

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

**Doane  
Academy**



*A College Preparatory School  
Since 1837*

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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 Primary to 12<sup>th</sup> grade, Doane Academy offers an intimate learning environment within which students are challenged and encouraged to explore their own talents and interests. Doane Academy provides a rigorous and 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 2019-2020 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 Lead Onward Program courses each year (see below for details).**

**\*It is strongly recommended that students take four years of math in high school, as most colleges more readily admit students who have.**

Grade Level Lead Onward Program:

Ninth Grade:	Composition (two trimesters), Introduction to Programming Logic with Python (one trimester)
Tenth Grade:	World Religions, Lead Onward III, Lead Onward IV
Eleventh Grade:	Lead Onward V, Test Prep, Junior Seminar
Twelfth Grade:	Senior Seminar, Lead Onward VI (two trimesters)

## 2019-2020 REQUIRED COURSES

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

Algebra I\*  
Geometry\*  
Algebra II\*  
Pre-Calculus\*  
AP Calculus AB  
AP Calculus BC  
Multi-Variable Calculus

### **Spanish:**

Spanish I  
Spanish II  
Spanish III  
Spanish IV  
Spanish V

### **Latin:**

Latin I  
Latin II  
Latin III  
Latin IV  
Latin V  
AP Latin

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

#### **9<sup>TH</sup> GRADE**

- English 9\*
- Math (next in sequence)
- Biology\*
- Modern World History
- Language (next in sequence)
- Composition/Introduction to Programming Logic with Python

#### **10<sup>TH</sup> GRADE**

- British Literature\*
- Math (next in sequence)
- Chemistry\*
- U.S. History or AP U.S. History ◇
- Language (next in sequence)
- Lead Onward Courses

### 11<sup>TH</sup> GRADE

- American Literature\* or AP Language & Composition ✧
- Math (next in sequence)
- Language (next in sequence)
- Lead Onward Courses

### 12<sup>TH</sup> GRADE

- World Literature or AP English Literature
- Lead Onward Courses

### **2019 – 2020 ELECTIVE COURSES**

AP Art (Drawing Portfolio)	Advanced Art	Choir
AP Ceramics (3D Portfolio)	African-American History	Jazz Band
AP Biology ✧	Art	Legal & Financial Fundamentals
AP Computer Science Principles	Band	Physics
AP Latin	Biochemistry	Statistics for Social Sciences
AP Psychology ✧	Ceramics	Yearbook Design

Please note that the following courses are offered bi-annually. Though they are not offered in 2019-2020, they will be offered in 2020-2021.

Anatomy and Physiology  
AP Chemistry ✧  
AP Comparative Government  
AP Modern European History ✧  
AP US Government and Politics ✧  
Engineering Mechanics  
Innovative Design

### **AP Courses**

Students enrolled in an AP course will be required to take the AP test for that course in order to receive AP credit on their transcripts. This policy helps each AP teacher create a learning environment in which high expectations inspire students to do their absolute best work. For many students, this work will extend their expectations for themselves beyond their perceived limits and show them they are capable of more than they thought possible. In addition, the shared goal of excelling on the AP test enhances camaraderie within each AP class. Students' ultimate AP test scores help teachers assess the efficacy of their curriculum, assessments, and feedback.

There is a \$94 fee associated with each AP exam. The College Board offers fee reductions and waivers based on a student's financial need. More information can be found here:

<https://apcentral.collegeboard.org/ap-coordinators/exam-ordering-fees/exam-fees/reductions>. If a student chooses to pursue College Accelerated Program (CAP) credit through Rowan College at Burlington County for a given AP course, Doane Academy will cover the AP test fee for that course. More information about CAP credit and the associated costs can be found here:

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

In analyzing the cost of CAP credit and the AP exam, it is important to examine the schools your child is



considering and whether these schools accept these forms of credit. Most schools, even highly competitive ones, accept AP credit if a student scores a four or five on the AP exam, and many public universities, particularly in this area, accept CAP credit if a student receives a grade of B- or higher in the applicable course. The cost of taking a comparable course once enrolled in college is often several thousand dollars, so these opportunities to earn college credit while in high school can represent a valuable investment.

## **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 FACTS for the following school year in the spring. While every effort is made to give students their choice of courses, the emphasis for course selection is clearly geared towards what will best challenge and prepare each student for 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.

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.

Final trimester grades and comments are made available on FACTS 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, division heads, 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 meet with the Head of Upper School and Dean of Student Life. 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 typically includes enrollment in a mandatory shall that meets from 11:35-12:05 four times a week.

We view extra-curricular and co-curricular programs like athletics, performing arts, and clubs as integral parts of our educational program. These activities help students explore their passions while also providing them with opportunities to respond to setbacks and collaborate effectively with peers. In addition, students who excel in these areas enhance their self-esteem and come to see how hard work directly connects to positive results. For these reasons, Doane rarely, if ever, limits a student's participation in these activities because of poor academic performance. Often students need to manage their time more effectively in order to improve this performance, but these challenges typically stem much more from technology use than from school activities.

## **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**

Day		Monday	Tuesday	Wednesday	Thursday	Friday	Monday
Period	Time	1	2	3	4	5	6
Academic Period A	8:10-8:55	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6
Academic Period B	9:00-9:45	Class 6	Class 1	Class 2	Class 3	Class 4	Class 5
Community Activities	9:50-10:20	All School	Extra Help	US Chapel	Extra Help	Family	All School
Academic Period C	10:25-11:30	Class 5	Class 6	Class 1	Class 2	Class 3	Class 4
Meetings Period	11:35-12:05	Clubs/Help	Clubs/Help	Clubs/Help	Class Mtg.	Clubs/Help	Clubs/Help
Lunch	12:05-12:35	Community Lunch	Outdoor Lunch/Clubs Cont'd	Outdoor Lunch/Clubs Cont'd	Adv. Lunch	Community Lunch	Community 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	Clubs/Clubs	Arts Major	Arts Minor
Academic Period F	2:35-3:20	Class 3	Class 4	Class 5	Class 6	Class 1	Class 2
Drop		Class 2	Class 3	Class 4	Class 5	Class 6	Class 1

### Discovery Days

There are 18 Discovery Days over the course of the year, and each day follows an alternate schedule that allows for a special 55-minute session for students. The program has three primary objectives:

1. Strengthen Doane's Health and Wellness curriculum so that students are better equipped to build and maintain healthy, positive relationships.
2. Provide additional opportunities for students to explore their passions and experience transformative learning.
3. Create spaces for school-wide dialogue around issues of justice, equity, diversity, and inclusion.

To address objectives one and two, there are four rounds of three-session Discovery Courses that take place during the first two trimesters. All students attend a Discovery Course run by Doane's school counselor that focuses on how to recognize and build healthy boundaries. Students choose their other three Discovery Courses from a set of mini-course offerings designed by Doane's faculty.

On our final six Discovery Days of the year, there are Lead Onward Seminars led by seniors, who select seminar topics as a group and train to lead these discussions as part of the Lead Onward Program. Students are placed in mixed-grade level discussion groups, and faculty members are present to provide feedback to senior facilitators. The Lead Onward Seminars allow students to know and love each other in deeper ways while also helping them build the skills required to discuss complex and challenging topics that are critical to their identities and our culture.

## **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. 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, FACTS.

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, Tuesdays, Wednesdays, and Fridays. Many teachers are also available by appointment during the Arts period. Courses are designed to be challenging, but any student who feels a lack of mastery of the material in the course should ask the teacher for assistance to help prevent minor confusions from developing into major problems. Additionally, students have the option of attending Homework Club after school 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 before and 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 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 9<sup>th</sup> grade can have no more than one weekly pull-out.
- Students in 10<sup>th</sup>-12<sup>th</sup> 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.

## GENERAL INFORMATION

### **Attendance**

The school day officially begins at 8:10 a.m. and ends at 3:20 p.m. Students are expected to arrive on campus early enough to be in full uniform and have books and supplies organized for class. All absences or early dismissals must be excused in advance by parents, the Athletic Director, or the Head of 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 awards ceremony 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 voicemails will be verified by staff. The school reserves the right to record a tardy or absence as unexcused even with a parent explanation when the reason is unacceptable. Acceptable reasons include illness, injury, medical or dental appointments, religious observances, and family emergencies. Unacceptable reasons include oversleeping, not completing homework, shopping, personal errands, traffic delays, etc.

Parents are also asked to notify 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 a 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 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**

Announcements are made at All-School Meeting on Mondays and Community Lunches on Mondays and Fridays. Additional announcements are sent to students via email.

## **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.

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, or outside. NexDine offers food for purchase throughout the school day, but students must not be late for class, club meetings, Extra Help periods, or Study Halls because they were buying food. There are times during which students are not allowed to purchase food because they are designed for academic purposes or are those during which Middle or Lower School students are using the dining hall. These times are:

- Extra Help periods from 9:50-10:20 a.m. on Tuesday and Thursday
- Study Halls.
- Middle School Lunch (11:35-12:05 p.m.) and Lower School Lunch (1:00-1:30 p.m.)

## **Food Service**

Doane Academy has partnered with NexDine to provide food service for our students. Services include breakfast (for grades 6-12), lunch and snacks available for purchase throughout the day. While most items are available on an a la carte basis, there will be a “Daily Lunch Special” available each day for \$5. Students may use cash to purchase food but are encouraged to make use of the declining balance program available through MySchoolBucks ([www.myschoolbucks.com](http://www.myschoolbucks.com)) and use their student ID to purchase food. Weekly menus will be available through the school’s website, or through NexDine’s website: [www.nexdine.com/Doane](http://www.nexdine.com/Doane).

Questions about the food service and/or NexDine can be directed to the business office.

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 are located in the Student Union in Scarborough Hall. They may be used at the start of the school day, during Meetings period, between classes, and at the close of school. During sports practices and athletic competitions, Upper School students can also access an assigned gym locker in the Locker Room. School-issued combination locks are available to each student to secure their lockers. Locks and combinations can be obtained from Mr. Van Sciver in the Business Office. Students should only use school-issued locks on their lockers, and we strongly recommend that students close their locks when not actively using their lockers. These locks must be returned at the end of the school year, and students who fail to return them will be billed for them. Lockers and locks issued for student use remain school property, thus the school reserves the right to open and inspect lockers. Students are discouraged from leaving money, band instruments, or other valuables in unlocked lockers.

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

All students are to stay within the areas known as “the circle,” the Lower School playground, and Winzinger Field. Riverbank, Reed, Pearl, and Ellis Streets are off limits during regular school hours, as are the areas behind the Science Building.

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 Homework Club. Students who use school or public transportation should proceed directly to their bus pick up location located on Riverbank. Students being picked up by their parent/guardian must go to the Fisk Portico in the main parking lot. 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 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 expected 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 apply when going to and from school or a school-sponsored activity in vehicles belonging to the school, its faculty, or an independent carrier. It is essential that nothing distracts the driver or endangers the safety of the vehicle and its passengers. The School supports the policy of the transporting districts: any student receiving a disciplinary slip from the bus driver is subject to a suspension of bus privileges for a period of time to be determined by the Headmaster. If a public school bus is late or fails to pick up a student, parents should contact the transportation office of their local school district.

### **Cars and Parking**

Students must have parental permission on file to drive to and from school. Permission forms are available through the office of the registrar. 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. 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 underclassmen are to go to any student car during the day without permission. Seniors may access their cars during the day as long as their cars are parked on campus in the lot behind the Science Building.

### **Library**

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

The Upper School offers students a range of online database resources and research tools, and there is a reading library located in the Newbold Center.

## **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.

## **Safety & Security**

In order to provide a safe and secure campus, Doane Academy recently hired a well regarded firm with independent school experience, StoneGate Associates, to conduct a full security audit of our campus. While impressed by Doane's prior efforts in this area, the team from StoneGate offered a number of recommendations that the school has implemented over the last two years to improve security on campus.

### **Access to Buildings**

Doors that face the outside of campus remain locked all day. When students arrive in the morning for school, they must enter the school at one of the designated areas that is wired to our receptionist area - the Fisk Portico, the entrance to Rowan Hall facing the river, the entrance to Rowan Hall facing the Science Building, and the Science Building's main entrance.

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

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

during the summer.

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

### **Security Cameras**

Doane has both exterior and interior security cameras. It is important to note that these cameras will not be used in any area where people have an expectation of privacy. These cameras will record at all times. They will not be monitored in real time, but they will be reviewed on a regular basis.

### **Security and Safety Drills**

To enhance the probability that those on campus will perform in a safe and appropriate manner during an emergency, the following safety drills are practiced on a regular basis: fire, shelter-in-place, lock down - external threat, lock down - internal threat. During these drills, students meet in a designated area with their teacher(s) and await further instructions by administration. In the event of a civil emergency, students are secured and are not dismissed for any reason until local authorities and/or 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 be displayed on the homepage at the Doane Academy Website. In addition, notifications will be posted on the Doane Facebook and Twitter accounts. Finally, a “communications blast” indicating any closure will be sent via email and text message.

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 and the Lost and Found box in the Student Union.

### **Cell Phones and Digital Devices**

Cell phones and other digital devices often function as important educational tools that allow us to explore questions, seeks answers, and curate inspirations in profound ways. In addition, these devices can help us stay organized and increase and deepen our connectivity to each other by allowing us to bridge distances

and cultural divides. But it is also true that face-to-face interactions and time spent together remain fundamental in building strong relationships and experiencing all that life and learning have to offer. It is therefore important that students signal to each other consistently a readiness to listen and engage. In acknowledgement of how important it is for our students to create a balance between technological access and this in-person engagement, we allow students to have and access cell phones and other digital devices but with limits in place to ensure they experience Doane's culture and community in full. Students are not allowed:

- To talk on cell phones or use any digital device for playing audible music or accessing video chatting applications like FaceTime or Skype without first receiving permission from a staff or faculty member.
- To wear headphones or earbuds without first receiving permission from a staff or faculty member.
- To use cell phones or digital devices in locker rooms or restrooms.
- To use cell phones or digital devices during School Family.
- To use cell phones or digital devices during lunch curing Community Lunches.
- To use cell phones or digital devices in the Chapel.
- To use cell phones or digital devices at formal events and performances such as the Christmas Mystery Dinner and Class Night.

In class, cell phone and digital device use is monitored and determined by the teacher. Students should use these items 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. The same philosophy applies on school field trips, including Rocks, Roots, and Wings trips, and during class and club meetings. Please note that though cell phone and device use is generally acceptable during study halls, they are considered classes. Teachers responsible for monitoring them will communicate with students regarding their 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 use, a teacher may collect their cell phone or device from them for the duration of a class period or activity. In such cases, teachers will document the incident on the behavior tab in FACTS. Teachers may approach students at any time and ask them how their current usage choice works in support of strengthening the Doane community. 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.

### **Chromebook Use**

In the Newbold Center on the third floor of Rowan Hall, there is a Chromebook cart (Cart D) designated for student use. Students can use these Chromebooks during study halls, extra help periods, and Homework Club. They can be used in the Newbold Center; Rowan Hall, Scarborough, and Odenheimer classrooms; and Student Union. Students should not transport Chromebooks to other locations, including the Gym and outdoor common areas on campus. Students are not allowed to use Chromebooks from carts other than Cart D unless they have been directed to do so by a teacher, as these carts are reserved for use during class sessions. Students must return a given Chromebook to its cart at the end of the study or extra help period during which they used it. Students are not allowed to keep a Chromebook with them and use it as a personal device over the course of the day.

Students can log in to Chromebooks by using their school Google account information. It is critical that students do the following after they have finished using a given Chromebook:

1. Log out

2. Return the Chromebook to its cart
3. Place the Chromebook in the numbered slot that matches the number on its label
4. Plug the Chromebook in to charge

Taking these steps is a small but important way each student can demonstrate their respect for their classmates and the school's property. If a Chromebook is not returned to the cart, the Dean of Student Life will determine who used the device last and initiate a conversation with that student about appropriate and respectful Chromebook use.

### **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 tuition.

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

### **Vacations**

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

## Uniform Requirements

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

### UPPER SCHOOL 2017-2018 UNIFORM REQUIREMENTS

#### Ninth through Twelfth Grade

Uniform Options Appropriate Year-Round	Year-Round Optional Items	Outerwear
<b>BOYS:</b> 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) <b>GIRLS:</b> 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 School Tie (Optional) (available only at the School) <b>BOYS/GIRLS:</b> 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).	<b>BOYS/GIRLS:</b> 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*  *This sweater is only worn by students who have earned a varsity letter	Doane Branded fleeces, jackets, and pullovers available through Flynn O'Hara or the Spirit Store

## **Dress Code**

Wearing a school uniform is an integral part of the culture and tradition of Doane Academy. Students are required to be in uniform daily and must be wearing the uniform properly upon arrival. Boys should have their ties tied properly and their shirts tucked in. Girls must have their blouses tucked in and their skirts should be no shorter than 3 inches above the knee. Girls may choose to wear a tie on a given day. 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. 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 winter months. Students also need to go outside briefly when traveling to and from the gym and science buildings. For these reasons, students are encouraged to have approved pieces of Doane-branded outerwear (blazer, sweater, fleece, jacket, pullover) available at all times. Sweatshirts and hooded items (like "hoodies") are not approved and cannot be worn. Students may wear other outerwear to school, but they must store this outerwear in their lockers during the school day. The school will provide umbrellas for student use during inclement weather.

## **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 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.

### **Gender Neutral Bathrooms**

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

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

### **Student/Class Advisors**

Students are assigned an advisor to mentor and guide them throughout their years in the 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 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 Government**



Representing the interests and concerns of the Upper School student body, the Student Government serves as an important communications link between students and faculty. Through Student Government, students can significantly influence the direction and programs of the school. Student officers are elected in the spring for the following year. Additional members representing each of the grade levels are elected early in the school year. Students can submit proposals for clubs, academic programs, community events, service projects, and fundraisers to their representatives. Student officers consider each proposal and work with student stakeholders to detail and optimize their plans.

Once a proposal has Student Government approval, it is sent to the Upper School administration for review.

### **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 be approved by the Head of Upper School 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 extracurricular 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 accepting 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, representations of fact, and 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.)
- The use or possession of tobacco products or smoking paraphernalia – including cigarettes, e-cigarettes, vaping or juuling devices – on the school grounds is prohibited.

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

No student attending Doane Academy should be subjected to harassing or inappropriate behavior of any kind, whether such behavior originates from a member of the community, including but not limited to administration, faculty, staff, parent, contractors or other students. This includes any form of harassing or inappropriate behavior based on the student's sex, race, creed, color, national origin, ancestry, disability, sexual orientation or other characteristic protected by law. In addition, any behavior of a sexual or intimate nature between faculty/staff members and students is strictly forbidden. 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, Assistant Head of School, Head of Middle School, Dean of the Student Life, Head of Upper School, or 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.

### **Healthy Relationships and Boundaries**

Students can only feel known, loved, and encouraged to reach their full potential in a school environment in which they feel safe both physically and emotionally. As such, Doane expects its students to treat their peers with care and compassion and strives to cultivate a clear understanding of and respect for healthy boundaries in their relationships with others. Doane is committed to proactively engaging students, faculty,

and staff in training to support healthy relationships and boundaries between community members. As such, community members are educated on harassment, bullying, discrimination, and sexual harassment and empowered with the understanding, skills, and support necessary to respond to such instances should they occur. In addition, students are provided with developmentally appropriate training, at each grade level, that supports them in acquiring the knowledge, attitudes, and perspective-taking skills necessary to have healthy relationships and healthy boundaries with others in the school community and beyond.

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

No Doane student should be subjected to negative behaviors like harassment, abuse, or intimidation regardless of the particular forms they assume. Sexual misconduct warrants heightened attention and specific consideration because of its especially damaging effects on the safety and well-being of the members of the Doane community. Through education and intervention, Doane works to create an environment that is free from incidents of sexual misconduct. If an incident of sexual misconduct occurs, Doane will act promptly in taking corrective action with the goal of eliminating this harmful behavior.

#### **I. Defining Sexual Misconduct**

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

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

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

Some types of verbal behaviors that might constitute sexual misconduct are:

- Unsolicited propositions for dates and/or sexual relations (a single unsolicited proposition can constitute sexual misconduct if sufficiently severe)
- Sexual slurs or innuendos; sexually suggestive or degrading sounds or remarks (written, oral, or electronically transmitted)
- Offensive and/or persistent risqué jokes or kidding about sex or gender-specific traits
- Inquiries into or trafficking in rumors about another person’s sexual experiences or activities
- Intimidating or suggestive remarks about an individual’s sexual orientation

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

- Sexual looks and lewd gestures, such as leering or ogling
- Mimicking or pantomiming sexual acts
- Displaying or sharing sexually suggestive, offensive, or degrading objects, pictures, or messages, including on digital devices or online platforms
- Postings on social media of a suggestive or sexual nature

- Audiotaping, videotaping, or otherwise recording others in sexual or potentially embarrassing circumstances; disseminating or threatening to disseminate such a recording

There is a range of unwanted physical contact that also constitutes sexual misconduct. Without limitation, examples include:

- Unwanted touching, groping, fondling, or kissing
- Sexual assault, including rape
- Sexual assault includes any physical sexual contact that involves the use or threat of force or violence or any other form of coercion or intimidation, as well as any physical sexual contact with a person who is unable to **consent** due to incapacity or impairment, mental or physical

**Consent** is an affirmative decision to engage in mutually agreed upon sexual activity and is given by clear words or actions. Consent may not be inferred from silence, passivity or lack of resistance alone. Furthermore, consent to one form of sexual activity does not imply consent to other forms of sexual activity and the existence of a current or previous dating, marital, or sexual relationship is not sufficient to constitute consent to additional sexual activity. Assent shall not constitute consent if it is given by a person who, because of youth, disability, intoxication or other condition, is unable to lawfully give his or her consent.

## II. Retaliation

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

## III. Legal Definitions and School Policy

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

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

## IV. Reporting Complaints

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

- Whenever possible, speak up at the time. Tell the individual that the behavior is unwelcome and must cease immediately;

- Write down what happened. Be as specific as possible, recording quotations, actions and the presence of witnesses;
- Report the harassment to a teacher, counselor or administrator;
- Talk to someone you trust, such as a teacher or administrator.

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

Doane responds thoughtfully and purposefully to any reported allegation of sexual misconduct perpetrated against students by other students; employees of Doane; vendors, contractors, other third parties having agreements or other contacts with Doane; supporters of Doane (donors, volunteers, alumni, parents); and/or visitors to Doane. Even when students are not certain about whether they have been subject to or witnessed sexual misconduct, it is important that they feel empowered to report this behavior and have the requisite knowledge of how to do so. Any individual who feels that they have been subject to behavior that constitutes sexual misconduct is encouraged to report the incident directly to Allison Baratta (Head of Middle School), Kate Hewitt (Head of Lower School), Ran Holeman (Head of Upper School), George Sanderson (Headmaster), or Dan Williamson (Dean of Student Life). In addition, students can choose to make this report to the following designated faculty members: Lacy Hall, Allison Trosko, or Roxane Blow.

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

## V. Response to Complaints

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

Once the investigation is completed, the Head of Upper School, Head of Middle School, and/or Dean of Student Life will then deliberate and if appropriate, initiate the disciplinary process, as described on page 31 of this handbook. As stated in this description, in response to an incident Doane reserves the right, at its sole discretion, to subject a student who has breached this policy to a leave of absence or disciplinary action(s) that may include suspension, removal, or dismissal from the school community. Critically, at all times Doane reserves the right, in its sole discretion, to take immediate interim disciplinary action, of any sort or type, when it decides it is in the best interest of the school and/or its populace to take such action.

## VI. Confidentiality

While Doane cannot promise strict confidentiality because information must be shared in order to conduct an effective investigation, Doane will release information concerning complaints of harassment, discrimination, hazing, bullying, or retaliation only on a need-to-know basis, such as to conduct a

comprehensive investigation or to ensure that the requirements of this policy and applicable law are met. The school also reserves the right to contact law enforcement officials in appropriate cases to meet applicable reporting obligations.

### **Alcohol and Drug Policy**

Doane Academy has made a serious commitment to providing educational programs for students designed to convey accurate information about the effects of alcohol consumption and drug use and to promote responsible decision making. Of equal significance are peer group discussions facilitated by faculty and staff that provide important venues in which peer pressure to drink and experiment with drugs can be discussed and responsible alternatives explored. The school is clear in its message that any student in possession of an alcoholic beverage or controlled dangerous substances on school grounds will incur serious disciplinary consequences (see below). 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** are most often addressed directly by the present 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 Head of Upper School.

**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 and Head of Upper School. The following process then applies:

- (a) Consideration is given as to whether the process to be employed is developmentally appropriate for the student who has violated a rule (for example, the process employed in working with a 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 and Head of Upper School, the student works with his/her advisor in order to discuss the case. The following guidelines describe this process, for the benefit of all parties involved:
  - The Dean of Student Life and Head of Upper School explain 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, Head of Upper School, the student's advisor, and the student should communicate as much as possible in person, face-to-face, rather than rely on email.
  - The advisor prepares his/her advisee for the meeting (see below) by telling him/her that he/she must provide an accurate, complete and truthful statement as to what occurred.
  - The student, advisor, Dean of Student Life, and Head of Upper School 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 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.