, and appropriate usage is governed by the behavioral standards outlined in the Doane Honor Code, Middle School Parent and Student Handbook, and this AUP.

Academic and personal integrity are essential to the Doane learning community, and thus these values should also extend to behavior involving Doane technology. The same ethical standards apply to digital situations that apply to all other spheres of life at Doane. For example:

- Just as you may not steal another student's belongings, you may not steal their password or their online identity.
- Just as we expect you to treat others with respect and civility when speaking to them in person, we expect the same standards of respect and civility when interacting with

others online.

- Just as you represent Doane when you are off campus, you represent Doane whenever and wherever you engage online, even when you are not using the Doane network.

More specifically, students must abide to the following expectations:

- Engaging in any activity that is potentially damaging to oneself, to others or to the School is considered unacceptable.
- Students must abide by appropriate standards of etiquette and respect when interacting with others online. Threatening or abusive behavior and harassment will not be tolerated at Doane or on the Doane network. Posting messages to Google groups, public or private email lists, texting or social media platforms, or other digital forums using offensive, threatening, abusive, bullying or harassing language and/or obscenities (even with alterations or missing letters) are considered inappropriate. Students who witness or receive words or media considered offensive or harassing should notify their advisor, or the Head of Middle School.
- Vandalism of technology resources, whether petty or significant, is always unacceptable. Damage, abuse, dismantling or unauthorized modification of hardware or software (including the network) is considered vandalism.

- Students must not use the Doane Academy name or logo on communications or media that are not officially controlled, operated or sanctioned by the School.
- Students must not be involved in any activities that promote violence or that are prohibited by law, including the transmission of sexually explicit material.
- Students must respect and abide by the copyright and licensing agreements of published software. These agreements usually state that copying, altering, or distributing licensed software is illegal.
- Students must not copy or download any unauthorized applications through the Doane network, including but not limited to games and unlicensed software.
- While connected to the Doane network, students must not use a virtual private network (VPN). No attempts may be made to bypass the school's web filter or other safety or security measures, or to anonymize one's identity on the network.
- Attempting to access or "hack" someone else's email account or personal computing device is considered a form of theft.
- Regardless of whether or not permission is granted, students must never log into the accounts of others. Doane Academy network accounts are for individual use only, and account credentials must always be kept secret. Similarly, masquerading as someone else or otherwise attempting to hide one's own identity is considered lying (pretending to be someone else online) and/or theft (falsely assuming or stealing another person's online identity). Whenever possible, students should use their Doane accounts to access the School's systems and resources. Remaining anonymous or using a personal, non-Doane account to access the School's systems and resources is unacceptable (unless permission is granted by a faculty member).
- Using the device of another community member without their permission is not acceptable and will be handled as a form of theft.
- Students must not make any attempt to break, alter or infiltrate the School's computer 21  
  - or network security systems. This is a form of vandalism.
- Students must abide by -- and not attempt to circumvent -- any other rules that the School deems necessary to enforce the AUP such as private chat and email restrictions, network access protocols, and account access limitations.
- Capturing, using, or sharing images, audio, or video of community members (including teachers) at school without their consent is unacceptable. Outside of school, students should exercise caution when recording or sharing media of others.
- School materials should not be shared beyond their intended audience without the permission of the creator.
- Student use of technology in the classroom is at the discretion of each teacher. This includes laptops, cell phones, calculators, smart watches, and any other digital technologies that teachers deem acceptable or unacceptable. Students requiring technological accommodations must work with the Student Support team and their teacher to ensure their learning needs are met.

Doane has the responsibility to monitor its network, and thus all activity is logged. It also has the right, when requested by a faculty member, dean, or administrator, to review student activity on the network, including email, if there is concern about possible impropriety or violation of school rules. As a matter of course, Doane does not read the content of student emails without cause, however there is no guarantee of privacy with use of the network. The network is the property of Doane, and the School reserves the right to monitor a student's network use at any time and for any reason. In order to protect the network from malicious parties and shield

students from inappropriate content, student access to the internet is also regulated by a web filter. Downloads for academic purposes are allowed and logged.

**AUP Violations:** If one is suspected to be in violation of the AUP, the Dean of Student Life will work with the Technology Department to investigate. Consequences will depend on the severity of the infraction and may include:

- confiscation of a student-owned device
- temporary or permanent loss of account privileges
- an appearance before the Judiciary Committee for disciplinary action
- immediate referral to the Head of Upper School

Please refer to the “Behavioral Expectations” section of the US Parent and Student Handbook for a more comprehensive explanation of community standards and the role of the Judiciary Committee in addressing violations.

### **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.

**The base uniform** includes the following items:

- Blue oxford with a tie OR polo shirt with the Doane logo.
  - Oxford shirts must be tucked in and worn with a tie. OxforDs and bow ties are available through Flynn and O’Hara; ties are available on campus.
  - Doane branded polo shirts are available through Lands End or Flynn and O’Hara.
- Dress pants, skirt, or skort.
  - Dress pants in gray, navy or khaki must be worn with a brown or black leather belt. No cargo or jogger pants.
  - Uniform skirts in navy, gray, khaki or Flynn and O’Hara plaid. Students may wear navy, blue, black or gray tights under their skirts.
- Shoes with heels, closed toes, soles, and a solid back. No Crocs, Uggs or other slippers/sandals.

**Students may elect to wear** Doane branded outerwear (school sweater, team jackets, team tops and sweatshirts). Only Doane branded outerwear purchased through Flynn and O’Hara or the Spartan store are permitted to be worn inside.

**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.

### **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 can wear any uniform that matches thier gender expression.

### **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 will meet according to our community activities schedule.

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.

### **Community Activity Period**

All School (Mondays)

Chapel (Wednesdays)

School Family ( White Thursdays)

Advisory (Tuesdays)

Class Meeting Blue thursdays)

### **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
- at least 3 faculty chaperones required at afterschool events

## **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.
4. You are plagiarizing when you use any Artificial Intelligence (AI) text or image generator to create any part of an assignment without the expressed permission of the instructor and proper acknowledgement as to its source.

### **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 Head of School, 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.

### **Sexual Misconduct: Policies and Procedures**

No Doane student should be subjected to negative behaviors like harassment, abuse, or intimidation regardless of the particular forms they assume. Sexual misconduct warrants heightened attention and specific consideration because of its especially damaging effects on the safety and well-being of the members of the Doane community. Through education and intervention, Doane works to create an environment

that is free from incidents of sexual misconduct. If an incident of sexual misconduct occurs, Doane will act promptly in taking corrective action with the goal of eliminating this harmful behavior.

## I. Defining Sexual Misconduct

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always promote respect and trust. Attempts to justify improper behavior as a “prank” or “joke” do not change its inappropriate nature, and sexual misconduct damages a school community and its individuals regardless of the subjective intent of those perpetrating it. Sexual misconduct may be direct and explicit, or it may be more subtle. It may be behavior that is repetitive, or it may be behavior that occurs only once.

It is critical to keep in mind that the standard for determining whether a behavior is hostile or offensive is determined by the perception of the person who is subjected to the behavior, not the intent of the person who is speaking or acting in a way that is perceived to be inappropriate. Simply because some people may not be offended by a particular statement or action does not mean that the action in question is acceptable. Perception of others is the critical factor that must always be kept in mind.

Sexual misconduct can be exhibited in a variety of ways, including, without limitation, **verbal statements, non-verbal behaviors, gestures, cyber (e.g., emails, texts, social media), and physical contact.**

Some types of verbal behaviors that might constitute sexual misconduct are: ● Unsolicited propositions for dates and/or sexual relations (a single unsolicited proposition can constitute sexual misconduct if sufficiently severe)

- Sexual slurs or innuendos; sexually suggestive or degrading sounds or remarks (written, oral, or electronically transmitted)
- Offensive and/or persistent risqué jokes or kidding about sex or gender-specific traits ● Inquiries into or trafficking in rumors about another person’s sexual experiences or activities ● Intimidating or suggestive remarks about an individual’s sexual orientation

Examples of gestures or non-verbal behaviors that constitute sexual misconduct are: ● Sexual

looks and lewd gestures, such as leering or ogling

- Mimicking or pantomiming sexual acts
- Displaying or sharing sexually suggestive, offensive, or degrading objects, pictures, or messages, including on digital devices or online platforms
- Postings on social media of a suggestive or sexual nature
- Audiotaping, videotaping, or otherwise recording others in sexual or potentially embarrassing circumstances; disseminating or threatening to disseminate such a recording

There is a range of unwanted physical contact that also constitutes sexual misconduct. Without limitation, examples include touching, groping, fondling, kissing, and sexual assault.

## II. Retaliation

Retaliation is strictly prohibited against any individual who reports discrimination, harassment, hazing, assault, or bullying, provides information during an investigation of such behavior, or witnesses or has reliable information about such behavior. Retaliation is any form of intimidation, reprisal, or harassment directed

against an individual who files a complaint under this policy, as well as any person who participates in an investigation, for example, as witnesses or investigators. Retaliation against any such person is strictly prohibited, and will not be tolerated by Doane. Any person who directs any form of retaliation toward someone who is entitled to protections under this policy will be subject to the same strict discipline as harassment, discrimination, hazing, or bullying itself. Each retaliatory offense will be investigated and sanctioned separately.

### III. Legal Definitions and School Policy

Stricter standards of behavior than those provided by law may apply under the policies of Doane. Doane reserves the right to apply disciplinary measures and other corrective action in any case, including a single case, if it determines that it is of sufficient severity to warrant disciplinary measures or other remedial action. Conduct need not meet the legal definitions of harassment, discrimination, hazing, or bullying to violate Doane's expectations for appropriate behavior and to be actionable.

While Doane's standards may at times be broader than those provided by law, where appropriate the school may also involve law enforcement in the investigation of sexual misconduct allegations involving our students.

### IV. Reporting Complaints

A member of the Doane community who believes that they have experienced or witnessed any form of harassment should do something about it. Some responses may work best in one situation, while others may be best in another. Among the actions a person might take:

- Whenever possible, speak up at the time. Tell the individual that the behavior is unwelcome and must cease immediately;
- Write down what happened. Be as specific as possible, recording quotations, actions and the presence of witnesses;
- Report the harassment to a teacher, counselor, advisor, or administrator;

Please note that these are suggested responses, and if the victim of harassment may choose to act in a manner that is consistent with some, or none, of these proposed responses.

Doane responds thoughtfully and purposefully to any reported allegation of sexual misconduct perpetrated against students by other students; employees of Doane; vendors, contractors, other third parties having agreements or other contacts with Doane; supporters of Doane (donors, volunteers, alumni, parents); and/ or visitors to Doane. Even when students are not certain about whether they have been subject to or witnessed sexual misconduct, it is important that they feel empowered to report this behavior and have the requisite knowledge of how to do so.

Any individual who feels that they have been subject to or is aware of behavior that constitutes sexual misconduct is encouraged to report the incident directly to one of the following administrators or designated faculty members:

- Head of School
- Head of Lower School
- Head of Middle School
- Head of Upper School
- Dean of Student Life

- School Counselor
- School Psychologist
- School Nurse
- Director of Athletics

As a student processes an incident of sexual misconduct, they may seek support, advice, or counseling without wanting to report the incident at that time. Students can seek out any teacher or advisor for this kind of support, and all Doane faculty and staff will encourage these students to speak with a Doane counselor. Conversations with the counselor are considered confidential, to the extent permitted by the law. Students can request that the counselor, or an advisor or teacher, is present with them throughout any aspect of the process of reporting a complaint.

#### V. Response to Complaints

In many cases the first step in addressing complaints that one party may have against another should be a full and frank discussion with the person or persons involved. If no satisfactory resolution of the complaint is achieved, or if it is evident that given the nature of the allegations that such a conversation is not appropriate, the Middle School Disciplinary Committee will conduct an investigation of the reported incident. The investigation will typically include interviewing all relevant parties (the reporting party, the alleged victim, the alleged perpetrator, any relevant witnesses) and gathering any relevant evidence. When it is in the best interests of the parties involved and the school community as a whole, Doane will contract with an outside agency to investigate an allegation of sexual misconduct.

Once the investigation is completed, the Disciplinary Committee will deliberate and if appropriate, initiate the disciplinary process. Doane reserves the right, at its sole discretion, to subject a student who has breached this policy to a leave of absence or disciplinary action(s) that may include suspension, removal, or dismissal from the school community. Critically, at all times Doane reserves the right, in its sole discretion, to take immediate interim disciplinary action, of any sort or type, when it decides it is in the best interest of the school and/or its populace to take such action.

#### VI. Confidentiality

While Doane cannot promise strict confidentiality because information must be shared in order to conduct an effective investigation, Doane will release information concerning complaints of harassment, discrimination, hazing, bullying, or retaliation only on a need-to-know basis, such as to conduct a comprehensive investigation or to ensure that the requirements of this policy and applicable law are met. The school also reserves the right to contact law enforcement officials in appropriate cases to meet applicable reporting obligations.

### **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.

If a student commits an infraction a teacher will gently remind them of the expectation and write up a discipline slip. The slip will require the signature of the advisor and parent.

The discipline slip will indicate whether the student is receiving a warning, or a detention. Detentions will be held daily at lunch.

**\*In the instance of a major discipline infraction, a student may be asked to meet at lunch, leave class, or have a privileged revoked immediately.\***

**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.

### **Disciplinary Committee**

The Middle School Disciplinary Committee serves to address pervasive and serious disciplinary issues. As described in the process below, they meet with any student involved in an issue of this kind to listen to their explanation of the events that occurred and clarify as necessary why their actions have merited a discussion in this forum. After this meeting, they work, in conjunction with the Head of School, to determine consequences that are meaningful, restorative, and appropriate and communicate those consequences clearly and constructively. The individuals who comprise the Disciplinary Committee are the Head of Middle School,



School Counselor, and two faculty representatives.

### **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 Head of school 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.

