

**2016 –
2017
Upper
School
Student &
Parent
Handbook**

**Doane
Academy**



*College Preparatory School
Since 1837*

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UPPER 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 very distinctive character. With a population of approximately 230 students from pre- Kindergarten to 12th 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 an accredited 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

Graduation Requirements

Upper School Course offerings include both grade specific requirements and electives offered in the 2016-2017 school year. Some electives are offered in alternate years, allowing for additional opportunities for underclassmen to expand and explore their interests on the way to college and career choices. Please note:

- **A minimum of 6 credits are required each year in grades 9 – 12, and a minimum of 24 credits are required for graduation.**
- **The minimal departmental requirements for grades 9 – 12 are:**
 - **4 English credits**
 - **3 Math credits**
 - **3 Science credits**
 - **3 History credits**
 - **3 World Language credits**
 - **1 Fine or Performing Arts credit**
 - **Students must also complete their grade-level Character and Leadership Cycle each year (see below for details).**
- **Algebra and Geometry credits earned prior to 9th grade will be noted on the high school transcript, but all students must earn 3 additional mathematics credits in grades 9-12.**
- **Level I or II World Language credits earned prior to 9th grade will be recorded on the high school transcript, but students must also earn 3 additional credits in their chosen language while in grades 9-12.**

Grade Level Character and Leadership Cycles:

Seventh Grade:	Leadership Foundations I, Digital Media and Programming Complete, and Drama, <i>or</i> the full-year STEAM course
Eighth Grade:	Leadership Foundations II, Digital Media and Programming Complete, and Drama, <i>or</i> the full-year STEAM course
Ninth Grade:	Composition (full-year)
Tenth Grade:	World Religions, Strong Ethical Leadership I, Strong Ethical Leadership II
Eleventh Grade:	Strong Ethical Leadership III, Test Prep, College and Career Prep 11
Twelfth Grade:	College and Career Prep 12, Strong Ethical Leadership IV, Strong Ethical Leadership V

2016-2017 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. AP level courses are denoted by a ♠. These courses offer students the opportunity to earn college credits with successful completion of a year-end exam. In addition, students can earn college credit through Rowan College at Burlington County's College Acceleration Program. For more information, please see:

<http://www.doaneacademy.org/academics/departments/college-accelerated-program-cap>.

The Math 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:

Math 7 (some students do not take this course and move directly into Pre-Algebra)
Pre-Algebra
Algebra I*
Geometry*
Algebra II*
Pre-Calculus*
AP Calculus AB
AP Calculus BC

Spanish:

Introduction to Spanish I and II (part of the 7th grade language cycle)
Spanish I
Spanish II
Spanish III
Spanish IV
Spanish V

Latin:

Introduction to Latin I and II (part of the 7th grade language cycle)
Latin I
Latin II
Latin III
Latin IV
Latin V

Required courses by Grade:

SEVENTH GRADE (7)

English 7
Pre-Algebra or Math 7
Life Science
Cultural Geography
7th Grade Language Cycle
Wellness (PE/Health) (2x/wk)
7th Grade Character and Leadership Cycle (3x/wk)

EIGHTH GRADE (8)

English 8
Math (next in sequence)
Physical Science
Ancient World History
Wellness (PE/Health) (2x/wk)
Language (next in sequence)
8th Grade Character and Leadership Cycle (3x/wk)

FRESHMAN YEAR (9)

English 9*
Math (next in sequence)
Biology*
Modern World History
Language (next in sequence)
9th Grade Character and Leadership Cycle

SOPHOMORE YEAR (10)

British Literature*
Math (next in sequence)
Chemistry*
U.S. History Complete *or*
AP U.S. History Complete◇
Language (next in sequence)
10th Grade Character and
Leadership Cycle

JUNIOR YEAR (11)

American Literature* *or*
AP Language & Composition◇
Math (next in sequence)
US History II *or* AP U.S. History◇
Language (next in sequence)
11th Grade Character and Leadership
Cycle

SENIOR YEAR (12)

World Literature *or*
AP English Literature
12th Grade Character and
Leadership Cycle

2016 – 2017 ELECTIVE COURSES

AP Calculus AB◇

AP Calculus BC◇

AP Chemistry◇

AP US Government and
Politics◇

AP Psychology◇

Advanced Art

Art

Band

Ceramics

Choir

Engineering Mechanics

Fundamentals of Street Law,
Economics, and Personal Finance
Graphic Design
Jazz Band
Physics
Research Topics in Biology
Topics in Modern Mathematics

Please note that the following courses are offered bi-annually. Though they are not offered in 2015-2016, they will be offered in 2016-2017.

AP Biology◇

AP Modern European History◇

Honors Sociology*^

Innovative Design

Research Topics in Chemistry

GPA

Doane Academy students earn grades in the range of 0-4.33, with a 4.33 given for an A+. Doane Academy uses a weighted GPA, where an Honors credit gets an additional 0.5 weight and an AP credit gets an additional 1.0 weight. Therefore, a student earning an A+ would receive an unweighted 4.33, a weighted 4.83 for an Honors course, and a weighted 5.33 for an AP course. The students' transcripts will show both the weighted and the unweighted GPA's. Doane Academy, however, does not rank its students.

Course Registration

Students pre-register through RenWeb 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 college. 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. Transfer students

are encouraged to develop a draft of their high school coursework through graduation to make sure that graduation requirements in all departments can be satisfied prior to graduation.

Reporting Student Progress

In the Upper 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 impending 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 college 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. Note that the only grades that appear on a student's transcript are the final grades for each course, be they one, two, or three trimesters in length. Mid-trimester reports and faculty comments are not retained as part of a student's permanent record beyond graduation.

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, academic deans, and individual student advisors as needed. The Assistant Headmaster's Office or Headmaster's Office should be contacted only when contacts with the Head of Upper School, department chairs, teachers and others have not resulted in satisfactory resolution of questions or concerns.

Grading System

Academic Performance

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

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 two D's or one F at the end of any marking period is given notice of academic probation, indicating that a serious problem exists which demands the student's full attention.

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 Upper School. After consulting with the student, the student's parents, and the student's advisor, the Head of Upper 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 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. The faculty also recognizes that having more than two such major tests in one day could diminish the student's ability to perform. The students, therefore, may ask to limit the number of these major tests to a maximum of two in any one day. To be eligible for this accommodation, the student must inform and make arrangements with the teacher who assigns the third test on the same day at the time the third major test is assigned. At the end of the third trimester, students take a 90 minute comprehensive exam. Teachers may decide to give a final major assignment such as an essay or presentation in lieu of giving a final exam.

The Daily Schedule

6th Grade		Monday	Tuesday	Wednesday	Thursday	Friday	Monday
Day	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	Earth Science	Math	Spanish	Social Studies	Language Arts	Reading
Academic Period B	9:00-9:45	Math	Spanish	Social Studies	Language Arts	Reading	Earth Science
Community Activities	9:50-10:20	All School	LS Band/Art	US Chapel	Art/Music	Family	All School
Break	10:20-10:35	Break		Break		Break	
Academic Period C	10:40-11:30	Spanish	Social Studies	Language Arts	Reading	Earth Science	Math
6-8 Lunch	11:35-12:05	Lunch	Lunch	Adv. Lunch	Lunch	Lunch	Lunch
Meetings Period	12:05-12:35	Advisory	Extra Help	Extra Help	Extra Help	Class Meeting	Advisory
Academic Period D	12:40-1:25	Social Studies	Language Arts	Reading	Earth Science	Math	Spanish
Period E (Special Subjects)	1:30-2:30	Technology	PE/Health	Library	Art/Music	PE/Health	Technology
Academic Period F	2:35-3:15	Language Arts	Reading	Earth Science	Math	Spanish	Social Studies
Day End	3:15-3:20	Day End	Day End	Day End	Day End	Day End	Day End
Drop		Reading	Earth Science	Math	Spanish	Social Studies	Language Arts

Grades 7-8		Monday	Tuesday	Wednesday	Thursday	Friday	Monday
Day	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 2	Class 3	Class 4	Class 5	Class 6	Class 1
Community Activities	9:50-10:20	All School	<i>Extra Help</i>	US Chapel	<i>Extra Help</i>	Family	All School
Academic Period C	10:25-11:30	Class 3	Class 4	Class 5	Class 6	Class 1	Class 2
Lunch	11:35-12:05	Lunch	Lunch	Adv. Lunch	Lunch	Lunch	Lunch
Meetings Period	12:05-12:35	<i>Adv.</i>	<i>Clubs/Help</i>	<i>Clubs/Help</i>	<i>Clubs/Help</i>	<i>Class Mtg.</i>	<i>Adv.</i>
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	<i>Clubs</i>	Arts Major	Arts Minor
Academic Period F	2:35-3:20	Class 5	Class 6	Class 1	Class 2	Class 3	Class 4
Drop		Class 6	Class 1	Class 2	Class 3	Class 4	Class 5

Grades 9-12		Monday	Tuesday	Wednesday	Thursday	Friday	Monday
Day	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 2	Class 3	Class 4	Class 5	Class 6	Class 1
Community Activities	9:50-10:20	All School	<i>Extra Help</i>	US Chapel	<i>Extra Help</i>	Family	All School
Academic Period C	10:25-11:30	Class 3	Class 4	Class 5	Class 6	Class 1	Class 2
Meetings Period	11:35-12:05	<i>Clubs/Help</i>	<i>Clubs/Help</i>	<i>Clubs/Help</i>	<i>Clubs/Help</i>	<i>Class Mtg.</i>	<i>Clubs/Help</i>
Lunch	12:05-12:35	Lunch	Lunch	Adv. Lunch	Lunch	Lunch	Lunch
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	<i>Clubs/Clubs</i>	Arts Major	Arts Minor
Academic Period F	2:35-3:20	Class 5	Class 6	Class 1	Class 2	Class 3	Class 4
Drop		Class 6	Class 1	Class 2	Class 3	Class 4	Class 5

Homework

In the Upper 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 rare 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.

The amount of daily homework assigned in any one course should take approximately 30 minutes to complete. Organizing one's notes and studying for major tests may take additional time.

Extra Help and Tutoring

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 during Community Activities period on Tuesdays and Thursdays and Meetings period on Mondays through Thursdays. 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 the Academic Urgent Care after school 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 on-going 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 after having missed 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 tutoring sessions with Ms. Butchko and reading sessions with Ms. McDonough are not designated as pull-outs, though students, parents, and advisors do need to be aware of them in considering what we are asking of a given student.

The Policy:

- Students in 6th-9th grades can have no more than one weekly pull-out.
- Students in 10th-12th grades, can have no more than two weekly pull-outs. Having two pull-outs requires approval from the Head of Upper School and the student's advisor.

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. A different teacher will oversee it each day, and these teachers will rotate in the same pattern each week so that students know in advance when an expert in a given area of need is available. If a parent wants their child to attend HWC on an on-going basis, they should notify the Head of Upper School so that their child's expected attendance can be communicated to the teachers monitoring it.

Sixth grade students are also eligible to attend the Extended Day program with Yvonne Perottet from the end of HWC at 4:30 p.m. up until 6:00 p.m. There is no charge for participation in HWC or Extended Day for 6th grade families. But parents do need to fill out and return a provided form so that HWC monitors know when and if to expect their child to be present. We will confirm the attendance of 6th graders at both HWC and Extended Day for any student for whom we have a completed form, as it officially communicates that we are taking responsibility for oversight of that child on the applicable days.

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 look sharp in 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 Upper 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.

Students in grades 9-12 are required to attend Class Night, graduation, the evening performance of The Christmas Mystery including the formal dinner party, and the athletic banquet if they are receiving recognition awards or letters.

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. 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 voice mails 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 the school 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 Upper School Dean of Student Life for counseling and possible additional disciplinary action.

Lateness to class is disruptive to the learning environment and is, therefore, highly discouraged. Unexcused lateness, in addition to being disruptive, is very disrespectful towards the students and the teacher of that class. Therefore, students who are repeatedly late to a class should be counseled/disciplined 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 Upper School Dean of Student Life.

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.

Beginning of the Day

In order for students to be in a properly supervised location, students in grades 9-12 arriving to school prior to 8:00 a.m. are to report directly to the Student Union. Seventh and eighth grade students arriving prior to 8:00 are to report directly to assigned locations in the Science Building. Sixth grade students arriving prior to 8:00 are to report to the area near their lockers on the second floor of Rowan Hall.

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.

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 food and drink (other than water) is limited to the dining hall, Student Union, hallways contiguous to the Upper School classrooms, or outside.

Lunch

Lunches are available for purchase. Lunches are \$5 daily or \$72 pre-purchased monthly. Menus are given out prior to the start of the new month.

All students are required to remain in the Dining Hall for lunch and announcements unless excused for faculty supervised meetings. At some point during the school year, seniors who have shown solid academic performance and maturity are allowed to leave campus for lunch once a week with parent permission.

Student Locker Areas

Student lockers for grades 9 through 12 are located in the Student Union in Scarborough Hall. Seventh and eighth graders have their lockers in the Science Building. Sixth graders have their lockers on the second floor of Rowan Hall. They may be used at the start of the school day, during Meetings period, between classes, and at the close of school. Students should be sure to have all materials needed for all upcoming classes with them. Lockers issued for student use remain school property. The school reserves the right to open and inspect lockers without notice. Students should not leave money, band instruments, or other valuables in unlocked lockers.

Campus Boundaries and Off-Limit Areas

All students are to stay within the areas know 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

- The parking lot.
- Basement areas except for the Scarborough Student Union.
- All attic areas and stairways leading to the attics.

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 the Academic Urgent Care location. 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 Ellis Street by the circle. 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 7 – 12 are strongly encouraged to explore their interests and talents in athletics, student government, speech, drama, art, music, and academic competition to enhance their overall development and maturity.

Freshmen, sophomores, juniors, and seniors are required to participate in one athletic season each year as part of a pass/fail-no credit physical education requirement. In addition, students are required to be committed to active participation in a second sport or team activity, such as Mock Trial, the spring play, or school publications.

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.

Cars and Parking

Students must have parental permission on file to drive to and from school. Students who drive must register their cars. Students may park in the gravel lot behind the baseball/soccer field. The entrance to this lot is on Pearl St. behind the Science Building. Students should not park directly behind the Science Building, as these spaces are reserved for faculty and staff. Students may also park on Pearl St. or on Riverbank past Ellis St.

No student may accept transportation in another student's car for a school sponsored activity unless the school has written permission on file from the parents of both students. Permission forms are available in the Registrar's office. Driving to school is never an excuse for lateness; repeated lateness for drivers may result in suspension of the driving privilege.

Cars are to remain locked and no students are to go to any student car during the day without permission.

Library

The Katherine Potts Lower School Library, located on the 2nd floor of Odenheimer, is named in memory of a former kindergarten student who passed away between her kindergarten and her first grade years.

The Upper School uses a library card/internet access to the Burlington County Library System. Students are expected to have their card and ID information available to them while at school.

Both Lower and Upper School students are welcome at the Library Company of Burlington located just 4 blocks east of school on Union Street.

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 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 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 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.

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 "e-mail 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

Since the advent of the printing press, each major advance in communications technology, from radio to telephone to television, has brought with it immense, exciting opportunities and deep, understandable fears about how it will affect individuals in society and their relationships to each other. As they have processed these changes and considered these opportunities, top-tier educational institutions like Doane have sought to answer a core set of questions to help guide them in how to move forward:

- How can this technology change students' lives and learning outcomes for the better?
- How can this technology allow students to change the world for the better?
- How can we teach students to protect themselves from the pitfalls of using this technology?

Today at Doane, we must consider these questions in relation to the use of cell phones and ensure that the answers we give match the foundational values espoused in our mission. Our cell phone policy must support our efforts to build a community in which all students are known, loved, and encouraged to reach their unique potential. It must help us build an atmosphere that is deeply inclusive. And, it must remain in step with these values and goals as it formalizes how and when students should use their cell phones.

Though cell phones can increase and deepen our connectivity to each other, face-to-face interactions and time spent together remain fundamental in building strong relationships. In acknowledgement of this truth and its call for balance in how we communicate, we do not allow cell phone use in the Chapel or during formal events or performances such as the Christmas Mystery. In addition, we encourage students to keep cell phone use to minimum or to excuse themselves during our lunches in the dining hall. Though use is not prohibited during these lunches, teachers may approach students and ask them how their current usage choice works in support of strengthening the Doane community.

In class, cell phone use is monitored and determined by the teacher. Students should use their cell phones in class only when asked or allowed to do so by the teacher. This permission may be given upon request, but it also may be granted on an ongoing basis through the classroom policies and procedures established by a given teacher. Please note that though cell phone use is generally acceptable during study halls, they are considered classes. Teachers responsible for monitoring them will communicate with students regarding cell phone use and may limit it for a particular student if doing so will help them reach their full potential. If a student is struggling to monitor their own cell phone use, a teacher may collect the device from them for the duration of a class period or activity. In addition, in order to emphasize academic integrity and maintain a sense of fairness in the student body as a whole, teachers will collect cell phones during quizzes and tests.

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 and Senior Sojourn 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, parents 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.

UPPER SCHOOL 2016-2017 UNIFORM REQUIREMENTS

Sixth through Eighth Grade

Uniform Options Appropriate Year-Round	Gym Requirements	Year-Round Optional Items	Outerwear
<p>BOYS:</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>GIRLS:</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>BOYS/GIRLS:</p> <p>Navy Blue Sweat Suit with School Logo (Optional) Navy Gym Shorts Tee Shirt with School Logo White Socks and Sneakers</p>	<p>BOYS/GIRLS:</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 Navy Heavyweight V-Neck Cardigan Sweater with Three White Stripes on Sleeve and Doane Varsity Letter*</p> <p>*This sweater is only worn by students who have earned a varsity letter</p>	<p>Fleece Jacket with School Logo Fleece Vest with School Logo</p>

ALL UNIFORM PIECES CAN BE PURCHASED FROM FLYNN AND O’HARA

Corporate Office and Retail
Location

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

10905 Dutton Road
Philadelphia, PA 19154

1-800-441-4122 (toll-free) • 215-637-6392 (fax) • www.flynnohara.com

Ninth through Twelfth Grade

Uniform Options Appropriate Year-Round	Year-Round Optional Items	Outerwear
<p>BOYS: 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>GIRLS: 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 Flats Low Heel Leather Dress Shoes Navy Blue Knee Socks Navy Opaque Tights</p> <p>BOYS/GIRLS: Navy Blue Blazer (required for weekly All School Meetings and Chapel Services, as well as other formal events throughout the year, including graduation); School Emblem for Blazer (available only at school).</p>	<p>BOYS/GIRLS: Navy V-Neck Pullover Sweater with School Logo Navy Sleeveless V-Neck Sweater-Vest with School Logo Navy V-Neck Cardigan Sweater with School Logo Navy Heavyweight V-Neck Cardigan Sweater with Three White Stripes on Sleeve and Doane Varsity Letter*</p> <p>*This sweater is only worn by students who have earned a varsity letter</p>	<p>Fleece Jacket with School Logo Fleece Vest with School Logo</p>

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 should be wearing the uniform properly upon arrival. Boys should have their ties tied properly and their shirts tucked in. Girls should have their blouses tucked in and their skirts should be no shorter than 3 inches above the knee. Exceptions to these standards are made through the Upper School Dean of Student Life's Office for special occasions or to accommodate an individual exception on a given day. For the Senior Division, grades 9-12, blazers must be worn with the winter uniform for Chapel and All School Meetings. 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 blazer available at all times.

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 (such as facial or tongue piercings) are not allowed. Hairstyles are not to be "extreme" 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.

Student/Class Advisors

Students are assigned an advisor to mentor and guide them throughout their years in the Upper 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. Some of these activities are school mandated activities, such as running the prom, or being in charge of the Class Night's dinner, while others might be those initiated by the members of the class, such as participating in a community service project.

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 Upper 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 in the Assistant Headmaster's Office well in advance and before any public announcement or general discussion. Faculty advisors are strongly encouraged to get approval from the Assistant Headmaster's Office 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.

Doane Academy expects everyone within the school community to:

- Be tolerant and respectful of other people.

- 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.

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 Upper 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 reckless driving.
- 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.

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 Assistant Head of School, the Middle Division Dean, the Dean of the Student Life, the Upper School Head, or the Chief Financial Officer 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 a school counselor, senior administrator, and/or dean. In consultation with the school nurse, school counselor(s), Dean of Student Life, and advisor, the head of upper 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 intentions of support of 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 make a note of the behavior (in order for the Dean of Student Life 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 work detail and/or the suspension of student privileges. The determination of the appropriate consequence is made by the Dean of Student Life, in consultation with the Upper School Head when necessary.

Frequent inappropriate behavior, unexcused absences from required commitments such as class or Chapel, violations of the Honor Code, or serious disciplinary offenses are referred to the Dean of Student Life. 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 freshman who violated “rule X”, could possibly be different than the process used in working with a senior 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 Upper School, Dean of Student Life, 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 Upper 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 Dean of Student Life, 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 Dean of Student Life explains to the student the specific disciplinary offense.
 - The advisor reviews the case with the student.
 - The Dean of Student Life telephones the parents of the student to inform them of the reported offense.
 - The Dean of Student Life may meet with the parents and students, particularly freshmen to help them understand the nature of the offense, the process, and possible outcomes.
 - The Dean of Student Life, 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 Upper School Head meet to discuss the case.
 - Following the meeting, the Dean of Student Life makes a recommendation to the Headmaster.
 - After consultation with the Headmaster, the Dean of Student Life (with or without the presence of the Upper School Head and Headmaster) communicates the disciplinary consequences to the student.
 - The Dean of Student Life telephones the parents of the student to inform them of the disciplinary consequences.
 - The Dean of Student Life 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 Dean of Student Life, a student does not take responsibility for his or her actions when meeting with the Dean of Student Life and Upper School Head, then the Dean of Student Life 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 Dean of Student Life and Upper School Head are automatically given a warning that any further major infraction will result in more severe consequences. The possible disciplinary consequences for major disciplinary infractions are as follows:

- Warning
- Probation
- Detention
- Service to the Community
- On campus work detail, arranged in a manner to avoid conflicts with academic classes
- Suspension or loss of parking and/or driving privileges on campus
- Suspension or loss of opportunity to be employed by the school
- Suspension or loss of senior privileges
- 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

Furthermore, a senior found to have committed a primary offense within eight weeks of graduation may be prevented from participating in commencement exercises.

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 upper 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 Dean of Student Life and Upper School Head.

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.

Disciplinary Action and the College Admission Process

College admission offices typically ask applicants to list and explain any academic or behavioral misconduct in high school that resulted in disciplinary action. Doane Academy uses the following

process to determine whether students need to report disciplinary actions to colleges.

Students who have had been found responsible for a disciplinary violation prior to senior year will have their cases reviewed at the end of each academic year by the Dean of Student Life and Upper School Head. They will determine (based on the specifics of the case, student learning since the disciplinary matter, and any repeated violations) whether or not the disciplinary infraction will remain on the student's record or be expunged and will communicate their decision in writing to the student. Notwithstanding the above, this decision may be revisited in the event of another major disciplinary infraction. If a student's record is expunged, the student will not be obligated to report the infraction on college applications. If an infraction remains on the student record, the student must disclose information about the disciplinary matter. The Director of College Counseling offers assistance to students who would like help wording a thoughtful response to questions on disciplinary matters asked on college applications.

Students who are the subject of disciplinary action during their senior year may be required to report this information to colleges to which they are applying and/or to which they have been offered admission. In addition, Doane Academy may be required to report such information on the Final Secondary School Report form that is required by most colleges, along with the final transcript, for enrolling students.

As a matter of course, Doane Academy does not keep disciplinary records with permanent records, and upon graduation any disciplinary records are purged.

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 the campus or off-campus at any school-sponsored event - including (but not limited to) an athletic contest at another school, Senior Sojourn, Rocks, Roots, and Wings, a class field trip, a school-sponsored social event, or a club activity. Furthermore, a Doane student who is employed by the school must abide by the general school rules. 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, proper 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.