

**2019 -2020 Lower School  
Student & Parent Handbook**

# Doane Academy

*College Preparatory  
School Since 1837*

350 Riverbank  
Burlington, NJ 08016

609-386-3500 (Phone)  
609-386-5878 (Fax)  
*[www.doaneacademy.org](http://www.doaneacademy.org)*

## LOWER SCHOOL



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Doane Academy  
Since 1837

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*An Independent Episcopal Day School  
College Preparatory, Age 3 - Grade 12*

**Our Vision:**

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

**Our 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.

**Our Core Values:**

- **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.

## **THE LOWER SCHOOL**

Our Mission Statement declares: “We develop intelligent, capable individuals within a community where all are known, loved, and strongly encouraged to discover their unique potential.” Academics is just one piece, albeit a very important piece, in this development. Over the past few years we have immersed ourselves in the latest research on brain development, and have studied the changing world and the 21st century skills needed to be successful citizens and leaders. We establish a solid foundation for our students as they begin their journey toward engaged and independent lifelong learning with our Primary Program. In this Montessori-inspired program, our 3-to-6-year-old students involve themselves in learning by observing and learning by doing. This foundation is the beginning of nurturing our students’ love of learning.

Throughout the rest of the Lower School years, students continue to grow their love of learning as they experience instruction that meets them where they are and empowers them to progress toward mastery at their own pace. Instead of the traditional teach, test, and move on in one large group, we believe that learning is a series of masteries for individual students - teach, check for understanding, apply learning, get feedback, revise learning, and get more feedback until mastery is achieved (Vatterott, 2015). This approach promotes the desire to learn as an implicit motivator; recent brain research shows that intrinsic motivation is far more powerful than extrinsic motivation based on grades.

The Lower School at Doane Academy includes levels for children ages three through grade 5. The development of good work habits and a thorough mastery of basic skills are the main goals of the curriculum. We also hope that every child's interest, curiosity, and creativity will be aroused by the course of study, and that each child will develop a true love of learning for learning's sake. Classrooms are self-contained and classroom teachers are responsible for the core academic areas of reading, language arts (Writing Workshop), mathematics, and social studies. We incorporate developmentally appropriate technologies in a purposeful manner, choosing programs and apps that have a transformative impact on student learning. Our science classes integrate all the STEAM disciplines in a place-based, experiential curriculum that inspires curiosity, wonder, and discovery. All grades have time set aside to explore the diverse and inclusive collection of books in the Katherine Potts Library. Art, Music, Physical Education, Discovery/Science, and Spanish are taught by specialists in their respective fields. Students are also given the opportunity to take instrumental music lessons, beginning with the violin for the younger students and then expanded to other instruments starting in grade 4. A special feature of Doane’s curriculum is an emphasis on Spanish instruction from the Primary Program through grade 12. Lower School students have instruction in the Spanish Language 4 days per week in Primary through grade 3; this increases to 5 days each week in grades 4 and 5 as students prepare for the demands of the Middle School Spanish program. The length of time varies from 15 minutes of instruction each day for the youngest children to 40 minutes each day for the older ones. The goal of Doane Academy’s Spanish program is to produce graduates who are fluent in the language and have a deep appreciation for the cultures of various Spanish-speaking countries.

## **ACADEMIC PROGRAM**

### **Reporting Student Progress**

In the Lower School, the school year is divided into three trimesters. Teachers issue written reports highlighting each student’s progress in both core academic subjects and specialist areas at the close of each trimester. Teachers also comment on students’ developmental and social skills and their level of effort. The documents used to convey the students’ progress vary according to the grade level and subject. Each classroom teacher explains that grade level’s written report in detail as part of the presentation on Back to School Night, scheduled for 6:30 pm on Thursday, September 12<sup>th</sup>.

In addition, all students are issued a written mid-trimester report at roughly the midway point of the first trimester. At the midway point of subsequent trimesters, teachers may opt to issue mid-trimester reports for students with unsatisfactory grades, outstanding effort, or work well above or below a student’s customary level of achievement.

Parent-teacher conferences are scheduled on October 24<sup>th</sup> and 25<sup>th</sup>, approximately one month before the end of the first

trimester. We request that all parents come in for a conference at that time; the grade-level teachers will send out online sign-ups well in advance of the dates. A conference may be requested by either the parent or the teacher during the other two trimesters. Students do not attend school when conferences are scheduled so teachers are free to confer with parents. Typically, we sponsor an on- campus child care service to help facilitate these conferences. Notice of this service usually is given in our weekly, online publication, 3D, and/or sent home by the classroom teacher.

As necessary, teachers will keep parents apprised of their children's progress between marking periods by phone calls, e-mails, or additional conferences if necessary. Parents with particular questions or concerns are encouraged to contact their child's teachers directly.

**The Lower School Dean and Head of Lower School stay closely connected to each teacher and student, and are always available to discuss classroom concerns; however, we strongly suggest that you make initial contact with your child's teacher when a concern arises.**

## **Homework**

Homework in the lower school is given at the discretion of the classroom teacher. The purposes of assigning homework are varied, but most often it is to provide a tool to reinforce the skills that were introduced in class earlier that day and to provide a snapshot for parents to observe what their child is learning. Regularly assigned homework begins in the first grade. Length of assignments will increase gradually through the grade levels, but should not exceed seventy-five minutes per night at the fifth grade level. If you are concerned that your child is spending significantly more time on homework, contact your child's teacher.

If your child seems to need extra help with homework, please speak with his/her teacher as he/she should be able to complete it independently. Remember, to help your child gain the necessary skills to be a productive and independent adult, how you approach helping with homework is critical. According to the educator and author, Jessica Lahey, in her New York Times Best Seller, **The Gift of Failure**, "...homework is the child's job, not the parent's. The parent's job is to support, encourage, and redirect their child when they are young, and, as they get older, make their expectations clear and get the heck out of their way."

## **Materials Needed**

Lower School students will need a book bag (without rollers), and an art smock (an apron or old shirt will suffice). Students in grades 4-5 will need a gym bag, gym uniform, sneakers, and white socks. Each classroom teacher also requests various materials and supplies. Specific grade level needs will be communicated home, initially via a summer letter sent home by the teacher, or, when appropriate, throughout the year.

## **Field Trips**

The South Jersey and Greater Philadelphia regions provide a culturally, historically, and educationally rich backdrop to many of our academic and extracurricular programs. Trips to Philadelphia's many museums, historic and cultural sites, as well as places of scientific and environmental interest, are arranged throughout the school year at the discretion of the classroom teacher.

No child may take part in a field trip unless the proper release form is signed by a parent or guardian and returned to the school prior to departure. These forms, along with an explanation of the field trip in question, will be brought home by the student prior to the trip. Unless otherwise specified, students are expected to maintain both dress and disciplinary codes while away from campus.

Based upon the nature of the trip/activity, parents are sometimes invited to take part in field trips as chaperones. On these occasions, parents are asked to find alternative childcare for other children in the family so that they can focus their attention on the demands of effective chaperoning. Since the number of parents participating in a given field trip is usually limited, every effort is made to ensure that all parents who wish to serve as chaperones have an opportunity to participate at some point during the year.

## DAILY SCHEDULE

### Lower School Arrival Procedures

- School starts promptly at 8:10 a.m. An on-time arrival allows students to engage in the routines that not only help them transition smoothly into their school day, but also enhance and strengthen their essential executive function skills. Consequently, we encourage parents to have their child(ren) arrive at school at least ten minutes beforehand so they have time to unpack, use the restroom, and get ready for the day.
- Students who arrive prior to 8:00 a.m. must report to the **4<sup>th</sup> Grade Classroom, located on the 3<sup>rd</sup> Floor of Odenheimer**, where supervision is provided. Students are not allowed in any of the other classrooms prior to 8:00 a.m.
- Beginning at 8:00 a.m., Primary students will gather in the Ante Chapel located at the top of the first set of stairs just inside the Fisk Portico. Teachers will be there to greet them and then walk them to their classroom where they will be supervised until the official start of school at 8:10 a.m.
- If you are dropping off your child, please use the Fisk Portico entrance. Adults are there to help facilitate a smooth and safe transition from the car to the building.
- If you need to park and escort your child into the building, please park in the parking lot in one of the un-numbered spots located adjacent to the Chapel of the Holy Innocents.
- We encourage children to build independence, and we ask for your assistance in developing your child(ren)'s autonomy and self-reliance by allowing them to walk into school by themselves. Even Primary students are ready to make this transition independently, and they have great role models in their older peers, whom they observe and emulate.
- No one is allowed to park on Riverbank, the road in front of the school. This area must be kept free for buses.
- If you are running late, you must escort your child(ren) into school and sign them in at the reception desk.

### Tardiness

In order for your child to benefit fully from their educational experience and not disrupt the classroom schedule, it is imperative that students arrive at school no later than 8:00 a.m. This will ensure that they are prepared to participate when the school day begins at 8:10 a.m. An on-time arrival allows students to engage in the routines that not only help them transition smoothly into their school day, but also enhance and strengthen their essential executive function skills.

### Lower School Dismissal Procedures

- The school day ends at 3:20 p.m. Lower School students are allowed on school grounds after dismissal time only if they are under the supervision of a parent or teacher. Normally, at the close of school, lower school students go to one of three places: Extended Day Care Program, Parent Pickup, or Bus Pickup Area. If they have signed up for one of the special after-school programs, students will be told of the special arrangements they need to follow to get from their classrooms to the location of the activity.
1. Extended Day: A faculty member will go to each Lower School classroom to gather those students who will be attending our Extended Day Program. This faculty member will escort those students directly to that location.
  2. Parent Pickup for students in the Primary Program through 5<sup>th</sup> Grade is at the Fisk Portico. Parents should remain in their vehicle as they queue up in the main parking area. Students are not allowed to walk to a car until the teachers

supervising Parent Pickups have arrived to escort them. Please do not encourage your child to break the rule.

3. Bus Students: Students who will be riding the bus will be picked up from their classrooms by a faculty member who will escort them to the bus loading area. The faculty member will remain with the students until they enter their bus.
- Once students have arrived at one of the locations listed above, they may not leave unless they receive permission from the supervising teacher.
  - School rules continue to prevail at the parent pickup area and the bus pickup area. For safety reasons, it is essential that nothing distracts the faculty member in charge.
  - We discourage you from parking your car and walking into the building to pick up your children.
  - Parents are asked to pick up their children on time. Families who cannot be here at dismissal time should make arrangements for the Extended Day Care Program, at an additional fee.
  - Once students board a school bus, they should not leave that bus until they arrive at the assigned bus drop-off area at, or near, their home.
  - Parents planning an alternate pickup arrangement on a particular day must **email Mary Ann Sieb ([msieb@doaneacademy.org](mailto:msieb@doaneacademy.org)) before noon and CC their child's teacher on that email.** For last-minute changes, parents can call Ms. Sieb at the front desk and she will make sure to communicate the change to the classroom teacher. If plans are made to visit another student's home, written permission is required from both families. Either family can email Ms. Sieb to communicate the plans for the playdate and CC the second family, who should then respond to confirm the plan. Please note, students may not accompany a friend home on the bus unless they routinely ride the same bus. Changing bus routes to accommodate a visit is also not possible.
  - No Lower School student is to remain after school to observe an activity without the supervision of a parent or other authorized adult. An email confirming that an arrangement for a child's supervision has been made must be sent to Mary Ann Sieb ([msieb@doaneacademy.org](mailto:msieb@doaneacademy.org)) and CCed to the child's teacher before noon on the day of the activity. Lower School students are not allowed to remain after school under the supervision of Upper School students, including siblings.

## School Bus Transportation

School rules prevail when going to and from school in vehicles belonging to an independent carrier or school district. 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 three disciplinary slips from the bus driver is subject to a suspension of bus privileges for a period of time to be determined by the Head of the Lower School. 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.

## Extended Day Care Program

This afterschool program provides a safe and secure environment for children from 3:20-6:00 p.m. Students enjoy snacks, creative activities, and outdoor play. They also get the opportunity to begin homework. School rules apply to this afterschool program. Please contact our Business Office for information regarding registration and fees.

## Chapel

Chapel services are an integral part of the program and the environment that Doane Academy offers. On Wednesdays, Lower School students assemble for worship with our School Chaplain. While the chapel service is conducted in the Episcopal tradition, we are proud of the religious diversity of our multi-faith community, and our goal is for the service to provide students and faculty of all faiths with an opportunity to reflect on their spirituality and their relationship with God. If a student

or teacher's religious affiliation prevents them from actively participating in the service, we simply ask them to be respectful of others.

## **School Families**

Each student enrolled at Doane Academy is assigned to one of 14 School Families, which meet on Friday mornings. Each School Family is named after a significant individual from the school's history. School Families play an essential role in building community across all ages and disciplines at Doane, creating a deep sense of belonging as older and younger students develop positive relationships and build leadership skills. Each School Family has at least two faculty "parents" who help coordinate weekly activities, breakfast meetings, family discussions, celebrations, and school service projects.

## **All School Meetings**

1<sup>st</sup>-12<sup>th</sup> grades come together for All School Meetings on Monday mornings in the Chapel of the Holy Innocents. During these meetings, we highlight student accomplishments, discuss issues that impact the entire school, and give students an opportunity to share their talents with the community. It is a time that all can see that they are a part of something larger than themselves.

## **Lunch**

Students bring lunches to school or have the opportunity to buy lunch using our declining balance debit card system. (Contact our business office for details.) Our food service provider, Nexdine, provides a variety of appetizing, nutritious lunches. Please be aware that, due to time constraints, we are unable to heat up foods brought from home. Therefore, foods that need to be heated are not permitted. Parents may wish to place foods that need to be kept warm into a thermos when packing their child's lunch. Likewise, it would be beneficial to include a small ice pack in your child's lunch bag/box to keep foods cool.

Students are not to trade or share lunches with one another. Candy, gum, and carbonated sodas are not permitted. Since the lunch period involves a gathering of students from 1st - 5th grades it is treated not only as a time for sustenance, but also as an important opportunity to foster a sense of community through the informal interactions between students and teachers. Primary students will gather to eat in their own area next to their regular classroom.

Everyone at the table is responsible for leaving their eating area clean and in good order. Students will dispose of trash at the direction of the teacher or student leader(s). No students are permitted to leave the Dining Hall without teacher permission.

## **Snack**

Please pack a healthy snack for your child each day that is low in sugar. Since our Lower School Lunch does not take place until 1:00 pm, it is important for your children to nourish themselves and keep up their energy with a substantial mid-morning snack. We recommend items such as the following: fresh or dried fruits; fresh cut-up veggies with guacamole or hummus; crackers, rice cakes, or popcorn; a mini-bagel; cheese; low-sugar yogurts. For more ideas, please consult this recommended snack list from the Center for Science in the Public Interest:

<https://cspinet.org/protecting-our-health/nutrition/healthy-school-snacks>

## **Recess**

All Lower School students have a daily opportunity for free, constructive play on the playground (or, in inclement weather, in a designated indoor area) just prior to their lunch period. Recess provides opportunities for fun, games, movement and engaging interactions between peers. Research shows that unsupervised play is critical to a child's development. Teachers are present but consciously work to keep from directing the students. Having said that, the teachers, of course, will intervene if the safety and well-being of any of the children is in jeopardy. Primary students will be on the playground at a different time than those in grades 1-5. Students are asked to play only in the assigned area and in a safe way. No one is allowed to leave the recess area without permission from the teacher in charge. Parents should be sure to dress their children appropriately for the season and



the weather. All children are expected to participate in outdoor recess.

## Leaving Campus

No student may leave campus during the school day without prior permission. Students needing to leave during the day must bring a note from home, be excused by their teacher, and be signed out by a parent/guardian at the main desk.

## Absence

**You must contact the school prior to 8:10 a.m. on any day that your child will not be in school or on any day that they will arrive late.** This will allow the school to keep accurate attendance records and thereby ensure the safety and well-being of each student.

If your child will be absent or tardy, or needs to leave early, you may call or email anytime, 24 hours a day, and leave word at the main desk (extension 110) or email Mary Ann Sieb ([msieb@doaneacademy.org](mailto:msieb@doaneacademy.org)). Not having this information in a timely fashion is worrisome and time consuming for the staff. We appreciate your cooperation with this very important protocol.

## Absences for Religious Reasons

We are proud of the religious diversity of our student body and seek to support students' various faith traditions. We recognize that a student might need to miss school to fulfill the tenets of their religion and, in these cases, a student will not be penalized in any way for such an absence. We only ask, as with any other absence from school, that the school be notified in advance of the absence, including the reason for that absence.

## Vacation

Regularly scheduled vacation times are listed in the school calendar. Interruptions in a child's regular class attendance should be avoided. **Parents are strongly discouraged from taking their children out for a vacation at times when school is in session.** However, 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. The student will need to complete missing assignments – including making up any missed assignments – in a time frame delineated by the teacher. Failure to complete missing assignments within the specified time line may be reflected in the child's academic progress as shown on their report cards.

## Student Storage Areas

Student cubbies or shelves are to be used only at the start of the school day, at lunch, and at gym and art periods, except by special permission of the teacher. At the start of the school day, students should remove all materials they will need for class from their storage area and leave school bags, lunch, and other unnecessary items in their area. It is suggested that the children keep a uniform sweater in their cubbies or shelves for cooler days.

## Library

The Lower School Library is called The Katherine Potts Library and is located on the 2<sup>nd</sup> floor of Odenheimer. It has been created in remembrance of a former Doane Academy student, Katherine Potts, who passed away after her year in kindergarten. Each grade level, Primary through 5<sup>th</sup> grade, will visit the library once each week for 30 minutes.

## Support Services

At Doane Academy, we provide the following Support Services:

- Full-time School Nurse

- Full-time School Counselor
- Part-time Learning Specialist
- Part-time Speech Therapist
- Access to a New Jersey State provided Child Study Team

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 about 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. The small bumps and scrapes that occur in the classroom or on the playground will only 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. Note: All students are required to have an annual physical by their physician and submit a medical report to our school nurse by the beginning of each school year.

Our full-time **School Counselor** is located on the second floor of Scarborough Hall, in Room S207. The school counselor is available to meet with students directed to her office by either a faculty member or at the request of a parent. Additionally, the school counselor leads group discussions with students covering developmentally appropriate topics designed to aid students in their development of healthy habits.

In grades 1-5, students' reading abilities are routinely tested a minimum of twice yearly using the Developmental Reading Assessment (DRA). The teacher analyzes the results from the DRA and from other classroom assessments and observations in order to determine if there are any students who are not where they are expected to be developmentally. They refer those students to our **Learning Specialist** for further evaluation and possible intervention. If it is determined by the teacher, the Learning Specialist, and the Head of the Lower School that additional support for that student is needed, the parents of that student will be notified. With parent input and agreement, time will be arranged for the student to meet with the Learning Specialist as a pull-out during the regular school day.

All new students to Doane Academy are evaluated by our **Speech Therapist**. Should the Speech Therapist determine that their involvement is needed, the parents will be notified and asked to give their approval for this to occur. Meetings with the Speech Therapist will occur as a pull-out during the regular school day. Additionally, students who are returning to Doane might also be referred to our Speech Therapist, should the student's teacher(s) perceive a possible need for their involvement. Contact with the parent would occur prior to any sessions with the Speech Therapist.

## Lost Items

**We strongly urge that all clothing regularly worn to school, lunch boxes, and book bags be clearly marked with the student's name.** Spending money, toys, 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 in the Lower School Lost and Found which, for students in grades 1-5, is located on the 2<sup>nd</sup> floor of Odenheimer immediately beyond the 1st Grade classroom and, for Primary students, is located in one of the Primary Rooms.

## Cell Phones and Personal Electronic Devices

If a Lower School student brings a cell phone to the school, it must remain turned off and in their backpack until the end of school or if the teacher gives them permission to use it. **Cell phones that are seen, heard, or used during the school day may be confiscated.** Headphones or other electronic devices that are entertainment-oriented are not to be used during school hours and are discouraged from being on school property.

Lower School students are discouraged from making telephone calls from the school. Forgotten materials, social arrangements,

and the like should be handled at other times and places. In the event of an emergency, a school phone may be used. If a parent needs to contact their child during the school day, they should contact Mary Ann Sieb at extension 110, who will get the message to the child.

## **Parties**

Class parties may be held for various holidays throughout the year. If needed, the classroom teacher will be in touch to request parent assistance with activities and refreshments.

Birthdays may be celebrated with a snack to be shared with the class. The teacher should be notified in advance so a convenient date is scheduled. Invitations for private parties should not be distributed at school unless all students in the class are invited. We recognize that the costs involved in inviting all students to a party can be substantial, and of course you are welcome to invite a smaller group of students to a party. If you do so, we request that you do not hand out invitations at school. We also ask that you talk to your child about how to be sensitive and inclusive when discussing their party plans, so that no classmates feel excluded.

## **Fire Drills/Personal Safety Drills**

Doane Academy completes fire and security drills on a regular basis, as required by law, and uses best practices to ensure student safety throughout the drills. Lower School teachers are trained in using developmentally appropriate language when conducting drills to minimize student anxiety and maintain children's sense of safety and security.

## **Snow Days**

When road conditions are hazardous, a decision regarding our school being open, closed, or delayed will be made at or about 5:30 a.m. and will first be announced via a text alert which will be sent to all student and parent cell-phone numbers listed within our database (please keep us updated with any changes in your cell phone numbers). The announcement will then also be shared via email, in an alert on the school website homepage, and also on the various local television and radio stations.

Given the variety of road conditions over the attendance area served by the school, attendance is ultimately left to the parent's discretion when school is open, but road conditions are questionable. If parents decide not to transport their child(ren) to school on an inclement weather day, they need to follow procedures listed on page 6 in the section entitled "Absence."

## **Visitors to Campus**

Parents are welcomed visitors in their child's classrooms for limited periods of time. Parents wishing to visit a class should contact their child's teacher at least one day in advance. Parents needing to speak with a teacher should first make an appointment; teachers can be contacted via telephone voicemail, e-mail or written notes. Any parent entering the building must report in with the receptionist. 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 for personal conduct.

## **Extra Help and Tutoring**

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 minor confusions from growing into major problems. We encourage students to do so as we work with them to develop their ability as learners to be their own advocates.

Students have many opportunities to obtain additional help with their studies. Typically this is accomplished by the teacher within the regular class time, which is one of the many benefits associated with small classes. However, if a student's needs are such that more time is needed for one-on-one sessions with the teacher, this may be arranged during recess and/or at a mutually agreed time after school (3:20-4:00) with their teacher. If the session will be after school, note that the parent must

either pick the student up by 4:00 or arrange for the student to go to the Extended Day Program, where the student will remain until the parent picks them up.

Outside tutoring, in some cases, may prove beneficial for a student who is experiencing ongoing difficulties in a particular subject. Parents should 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 here at school. Tutoring is much more effective when coordinated with the student's regular classroom instructor.

Students who have been identified through standardized testing and/or teacher recommendation may be referred to learning professionals outside of Doane for further evaluation. For New Jersey residents this will be provided privately or by Catapult Learning, a NJ State approved child study team. For others, evaluations are obtained either through the family's local board of education or privately. Doane Academy provides speech therapy and supplemental reading instruction to students demonstrating a need for such services.

### **Lower School Disciplinary Policy**

Doane Academy is dedicated to personal growth as well as scholastic excellence. Self-discipline is the key to a healthy and productive school community. Students are expected to abide by the school's rules and procedures and to respect the rights and property of others. Disruptive behavior, whether physical or verbal, creates an atmosphere contrary to learning. Good citizenship and respectful behavior are required of every student. **Bullying will not be tolerated.** Many of the tenets of Responsive Classroom, as well as the use of mindfulness approaches to help "quiet the mind," are utilized in helping students find their way as they develop their social skills. When we address any negative behaviors between and among students, our goal is to help those students involved restore the relationship that has just been damaged – not to assign blame and punishment.

We recognize that Lower School students are in the process of developing their social skills. As a result, our overriding goal is to promote the skills necessary to proactively build healthy relationships and a sense of community. In most cases, when a younger child misbehaves, (s)he will be corrected by a thoughtful conversation with a teacher. If the misbehavior continues, or expands to create other areas of concern, the child may be given supervised "time-outs" of various lengths depending on the infraction and the age of the child. The Lower School Dean and/or the Head of Lower School will consult with classroom teachers throughout this process. If needed, we will reach out to you to arrange a conference where we can discuss next steps, tools, and strategies that we can reinforce both at school and at home. We believe that a strong home-school partnership helps children to thrive, so we will work together to develop an action plan which clearly outlines behavioral expectations and consequences. We will ensure timely and thoughtful follow-up communication as part of this plan.

### **LOWER SCHOOL 2019-2020 UNIFORM REQUIREMENTS**

Wearing school uniforms helps children place a greater emphasis on learning and developing positive relationships. Additionally, dressing uniformly helps foster a sense of community and school spirit. The uniform from Flynn & O'Hara is described below. Non-Uniform sweaters or sweatshirts are not permitted.

### **ALL UNIFORM PIECES CAN BE PURCHASED FROM FLYNN AND O'HARA**

#### **Corporate Office and Retail Location**

**10905 Dutton Road  
Philadelphia, PA 19154**

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

#### **Garden State Pavilions**

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2240 W. Marlton Pike  
Cherry Hill, NJ 08002**

**2019 – 2020 LOWER SCHOOL UNIFORM  
REQUIREMENTS  
PRIMARY PROGRAM**

<b>Uniform Options Appropriate Year-Round</b>	<b>Uniform Options During September, May, June</b>	<b>Year-Round Optional Items</b>
<b>BOYS:</b> Navy Pull on Elastic Waist Pants White Short Sleeve Polo Shirt (Not Cotton) with School Logo White Long Sleeve Polo Shirt (Not Cotton) with School Logo Sneakers and White Socks <b>GIRLS:</b> Navy Flat Front Girls Slacks Solid Navy Drop Waist Jumper Navy Two Pleat Skort White Short Sleeve Polo Shirt (Not Cotton) with School Logo White Long Sleeve Polo Shirt (Not Cotton) with School Logo Sneakers and White Socks	<b>BOYS:</b> Pull On Elastic Waist Navy Walking Shorts <b>GIRLS:</b> Navy Twill Walking Shorts	<b>BOYS/GIRLS:</b> Navy Cardigan Sweater with School Logo

**2018 – 2019 LOWER SCHOOL UNIFORM  
REQUIREMENTS  
FIRST - THIRD GRADE**

<b>Uniform Options Appropriate Year-Round</b>	<b>Uniform Options During September, May, June</b>	<b>Gym Requirements</b>	<b>Year-Round Optional Items</b>
<b>BOYS:</b> Khaki Pants with Belt Loops Light Blue Short/Long Sleeve Oxford Button Down Collar Shirt Brown or Black Leather Belt Sneakers Brown or Black Dress or Tie Shoes Navy or White Socks  <b>GIRLS:</b> Solid Navy Drop Waist Jumper Khaki Pants with Belt Loops Light Blue Short/Long Sleeve Peter Pan Collar Blouse Sneakers Brown or Black Mary Jane Shoes White Socks, Navy Socks, or Navy Tights Brown or Black Leather Belt	<b>BOYS:</b> Khaki Walking Shorts with Belt Loops Light Blue Short Sleeve Oxford Button Down Collar Shirt  <b>GIRLS:</b> Khaki Walking Shorts with Belt Loops Light Blue Short Sleeve Peter Pan Collar Blouse	<b>BOYS/GIRLS:</b> Sneakers* * <b>Light-up Sneakers            Are Not Permitted</b>	<b>BOYS/GIRLS:</b> Navy Cardigan Sweater with School Logo Navy V-neck Pullover Sweater with School Logo Navy Sleeveless V-neck Sweater-Vest with School Logo

**ALL UNIFORM PIECES CAN BE PURCHASED FROM FLYNN AND O'HARA**

Corporate Office and Retail Location

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**2019 – 2020 LOWER SCHOOL UNIFORM REQUIREMENTS  
FOURTH and FIFTH GRADE**

<b>Uniform Options Appropriate Year-Round</b>	<b>Uniform Options During September, May, June</b>	<b>Gym Requirements</b>	<b>Year-Round Optional Items</b>
<b>BOYS:</b> Khaki Pants with Belt Loops Light Blue Shirt Short/Long Sleeve Oxford Button Down Collar Brown or Black Leather Belt Brown or Black Tie Shoes Sneakers White or Navy Socks  <b>GIRLS:</b> Solid Navy Drop Waist Jumper Solid Navy Two Panel Skort Khaki Pants with Belt Loops Light Blue Short/Long Sleeve Oxford Button Down Collar Shirt Brown or Black Mary Jane Shoes White Socks, Navy Socks, or Navy Tights Brown or Black Leather Belt	<b>BOYS:</b> Khaki Walking Shorts with Belt Loops Light Blue Short Sleeve Shirt Oxford Button Down Collar  <b>GIRLS:</b> Khaki Walking Shorts with Belt Loops Light Blue Short Sleeve Oxford Button Down Collar	<b>BOYS/GIRLS:</b> Navy Blue Sweat Suit with School Logo (Optional) Navy Gym Shorts White Tee Shirt with School logo White Socks and Sneakers*  <b>* Light-up Sneakers            Are Not Permitted</b>	<b>BOYS/GIRLS:</b> Navy Cardigan Sweater with School Logo Navy V-Neck Pullover Sweater with School Logo Navy Sleeveless V-Neck Sweater-Vest with School Logo

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