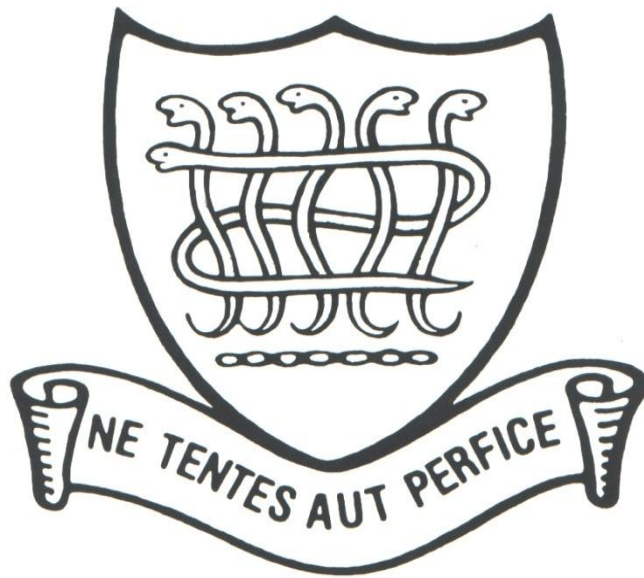


Dunn School



2011-2012 Parent/Student Handbook

Weekday Switchboard Hours

Monday through Friday, 8:00 a.m. to 4:30 p.m.

(805) 688-6471

FAX (805) 686-2078

Dunn Middle School (805) 688-2404

www.dunnschool.org / www.dunnearwig.org

You will reach the Dunn School receptionist, who will direct your call to the person whom you wish to contact.

Emergencies

During Switchboard Hours.....(805) 688-6471

Before or After Switchboard Hours – The faculty member on duty will have this cell phone.....(805) 325-1047

Dorm Telephone Numbers

(All numbers are the 805 area code)

Boone House693-8239

Knoles House693-8759

Senior Dorm688-9179

Loy House 1st Floor.....686-9071

Loy House 2nd Floor.....686-9081

Mailing Addresses

U.S. Postal Service

Dunn School

P.O. Box 98

Los Olivos, CA 93441

UPS/Federal Express

Dunn School

2555 West Highway 154

Los Olivos, CA 93441

DUNN SCHOOL

2555 West Highway 154

P.O. Box 98

Los Olivos, CA 93441

Phone (805) 688-6471

Fax (805) 686-2078

www.dunnschool.org / www.dunnearwig.org

WELCOME FROM HEAD OF SCHOOL MIKE BECK

Welcome to Dunn School! Dunn's 54 years of history represents essential connections between past and present generations and is reflected in the school's mission and values. As members of the community, you will help create Dunn's future in the 21st century, so your passion to learn and willingness to lead are very important!

To me, a Dunn School education means students inspired to reach their fullest potential emotionally, physically, academically, socially and morally. Students inspired to ponder truths provoked by an English teacher, to question values raised in a history class and to problem solve using geometric models learned in a math class. Students inspired to steward themselves and the world around them by a science experiment or an Outdoor Education experience, to reach their intellectual potential through an art project or in the Learning Skills Program. Students inspired to communicate in a second language, to earn a varsity letter, to think about their character, to conduct themselves with honor and to serve others with mercy and grace.

The intensity of this inspiration in each student is magnified by the amazing Dunn community! It is a community of people from all kinds of families and backgrounds, students from California to Massachusetts, from China to Mexico. It is a place where teachers are dedicated to inspiring students to reach their fullest potential-not only in the classroom, but as advisors, coaches and dorm parents. It is a family of teachers, staff, parents, alumni and trustees inspired to sacrifice their time, talent and resources to help each student achieve the school's mission. The community is the centerpiece in Dunn's culture!

I thank you for joining this passionate community dedicated to the fullest development of each student's learning and leadership potential! This handbook will give you an overview of our mission, our core values and our curriculum. Please take time to explore the opportunities that await you at Dunn School. Ask questions of me, the faculty, staff, students and other parents. We very much look forward to the 2011-2012 academic year and, again, welcome you as a member of the Dunn School community!

Dunn School enrolls students regardless of race, religion,
creed, geographic or economic background.

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INTRODUCTION TO DUNN SCHOOL

Dunn School is an independent, 6th – 12th grade co-educational boarding and day school located in the heart of the Santa Ynez Valley in Los Olivos, California.

DUNN SCHOOL MISSION

The Dunn School community educates the whole student to his or her fullest potential in preparation for a life of learning and responsible leadership in society.

DUNN SCHOOL CORE VALUES

In the Dunn School community, we as students, teachers, staff, parents, trustees, and friends are committed to understand and to live by the following core values:

- Moral Courage
- Academic Excellence
- Emotional Wellness
- Physical Readiness
- Social Responsibility

THE DUNN SCHOOL STUDENT

Dunn School values a student body that represents a wide variety of talents, intellectual abilities, and social and cultural backgrounds. Yet, common within this diversity is a student body that, individually and collectively, seeks well-rounded intellectual and personal growth through the Dunn experience.

The following are major goals for the students, faculty, and the school:

1. Qualification upon graduation for admission to a college or university commensurate with the student's interests and level of ability.
2. Achievement of a genuine sense of responsibility with respect to family, friends, and the institutions of our society.
3. A standard of excellence in the spirit of the Dunn School motto that what is attempted should be done with commitment, enthusiasm, and vigor, regardless of the final proficiency.
4. An interaction between teachers and students outside the classroom with teachers acting in their roles as mentor, advisor, administrator, coach, and dorm supervisor.

Each student and faculty member deserves to be treated with respect. Every person within the Dunn Community brings with them life experiences, which creates different expectations, reactions and understandings of daily events. Each person does not have to agree with another's point of view; however it is our expectation that different opinions are met with understanding, respect, and tolerance.

The Dunn Community places great value in creating an environment where empathy, caring, volunteering, courtesy, and honesty are practiced each day. We also believe that challenges should be met with a curious eye and a determined effort; quitting is not the resolution to difficult tasks.

Dunn School admits students who are invested in, and understand, the value of receiving an excellent education. The expectations of all students are:

- Respect for self
- Respect for others
- Respect for the school
- Respect for academics and the teaching/learning process

GENERAL EXPECTATIONS

Dunn School aspires to be a community wherein:

1. All persons and their possessions, interests and characteristics are respected.
2. Academic achievement is gained through preparation, involvement, responsibility, and hard work. Academic accomplishment is taken seriously by all.
3. Care, support, and empathy are the rule of all community members.
4. Volunteering to help is the norm for both students and faculty.
5. Quitting is not an acceptable solution to a challenge.
6. The good name of the school is considered at all times by all members of Dunn School.
7. Courtesy is always extended in language and action by students and faculty.
8. Each member of the Dunn School Community operates honestly with all other members.

LEARNING GOALS FOR DUNN SCHOOL

1. To acquire a strong base of knowledge and understanding in each academic discipline through study or experience.
2. To obtain essential skills necessary to meet with academic, social, and personal success.
3. To develop critical thinking and problem solving skills utilizing inductive and deductive methods, synthesis of information, analytical thought, and research skills.
4. To exhibit curiosity, active learning, multicultural sensitivity, and an appreciation of intellectual endeavors.
5. To develop an independent thinking process by taking responsibility for one's own learning using the resources of the faculty and the school.

ACADEMICS

Academic endeavors are the cornerstone of Dunn School. Students will be challenged and supported, allowing each student to achieve at the highest level possible. The classroom is an exciting place where initial inquiries, investigations, and concepts will be presented, discussed, and shared between students and teachers. Students will be engaged and actively involved in the learning process each day in the classroom. Academic involvement does not cease with the end of class. Students must utilize their time outside of class, including Block Period, H Period and Study Hours, to compliment and augment their in-class efforts.

ACADEMIC EXPECTATIONS / CONDUCT

1. The classroom is an intellectual haven wherein courtesy and scholastic decorum constitute the norm. It is a primary responsibility of the Associate Head of Internal Affairs, the Dean of Faculty and Curriculum, and the faculty to ensure the integrity of each and every classroom.
2. Honesty is the expectation in every aspect of each student's life. This expectation carries equal weight both inside and outside of the classroom.
3. A maximum effort should be focused upon each academic challenge a student encounters.
4. Students should be prepared for class each day with homework completed. Students should utilize the faculty for assistance with their homework, and they should actively seek extra help when necessary.
5. Students are responsible for their attendance at each class.
6. Students must learn to organize their time effectively.
7. Students must learn to use their study time wisely and productively.
8. Students should take every opportunity to support, assist and cooperate with other students whenever appropriate.

HOMEWORK

Homework will be assigned each evening. Students should expect at least thirty (30) minutes of homework per class each night. The library and computer rooms are open and available throughout the day, during evening study hours and on weekends. (A student's advisor must give permission for library and computer room use during evening study hours, unless the student is a senior or a junior with roaming privileges.) Homework will not be assigned during vacation periods, except for Honors and AP courses.

ACADEMIC ETHICS CODE

Academic ethics are of paramount importance to Dunn School. Work presented by students as their own must be their own. To do otherwise results in unfair advantage and is inconsistent with society's expectations of ethics and integrity.

The following guidance is provided for specific areas but is not all-inclusive. This guidance applies to all members of the academic community, including students, faculty, staff, and parents. The standards set forth below apply not only during examinations but to all aspects of academic life at Dunn School.

1. Plagiarism is prohibited. Plagiarism is the presentation of another's writings or another's ideas as one's own. It is a form of theft. Plagiarism includes not only copying another's work word-for-word but also the use of a portion of another's writing without acknowledging the true author. The proper citations for using another's work are taught at Dunn.

2. Students will not:

- a. Possess, use, or transfer copies of examination questions or solutions that are not intentionally provided to them by a faculty member.
- b. Possess or use during an examination any unauthorized reference material, either in the form of a text, “crib sheet”, writing upon the person’s body, or any other form of notes, or electronic devices, such as cell phones, to assist in answering examination questions.
- c. Use a computer, calculator, other electronic device, possess or use any information in a recorded form, unless permission is granted by the classroom teacher.

A student who violates the Academic Ethics Code may be dismissed from school. The Head of School will review any incident of academic dishonesty and make a final determination with respect to the student’s status within the Dunn Community. Any student who uses unauthorized reference material during a final examination will, in all likelihood, be dismissed from school.

EXPECTATIONS FOR THE ACADEMIC DAY

Monday, Tuesday, Thursday and Friday

7:50 a.m. – 3:35 p.m. (Academic Day)

4:00 p.m. – 5:30 p.m. (Athletics)

Wednesday

8:20 a.m. – 12:30 p.m. (Academic Day)

Afternoon time commitment will vary due to athletic contests or practice.

During the academic day, study conditions are to be observed throughout the campus. Students may study in their rooms, in the library, or at the picnic tables. Students are not permitted to leave campus during this time.

EVENING STUDY HOURS

Sunday through Thursday

8:00 p.m. – 10:00 p.m.

During this time students will study in their rooms unless the student’s advisor specifically assigns him or her to proctored study. Students who are assigned to proctored study must report to the designated study area prior to 8:00 p.m. bringing with them all materials necessary for the duration of this two-hour study period. Food and drink are not permitted during Proctored Study Hall. Proctored Study Hall will be for designated freshmen and sophomores. Juniors and Seniors will only be assigned to Proctored Study Hall after a meeting with their advisor, teacher, and the Associate Head of Internal Affairs and/or the Dean of Faculty and Curriculum.

A brief 5-minute break will occur. During this time students may use the bathrooms or socialize in their immediate dorm areas.

Students may be assigned to proctored study at any time. This assignment will take place with the support of the student’s advisor. A student who is assigned to proctored study will remain as a participant in proctored study for a minimum of one (1) complete academic week.

Students who are observing study hours in their dorm rooms are expected to be occupied in some form of academic work. It is expected that students will not sleep during study hours unless they have received permission from the O.D. or the Director of Healthcare Services.

Students will, from time to time, be involved in extra help sessions with faculty members in the classroom during evening study hours. To attend an extra help session, a student should obtain a note from the teacher with whom he or she will be working and from his or her advisor, prior to Study Hall. The student should deliver this note to the faculty member on duty before attending the extra help session.

The library will be open during evening study hours. To utilize the library or the computer room during evening study hours, a student must have a note from his or her advisor.

Students assigned to proctored study who need access to the library/computer room must obtain a note from the teacher who assigned the work, his/her advisor, and the Associate Head of Internal Affairs and/or the Dean of Faculty and Curriculum.

Seniors and juniors, who meet and maintain behavior and academic standards, will have the privilege of “roaming” during study hours. Should a student with roaming privileges fail room inspection, he or she may not roam. Students with roaming privileges must check in with the O.D. prior to 8:00 p.m. and will be responsible for the completion of all academic work.

Juniors and seniors may be in the room of another junior or senior who resides in their same dormitory during study hours. They do not need to ask permission beforehand. Freshmen and sophomores may study in groups in the dorm, but they must first ask the O.D. It is the expectation that students will utilize this time for academic pursuits and complete their work in a timely fashion.

Junior Roaming

A junior may earn roaming privileges under the following circumstances. (The student’s advisor has the right to review this privilege at any time.) A junior may earn roaming privileges for the first semester by being named to the Headmaster’s List in June of his/her sophomore year. A junior may earn roaming privileges by having a 3.5 weighted GPA or having earned all excellent and one good effort marks at the end of the first semester. The juniors must abide by all the roaming rules.

ACADEMIC COURSES OFFERED

English:

English 9
English 10
English 10 Honors
English 11
AP English Language
English 12
AP English Literature
NNE
Creative Writing
Senior Literature Elective

Mathematics:

Algebra 1
Geometry
Algebra 2
Pre-Calculus
Advanced Mathematics
Math 1 Honors
Math 2 Honors
Math 3 Honors
AP Calculus
AP Statistics

History:

History 9
History 10
AP World History
U.S. History
AP U.S. History
Introduction to Macroeconomics (Fall)
Introduction to Microeconomics (Spring)
AP U.S. Government and Politics
Social Movements in American History

Science:

Conceptual Physics
Chemistry/Investigating Chemistry
Biology
AP Biology
Earth Science
Environmental Science
AP Environmental Science
Anatomy and Physiology
Physics

Foreign Language:

Spanish 1
Spanish 2
Spanish 2 Honors
Spanish 3
Spanish 3 Honors
Spanish 4
AP Spanish
French 3
French 4
Mandarin Chinese 1 & 2

Fine Arts:

Studio Art 1
Studio Art 2
AP Art
Ceramics
Photography 1
Photography 2
Digital Film Making
Applied Music Fundamentals, Instrumental
Applied Music Fundamentals, Vocal
Applied Guitar / Guitar Ensemble
Ensemble 1
Ensemble 2

Note: Depending on enrollment, the above class offerings may be changed.

Note that some courses have prerequisites.

GRADUATION REQUIREMENTS

Dunn's graduation requirements are based on the commitment to our students' intellectual lives and their preparation for future academic challenges and life-long learning. Students must meet the departmental requirements and be enrolled in a minimum of five academic classes each semester. Many Dunn students apply to the University of California system; every student who completes Dunn's minimum graduation requirements with grades of C- or higher will meet the UC subject area requirements. Students who aspire to attend a highly selective college/university should accept the highest level of academic challenge possible. Dunn's graduation requirements provide a framework for learning by design and create flexibility for students to pursue courses that support their future goals.

Subject	Dunn School's Graduation requirements	University of California admissions requirements	Recommendations for a Highly Selective College
English	4 years	4 years	4 years to include AP courses
History	3 years to include World History and U.S. History	2 years to include World History and U.S. History	4 years to include World History, U.S. History, and AP Courses
Math	3 years to include Algebra II or Math II H	3 years 4 years recommended	4 years to include AP courses
Science	3 years to include Chemistry and Biology	2 years of lab science to include Chemistry and Biology 3 years recommended	4 years to include Chemistry, Biology, and AP courses
Foreign Language	2 years of one language to include the second level	2 years of one language 3 years recommended to include the third level	4 years to include AP courses
Fine Arts	1 year to include completion of one year-long course	1 year to include completion of one year-long course	1 year

Each class participates in one or two outdoor leadership trips each year. Involvement in the Outdoor Leadership Program is an essential component of the Dunn School experience. It is expected that all students participate in the Outdoor Leadership Program.

Each student must be enrolled in a minimum of five (5) classes each semester; four of the five classes must be core courses from within the subjects of English, Math, Science, History, and Foreign Language. To receive a Dunn School diploma, students must complete their senior year at Dunn.

GRADING SYSTEM

The four passing grades are "A", "B", "C", & "D". All grades can be accompanied by a plus or minus. The failing grade is "F". "Inc" signifies incomplete, and "Pass" indicates a pass in a pass/fail course. "W/P" will be noted for Withdrew Passing and "W/F" for Withdrew Failing. Students are officially graded at the end of each semester.

The following is an explanation of Dunn School's grading system:

93% - 100%	- A	73% - 76%	- C
90% - 92%	- A-	70% - 72%	- C-
87% - 89%	- B+	67% - 69%	- D+
83% - 86%	- B	63% - 66%	- D
80% - 82%	- B-	60% - 62%	- D-
77% - 79%	- C+	below 60%	- F

Grade point averages are factored based upon the following criteria:

4.0	- A	2.0	- C
3.7	- A-	1.7	- C-
3.3	- B+	1.3	- D+
3.0	- B	1.0	- D
2.7	- B-	0.7	- D-
2.3	- C+	0.0	- F

Students who are enrolled in either Honors or Advanced Placement classes receive additional weighting when factoring grade point averages if the grade is C- or higher. Honors classes receive a .5 weighting. AP Classes receive a 1.0 weighting. Examples: A student who earns a B in an AP class will receive a 4.0 when factoring his/her GPA. A student who earns a B in an Honors class will receive a 3.5 when factoring his/her GPA.

Effort grades accompany each letter grade on all grade reports mailed home. The effort grades are: Excellent, Good, Satisfactory, Poor, and Unacceptable. Only letter grades issued at the end of each semester are recorded on the official transcript, effort grades are not.

If a student receives a semester grade lower than C- in English or U.S. History, it is strongly recommended that the student repeats this course to improve the grade, either during summer school or through an online distance learning program. Colleges do not give credit for a grade lower than a C-; four years of English and one year of US History are required by all colleges. However, a student who earns an F in English may be required to repeat the grade the following year. A student who receives a D+ or lower in a sequential course, i.e. foreign language or math, must attend summer school and earn a grade of "C-" or better in order to enroll in the next level, or repeat the course the following year. It is important to keep in mind that colleges do not award credit for any grade lower than a C-. To ensure that subject course requirements are met, students should consult the college counseling/registrar office in the event a grade less than C- is received for the semester in any course.

If a class is repeated at Dunn to make up for a grade lower than C-, the original course and grade will remain on the transcript, the new grade earned will replace the original grade in the student's Dunn School cumulative grade point average. For a class repeated during summer school or through an online program, the new grade will not be factored into the Dunn School G.P.A.

EXCELLENT EFFORT LIST

Students with either all Excellent, or all Excellent and one Good effort mark will be included on the Excellent Effort list. Students who earn that distinction at both semester grading periods will be recognized at the Annual Awards Ceremony at the end of the year.

HONOR ROLL

Students with a 3.5 weighted grade point average or better for both semesters will be named to the Honor Roll. These students will be recognized at the Annual Awards Ceremony at the end of the year.

HEADMASTER'S LIST

Students with a 4.0 weighted grade point average or higher for both semesters will be named to the Headmaster's List. These students will be recognized at the Annual Awards Ceremony at the end of the year.

COURSE SELECTION AND ADVANCED COURSE ELIGIBILITY

The course selection process starts in the spring and is coordinated by a student's advisor. The advisor is given the course selection form, course descriptions, recommended advanced course eligibility criteria, and notes to assist so that he or she can work with the student and the student's family to make appropriate and well informed course selection decisions. The student fills out the Course Selection Form and both the student and the advisor sign the form indicating that the requests were made thoughtfully and have the agreement of the family.

Advanced courses (honors and AP) have recommended eligibility criteria. Each student requesting to be recommended for an advanced course is reviewed to determine appropriate class placement. Such criteria include teacher recommendations and grades. The process of reviewing students is based on a combination of all the eligibility criteria. At the completion of the eligibility process, students are informed as to whether or not they are recommended to take the requested advanced courses.

Honors and AP courses are not required by Dunn School; advanced courses may be helpful, but they are not necessary for college admission. Rather, the highest priority is for each student to find what is most appropriate for him or her as success in the classroom is an important criterion for college admission. Over the course of his or her high school career, each student should strive for a balance between a challenging schedule and achieving good grades.

When students are considering enrolling in an AP course, it is important to consider Dunn School's policy on the AP exam. The AP exam given at the end of the school year is considered an essential component of the curriculum. As such, students are strongly urged to take the AP exam for each AP course in which they are enrolled. If a student chooses not to take the exam, the AP designation and any extra GPA weighting will be removed from the student's transcript. Such a decision by the student and adjustment to the transcript may have serious negative ramifications for seniors with regard to their college matriculation.

POLICY FOR CHANGING OR DROPPING CLASSES

To make a change to a course, a student must complete a Course Change Request form and submit it to the Registrar for processing. The paragraphs below provide the important deadlines students must follow for course changes.

There is a two-week period at the beginning of the school year during which time course changes may be made without consequences to students' transcripts.

Advanced courses (honors and AP classes) may be dropped before October 21 without notation on the transcript. In most cases students will move from an advanced course to a similar non-advanced course; the course that the student transferred into is the one that will appear on the transcript.

If a student drops or changes a class after the deadlines described above, the transcript will indicate that the student was enrolled in the class and a grade of Withdrew Passing (W/P) or Withdrew Failing (W/F) will be indicated on the transcript.

No course change requests for the first semester will be granted after November 11.

Any student who earns a letter grade of C- or lower in an advanced course, as of the October 21 deadline or at the end of the first semester will, in all likelihood, be removed from the advanced course. If the change occurs at the October deadline, only the non-advanced course will appear on the student's transcript. If the change occurs at the semester, the advanced course will appear on the transcript for the first semester and the non-advanced course will appear on the transcript for the second semester.

At the start of the second semester there is a two-week period during which time elective course changes may be made without consequences to students' transcripts.

If a student requests to move from a non-advanced course into an advanced course for the second semester, this request must be received by January 20. In addition to completing the Course Change Request form, students must also have approval from the teacher of the advanced course and the Dean of Faculty and Curriculum.

If a student wishes to drop or change a course after January 20, the student's transcript will indicate that the student was enrolled in the course and a grade of Withdrew Passing (W/P) or Withdrew Failing (W/F) will appear on the transcript.

No course change requests will be granted after March 9.

COLLEGE COUNSELING POLICIES

Letters of Recommendation

A college counselor and, in most cases, two teachers will write letters of recommendation for students. The college counselor's letter of recommendation is compiled from the student's academic file and information gathered by the college office from the student, parents, teachers, advisor, coaches, among others. None of Dunn School's letters of recommendation are released to parents or students as they are a confidential communication between the school and colleges. All students are required to give the college counselors and teachers at least two weeks advanced notice for a letter of recommendation.

College Visits

Seniors are permitted to leave school to visit college campuses. It is the expectation that these visits are, whenever possible, completed during weekends and vacations. If a college visit must be arranged during academic time, the student must make the appropriate arrangements well in advance. Students should minimize the amount of academic time they will miss. The expectation is that college visits will not exceed 3 days. Prior to leaving campus, the student must complete the appropriate form and have permission from the college counselor. Seniors are encouraged to use the long weekend in October for college visits.

Tests and Scores

Testing: It is the student's responsibility to communicate with the College Counseling Office regarding all standardized tests he/she is taking. The Registrar and/or College Counseling Office will assist students in registering for SAT's

through their College Board account; however, students are responsible for meeting all College Board deadlines and paying for all testing and testing services.

Dunn School offers the SAT on its campus in October, November, December, March, and May. All juniors and sophomores take the PSAT in October. An updated testing calendar is available on the Dunn School website at www.dunnearwig.org.

All students for whom English is not their first language will need to take the TOEFL at least once in their junior or senior year. Students who need to take the TOEFL must create an account through ETS and then The Registrar and/or The College Counseling Office will register the student for a test date and location. The tests will generally be scheduled in Santa Barbara.

If a student wants to take any test that requires school transportation, the student must communicate this to The Registrar and/or The College Counseling Office and the Dean of Students before they register for the test and at least two weeks before the test date. Dunn School can provide transportation to off campus testing if notified at least two weeks before the test date. Transportation fees will be charged to the student's account.

Reporting Test Scores: It is the student's responsibility to know which colleges require which tests and to request that their scores be sent from the testing service to the colleges. Dunn School does not report test scores for the SAT, SAT subject Tests, ACT, TOEFL, or AP on the Dunn School transcript. The only way the colleges will receive a student's scores is if the student sends them. It is the student's responsibility to pay all fees for having test scores sent to the colleges.

It is important to understand that the testing service may also require additional time for scores to be sent. Careful attention to deadlines is extremely important. Every year, otherwise qualified applicants are outright rejected, because those applicants neglected to send their scores. Students should keep careful records of which tests they take and where they send their scores. The best time to have test results sent to colleges is the last time a student receives their scores.

The College Board allows students to select which sittings of the SAT they would like reported to which colleges. There will, however, be some colleges that require student's entire testing history and students must submit all scores to them. In the interest of a transparent and honest relationship among students, Dunn School, and colleges/universities, we advise our students to send all their scores to colleges. Students who wish to exercise College Board's Score Choice, must follow each school's test reporting policy.

Application Deadlines

The College Counseling Office provides guidance to students and facilitates the college counseling process, but we are not accountable for student deliverables. Students are responsible (legally) for filling out their college applications; requesting and following up on college counselor and teacher letters of recommendations; signing up and showing up for standardized testing; researching, visiting colleges and knowing their application deadlines; notifying the college counseling office of what colleges they have applied to so their supporting paperwork can be sent; showing up to informational sessions and one-on-one meetings with the College Counseling Office; and any other actions the College Counseling Office deems the student's responsibility.

In order to ensure the timely processing of a student's application and paperwork, the student must have all of their materials turned into the College Counseling Office at least two weeks before a college's deadline. We cannot guarantee to meet college deadlines if we receive materials later than two weeks in advance.

Students must complete all of their college applications by February 1st. Any exceptions to this rule must be approved by the Director of College Counseling. The same two-week deadline above still applies.

Transfer Student Transcripts

When a student applies to Dunn School, the Admissions Office and Registrar work together to evaluate a student's transcript and determine which classes meet Dunn School's graduation criteria under "GRADUATION REQUIREMENTS." Because all secondary school's academic profiles differ, Dunn School does not transcribe or combine another school's transcripts with the Dunn School transcript. All of a student's official transcripts and the associated high school profiles are sent in with a student's application so colleges have a transparent and accurate picture of a student's four-year academic performance. Also, the weighted and unweighted grade point average (GPA) calculation on the Dunn School transcript only reflects classes taken at Dunn School. Lastly, only the Dunn School weighted and unweighted GPA is used in the GPA tables in Dunn School's high school profile.

Disciplinary Procedures

Many colleges and universities ask their applicants and the college counseling office to report a "disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution" (language drawn from the Common Application). Dunn School values honesty; both the student and the counselor will report, to colleges that ask, all changes in disciplinary status that have resulted in the student being placed on final probation at any time during their high school career at Dunn School. [THIS POLICY WILL BE UNDER REVIEW DURING THE 2011-2012 ACADEMIC YEAR]

Dunn School's College Counseling Office will send a letter approximately two weeks after the administration has passed judgment on the case. Prior to the mailing of the letter, seniors will contact those colleges that ask about a change in disciplinary status and to which they have applied or will apply to and inform them of the infraction. This expectation holds even after the student has submitted their deposit and Statement of Intent to Enroll to the school of their choice. It is strongly recommended that the student coordinate their statement with the college counselor. Dunn School's obligation to report incidents to a college ends on the day of graduation.

Dunn School considers honest reporting essential because:

- it is in line with the core values and ethics at Dunn School;
- we are providing relevant information to colleges that helps them make informed admissions decisions;
- it helps Dunn School maintain its credibility with colleges for current and future students;
- the process protects our students -- if a college a student is applying to learns about an infraction through informal means without the student and counselor having reported it, then a student's candidacy can be greatly jeopardized.

Admissions committees take disciplinary matters seriously when considering a student for admission. After a disciplinary infraction, admissions committees are interested in learning about how a student responds to disciplinary sanctions. A mature and thoughtful response after an incident can demonstrate a student's personal growth.

THE AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act was signed into law on July 26, 1990. It is one of the most significant civil rights legislation packages passed since the enactment of the Civil Rights Act of 1964. It is a clear and comprehensive prohibition of discrimination against people with disabilities. Students with learning disabilities are protected by this act and Independent Schools are considered "public accommodations" under the act. The public accommodations section states that no individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases, or operates a place of public accommodation. There are several mandates of the ADA that affect Dunn School. Included in these are the following: Independent schools must provide equal access to services, programs, and activities in the most integrated setting possible. They must provide auxiliary aids or reasonable accommodations where necessary to insure compliance.

RE-INVITATION

Each year students undergo a review process that leads to re-invitation to the school for the following academic year; all students must be re-invited each year. This review includes academic progress and achievement, contributions to the school community, and any behavior/discipline issues. Our goal is for all students to continue at Dunn until graduation.

Any student who has experienced academic or behavioral difficulty may receive a Hesitation Letter. In general terms, a Hesitation Letter outlines specific concerns and delays a final decision about re-invitation. Re-invitation and Hesitation Letters are mailed in early March. Ongoing evaluations of a hesitated student's progress will continue until such time as a final decision can be made.

ATTENDANCE POLICY

The expectation for all students is daily class attendance. When a student needs to miss a class to meet an obligation outside of school, his/her absence from school should be prearranged. Knowing ahead of time that a student will not be in class will allow both the student and the teachers to minimize the impact of missing class. When a day student is absent due to illness, parents should call to notify the school prior to 8:00 a.m. Day students who arrive late or are departing before the end of their last commitment must sign in/out at the office.

Dunn School requires a minimum of 85% attendance in every class for all students. Less than 85% may result in a lowering of that student's semester grade. Should a student's attendance fall below 85% in any class during any semester due to unexcused absences, the student's grade may be lowered by one grade. A parent conference may also result when a student reaches an attendance level of less than 85%. The result of a student's attendance falling below 80% for any class during any semester will result in either a grade of *incomplete*, or *no credit*.

UNEXCUSED ABSENCES

The Associate Head of Internal Affairs will determine whether a particular absence is unexcused.

A student's first unexcused absence will result in a meeting with the student, his/her advisor, and the Associate Head of Internal Affairs. A letter will be sent to the student's parents describing the circumstances of the unexcused absence. The student will complete one (1) Friday Night Detention.

A student's second unexcused absence will result in a meeting with the student, his/her advisor, and the Associate Head of Internal Affairs. A letter will be sent home to the parents. The student will complete two (2) Friday Night Detentions.

A student's third unexcused absence will result in a conference with the Associate Head of Internal Affairs, the advisor, the parents and the student. A letter will be sent home to the parents. The student will be campused until he/she has completed two (2) Friday Night Detentions and one (1) workcrew.

A student's fourth unexcused absence will result in a conference with the Associate Head of Internal Affairs, the advisor and the student. A letter will be sent home to the parents. The student will be campused for four weeks and must complete two (2) Friday Night Detentions and two (2) workcrews.

A student's fifth unexcused absence will in all likelihood, result in suspension from school. The student will return to campus with his/her parents to discuss, with the Head of School, Associate Head of Internal Affairs, and advisor, the student's continuance at Dunn. This meeting may result in the student being expelled from school. If the student is permitted to return to school, a contract will be written describing the terms under which the student may remain at school.

A student's sixth unexcused absence may result in expulsion from school.

ACADEMIC PROBATION

A student will be placed on academic probation when one of the following occurs:

1. He/she has a weighted grade point average of less than 2.0 at the end of any semester. (A weighted grade point average adds one-half point for an Honors and one point for an Advanced Placement course. Only A's, B's & C's will be weighted; D's and F's are not weighted.)
2. He/she has all poor and/or unacceptable effort grades.
3. He/she receives two (2) F's as final semester grades in any core course. (English, math, science, history, foreign language)

Grades and grade point averages will be factored at the end of each semester.

When a student is placed on academic probation he/she will be required to adhere to some/all of the following as determined by the student's advisor and the Associate Head of Internal Affairs:

1. Meet with the Associate Head of Internal Affairs and his/her advisor.
2. Receive a letter from the Associate Head of Internal Affairs with a copy sent to their parents.
3. Be required to complete weekly Progress Reports until consistent improvement is demonstrated.
4. Have his/her academic and effort grades reviewed every six to eight weeks. Students who are in academic difficulty will receive a warning letter advising the student/parents of the current academic issues.
5. Be placed in Evening Proctored Study Hall.
6. Be considered for a mandatory summer school program to maintain his/her academic standing.
7. In most circumstances, he/she will receive a Hesitation Letter with respect to re-invitation to Dunn for the following academic year.

A student placed on academic probation during the second semester will begin the following school year on academic probation.

ADVISOR PROGRAM

An advisor is the primary contact person for students and parents – the link between school and home. Every advisor/advisee relationship is different and individualized, but the ideal advisor/advisee relationship is one based on mutual respect and trust permitting open communication, mentoring, and a genuine fondness and attachment. An advisor is not the student's parent, but an adult who takes a special interest in his/her advisee's life both inside and outside of the classroom. An advisor is a supervisor, mentor, and role model for advisees.

An advisor should have current information about each advisee's academic standing, social and behavioral comportment, dorm life, athletics, and general daily attitudes and accomplishments. The advisor's role is to support and guide his/her advisee, helping him/her to successfully meet the challenges of adolescence and the daily and yearly expectations at Dunn School. In addition, an advisor is an advocate for his/her advisee whenever possible and appropriate.

Specific advisor duties include:

- Contacting advisee parents at minimum every two weeks
- Sharing information with parents about significant changes (e.g., classes, sports, roommate changes)
- Assisting with selection of academic courses
- Writing advisor comments periodically through the academic year
- Keeping an advisor log with detailed records about parent contact, academic performance, and behavior issues for each advisee
- Supporting advisees if they are called before the Advisory Committee
- Placing an advisee in proctored study hall or monitoring unstructured time during the academic day when needed
- Meeting advisees for campus jobs four mornings each week
- Meeting advisees during Block twice each week
- Periodically visiting boarding advisees in their dorm rooms
- Assisting advisees with travel plans throughout the school year – reminding advisees of due dates and/or possible travel options. The advisor is not responsible for making the actual reservations.
- Conducting advisor/advisee meetings approximately once each month during H Period
- Periodically attending each advisee's athletic contests, drama/dance performances, special events, etc.
- Taking his/her advisees to lunch/dinner twice each year
- Having informal meetings with advisees – making special time for conversations with advisees
- Informing advisees when they have medical appointments
- Knowing what is happening in the life of advisees

Advisors are not expected to be responsible for:

- Creating overall happiness and guaranteeing success for each advisee
- Ensuring that his/her advisee achieves *good grades*
- Tutoring
- Ensuring that an advisee does not fail
- Setting up an advisee's room or making sure that the room is always neat and organized
- Communicating on a daily basis with parents
- Overseeing the distribution of medication
- Setting up and maintaining an advisee's personal computer
- Handling an advisee's personal responsibilities: ie. Running errands, loaning money, etc.
- Overseeing the spending habits of advisees
- Befriending, becoming his/her advisee's buddy



Dunn School Technology Department Digital Citizenship Agreement

SCOPE

The Dunn School Digital Citizenship Agreement defines the rights and obligations of Dunn School technology users (students, faculty, staff and visitors) and the policies of the Dunn School Technology Department.

DUNN SCHOOL NETWORK OVERVIEW

Dunn School provides a Local Area Network (LAN) connected to the Internet. This allows Dunn School technology users to access a wide variety of computer and information resources. The goal in providing these resources is to promote educational excellence, communication of ideas, and freedom of inquiry.

The guiding principles of the Dunn School LAN are the Dunn School Core Values. This Agreement is further informed by the American Library Association Library Bill of Rights. The Dunn School LAN passes electronic traffic freely, with a minimum of constraints as specified in the Children's Internet Protection Act. The Dunn School LAN is available to students daily from 6:00 a.m. to Midnight.

Dunn School is the sole owner of the Dunn School LAN. This includes user names and passwords, all servers, cables, routers, switches, wireless access points, hubs, school owned computers, software, student and faculty e-mail, and all data stored on the servers. Access to the Dunn School LAN is provided at the discretion of Dunn School.

UNACCEPTABLE USE

Use of the Dunn School LAN must be consistent with the Dunn School Core Values. The following activities constitute violations of the Digital Citizenship Agreement:

- Making, broadcasting or retransmitting a photograph, video or audio recording of any school activity including but not limited to class discussions without the explicit permission of the person being photographed or recorded.
- Utilizing another user's credentials (i.e.: user name, password), giving your credentials to another user or in any way attempting to disguise your identity.
- Any unauthorized access to the Dunn School LAN, either physical or virtual.
- Any malicious attempt to modify, harm, or destroy data on the Dunn School LAN, or any other system or network unless the user has authorization to perform these tasks.
- Participating in any type of criminal activity, including downloading, copying or distributing copyrighted materials.
- Committing an act of plagiarism.
- Committing an act of cyber-bullying which is defined as: "when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones."

SECURITY

Security on the Dunn School LAN is a high priority. Notify the Dunn School Technology Department immediately if you identify a security problem on any component of the Dunn School LAN. Never demonstrate the vulnerability to another user.

There is no anonymity on the Dunn School LAN. The Technology Department monitors use of the network for diagnostic and security purposes. All activity on the Dunn School LAN including e-mail messages, web searches, print jobs, and network storage is not anonymous.

PENALTIES

Violating the Digital Citizenship Agreement is a violation of school rules. Penalties for violations may include disciplinary actions including Friday Night Detention, work crews, suspension, expulsion, and/or criminal prosecution. The Dunn School Technology Department will cooperate fully with investigations by law enforcement agencies. Users of the Dunn School LAN will be responsible for any and all legal fees caused by their misuse of the Dunn School LAN.

PRIVATELY OWNED COMPUTERS / HAND HELD DEVICES

You may connect your privately owned computer to the Dunn School LAN; however, the following rules apply: all privately owned computers must be registered with the Dunn School Technology Department and must be running up to date antivirus software. The registration process may include the School documenting the privately owned computer's Media Access Control (MAC) address for identification on the Dunn School LAN. Users may not connect any hubs, switches, routers, wireless access points or servers to the Dunn School LAN without explicit written permission from the Dunn School Technology Department.

DISCLAIMER

The ultimate responsibility for appropriate use of the Dunn School LAN resides with the user. All users of the Dunn School LAN are required to report violations of the Digital Citizenship Agreement to the Dunn School Technology Department.

Dunn School takes reasonable precautions to protect the Dunn School LAN from harmful content. Technology makes absolute control of all on-line activities impossible. Dunn School is not liable for any damage to user systems incurred while connecting to the Dunn School LAN or the Internet.

[Any changes to this document will be announced and distributed to the Dunn School community before taking effect.]

I have read and understand the Dunn School Digital Citizenship Agreement.

Name: _____ Date: _____

Signature: _____

Parent or Guardian Signature: _____ Date: _____

Signature: _____



Dunn School Technology Department Student Computer Guidelines

Dunn Students are expected to use computers and the Internet for research, e-mail, and to prepare typed class assignments. While Dunn does provide several computer labs and printers for student use, many students choose to bring their own computers to school. If a student brings his or her own computer, it should meet the following guidelines:

- **Operating System:** Windows XP, Windows 7, Mac OSX Snow Leopard or Mac OSX Lion
- **Hardware:** Minimum 1GB of RAM, 60 GB of storage, Ethernet Jack, Wi-Fi 802.11 b/g card
- **Software:** Microsoft Office, Approved Anti-Virus (<http://bit.ly/DunnAV>)
- **Backup:** External drive for backups
- **Account:** Local administrator credentials
- Restoration media for Operation System (Installation or Recovery disks)

The Dunn School IT Department is not a computer repair shop but will help students with basic troubleshooting to help get their computers on the network. **The Dunn School IT Department will only troubleshoot student computers if they are configured to run in English-language mode** (most Windows Operating Systems do not allow you to change the language). International students should purchase their computers from legitimate suppliers in the United States.

Students who require computer service can contact one of the local computer repair shops:

For PCs: On-Site Computer
 185 West Highway 246 #101, Buellton, CA
 805.686.4411
 www.onsitecomputer.com

For Macs: Mac Mechanic
 216 E. Gutierrez, Santa Barbara, CA
 805.965.9722
 www.macmechanic.com

If you have any questions please contact the Dunn IT Department at 805.686.0646 or support@dunnschool.org.

LIFE OUTSIDE THE CLASSROOM

The Dean of Students/Director of Community Life is responsible for the overall health and welfare of the entire student body. For resident students (boarders) this includes room assignments, driving permission, travel plans, weekend permissions, as well as disciplinary concerns.

With respect to day students, the Dean of Students/Director of Community Life is responsible for regulating the means by which day students arrive and leave campus, monitoring attendance at all school commitments, as well as assisting them with daily logistic, and behavioral concerns.

RESIDENTIAL LIFE AT DUNN

The dormitories are the student's home away from home. It is the expectation that each student cares for his/her room in a respectful manner and maintains the room in a fashion that promotes an organized, clean and healthy environment in which to study and live.

To this end:

- The school expects that all students will maintain their dorm room at an acceptable level of cleanliness at all times.
- The school holds students responsible for all damage to their rooms.
- The school reserves the right to inspect rooms as necessary for the health and well being of the student community.
- The school maintains the expectation that each dorm room can be viewed entirely from its doorway without obstruction, and all decorations in the dorm rooms are in good taste as defined by the school. No decorations that represent drugs, alcohol, nudity, or offensive subjects are permitted. Tapestries, towels, flags, or other flammable material are not permitted to hang from the ceiling, walls, or over windows or lights.
- The school maintains the expectation that students will remain in their own dormitories from evening check-in until 6:30 a.m. If a student wishes to leave the dorm prior to 6:30 a.m. he/she must obtain permission from the Househead or Dean of Students/Director of Community Life.
- The school maintains a policy that members of the opposite sex are not permitted in each other's dorm areas or dorm rooms except during designated times. Dorm areas are defined as follows:
 - Senior Dorm – the sidewalk in front of the dorm rooms and the road behind the dorm.
 - Knoles House and Boone House – all areas around the dorm, with the exception of the walled patio.
 - Loy House – between the walkway and in front of the dorm or the area behind the dorm.

Members of the opposite sex are permitted in dorm lounges during posted times.

- It is the expectation that students will remain on the upper part of campus after dark. Upper campus is defined as the area north of the road dividing the main part of campus and the athletic fields. It is also expected that students will not go behind the wall that separates the campus from Highway 154.
- Students may include among their possession computers, hair dryers, fans, clocks, and stereos. Halogen lamps and space heaters are not permitted in a student's dorm room. No other appliances are permitted including hot plates, rice cookers, televisions sets, coffeepots, or refrigerators. Seniors may have a small refrigerator and/or a microwave. R.A.'s may have a small refrigerator, microwave, and a TV.

- Computer technology is to be used as an educational tool (see Digital Citizenship Agreement). Computer screens must be no larger than 22 inches. Large screens must be approved by the Househead and Dean of Students/Director of Community Life.
- Electronic video equipment must be used appropriately. It is the expectation that appropriate material is viewed, and only during appropriate viewing times, i.e. non-academic or as outlined by dorm policy. Violations of these rules will result in a loss of the DVD/computer equipment.
- If a boarding student wishes to sleep in another boarding student's room, he/she must get permission from the O.D. This may only happen on a non-academic Friday or Saturday night. One guest is permitted per person in each room. Boys may complete a sleep over form in order to be allowed to sleep in another boys dorm.
- When a student is in any dorm room, the door must remain unlocked. It is the expectation that students are only in another student's dorm room when accompanied by the student who resides in that room. If a student is found behind a locked door or in another student's room, the student will meet with the Dean of Students/Director of Community Life and his/her advisor. After lights out, residents of Senior Dorm are permitted to lock their doors.
- It is the expectation that boarding students who have cell phones will use them appropriately. Cell phones may be used during non-academic time, non-athletic time, and should be turned off by lights out on academic nights and weekends. A student who has a cell phone must agree to use it appropriately. Students who abuse the cell phone policy will lose the ability to use a cell phone.
- Cell phones may be used on lower campus by both Day and Boarding students at appropriate times. From Friday night dinner until the beginning of Sunday evening Study Hours, students may use their phones on upper campus. Phones may not be used in the Dining Hall, computer lab or library.
- Students must wear helmets whenever riding a bicycle. Helmets and other protective equipment (elbow pads, wrist guards, and knee pads) must be worn while skateboarding or rollerblading.
- Boarding students are expected to:
 1. Sign in at breakfast Monday through Friday, Saturday and Sunday brunch, and Saturday night dinner if on campus
 2. Attend all formal dinners and family dinners
 3. Assume "dorm jobs"
 4. Help with the overall maintenance of the dormitories

ROOM INSPECTION

There will be a room inspection five times each week conducted by the faculty member responsible for each dorm. Additional room inspections may take place at any time during the day. It is the expectation that all students will maintain their dorm room at an acceptable level of cleanliness at all times. Failed room inspections will be dealt with by the Househead. Room inspectors will be interested in the following items:

1. All beds are neatly made
2. All trashcans emptied
3. Floors and outside walkways are swept and clean/no sports equipment outside of Senior Dorm rooms
4. Dressers, desks, tables, and closets are orderly
5. No furniture or decorations near a heating outlet
6. No flammable hangings such as tapestries or flags

7. The school supplies each student with a bed, desk, chair, and dresser. These pieces of furniture may not be removed from a student's room.
8. The school provides a bed for each student. It is the expectation that all beds remain intact with the mattress, frame, headboard, and footboard attached at all times. Mattresses are not permitted directly on the floor. For health reasons, beds may not be joined together.
9. The school provides window coverings/mini-blinds, for all dorm rooms. Should a student desire to augment the provided window coverings they may do so with curtains made of flame-retardant material. Window coverings may not include blankets, towels, tapestries, or any other flammable material. Screens must remain on the windows.
10. Students are not permitted to have pets on campus.
11. Candles, incense, lighters, and matches are not permitted at any time in the dormitories.
12. Additional pieces of personal furniture may be added to the room. However, the school reserves the right to limit the amount of additional furniture. Futons, couches, or love seats are not permitted in the dorm rooms.

Chronic failure of room inspection will result in a meeting with the Househead and the Dean of Students/Director of Community Life.

DAY STUDENTS AT DUNN

Day students are an essential and equal element of the Dunn School Community. Day students are welcome on campus throughout the day and evening, and may attend all meals.

Because day students do not reside on the campus, they have a specific set of expectations.

1. Day students accept their attendance at classes and sports as a given.
2. When a day student is absent from school, his/her parent or guardian should call the school office before 8:00 a.m. If a student is late to school in the morning, a note or call from the parent is required. Students who arrive late or are departing before the end of their last commitment must sign in/out at the office.
3. When a day student is absent from school due to an appointment or other approved obligation or commitment, he/she must complete the appropriate paperwork, located in the Dean of Students/Director of Community Life's office. In addition, the parents must write or call the school prior to the day of the absence.
4. Day students are expected to remain on the campus from the time of their arrival in the morning until the point at which their last commitment has been fulfilled in the afternoon. The Dean of Students/Director of Community Life must grant any exception to this limitation.
5. Day students are welcome on campus during academic nights until 10:00 p.m. They must be on upper campus or in the company of a specific faculty member. During study hours from 8:00 - 10:00 p.m., day students may study in the library, computer room, fireside room, classroom or faculty members home; day students are not welcome in the dorm areas at this time unless special permission is granted.
6. Day students are welcome on campus weekends until 10:50 p.m.
7. Members of the opposite sex must adhere to the dormitory guidelines listed under *Residential Life at Dunn* section.
8. Day students are part of the school's student job program. It is expected that the day students will complete their student jobs during the time allotted for this purpose.
9. Day students who drive their cars to school must park in the parking lot next to the pool. After arrival at school, students may not use their car for any reason. Students may retrieve necessary items from their car throughout the day, but they may not sit in the car and/or use it as a meeting place. The car should be parked and not used again until the student is ready to leave campus after his/her final commitment. Each student must sign a car contract and abide by the rules set forth in that contract. A copy of the student's driver's license and insurance card must be on file with the school. Misusing a car by driving off campus without permission, driving in an unsafe manner, transporting passengers without permission, parking in an inappropriate place, or any other action deemed inappropriate, may cause a student to lose the privilege of having a car on campus. All day students must have a registered car with the appropriate parking permit displayed.
10. Day students are welcome to stay overnight on campus. To do this the student must have their parent/guardian contact the Dean of Students/Director of Community Life at least twenty-four hours prior to the time of residence. The day student must complete the necessary form with the signatures of his/her advisor and the Househead of the dormitory in which the day student wishes to stay. In addition, on the night of residence, the day students should check-in with the O.D. in that dormitory. Day students who remain on the campus overnight agree to abide by all boarding school rules.
11. It is the expectation that day students who have a cell phone limit their use to non-academic and non-athletic time periods. The use of a cell phone is restricted to the day lounges, the immediate area in front of the day lounge, or lower campus. The abuse of a cell phone will result in immediate loss of the privilege.
12. Lounges are provided for day students. These lounges should be respected and maintained in a neat, clean, and orderly way.

DRESS CODE

Presentation is related to performance. Pride in self and community contributes to success for all. Therefore, to provide a suitable climate for growth, we expect that each member of the Dunn Community adhere to sensible, balanced, and appropriate standards of dress.

The faculty will determine the appropriateness of any element of a student's appearance. Students are expected to comply promptly with a request to modify their appearance.

A. General appearance policies, which apply to all students at all times.

1. Clothes and footwear should be neat, clean, in good repair with no holes, and fit the wearer.
2. Clothing with alcohol, tobacco, drug, racist or sexist slogans or pictures, or other inappropriate language or graphics are never acceptable.
3. Undergarments may not be visible with any level of dress.
4. Headwear is appropriate outside, but never inside buildings.
5. Body piercing of any kind (except ears and nose - small clear stud) is not permitted.
6. Footwear must be worn at all times.
7. If an outer-garment is worn and then removed, the clothing beneath the outerwear must adhere to this stated dress code.

B. Class dress applies throughout the academic day, including exam weeks, and begins with jobs check-in at 7:50 a.m.

1. Boys and Girls: Appropriate dress for the academic day is a collared shirt or a t-shirt. Pants, jeans, and shorts are appropriate for class. Spaghetti straps, athletic shorts, sweat pants, cut-offs, bathing suits, board shorts, and pajamas are not permitted. Pant cuffs must be hemmed and may not drag on the ground. Appropriate footwear is required for class; slippers are not allowed. Clothing that is extremely form fitting, revealing, or oversized is not acceptable.
2. Girls: Sleeveless shirts are acceptable; however, the shoulder strap must be a minimum of 2 inches wide. No strapless tops, halter-tops, or bare mid-riff blouses are permitted. Bra straps should not be visible. The length of shorts, skirts and dresses must extend beyond the longest fingertip when the student is in a normal standing position with arms to her side.
3. It is the expectation that students dress modestly and appropriately. The manner of dress should not be distracting, revealing, or deliberately drawing unnecessary attention to the body or clothing.

C. Grooming

1. Students are expected to observe good grooming habits. No extremes in hair color or style are permitted. Hair should be neat, clean, and cut in a uniform style. Hair color must be one uniform and natural color. For health reasons, no hair cutting is permitted on campus.
2. Boys must be clean-shaven. Sideburns should not extend below the ear.
3. Tattoos should not be visible. Students may not receive a tattoo at anytime during the academic year.

D. Formal Dress

Boys must wear slacks with belts, collared dress shirts, sport jackets, ties, dark socks, and appropriate footwear (no athletic shoes).

Girls must wear dresses, skirts or slacks with blouses or sweaters, and dress shoes. Backless, strapless, or immodest dresses and dresses or blouses with spaghetti straps are not permitted. (Bra straps may not be visible).

RESPONSIBILITY AND DISCIPLINE

The Dunn School faculty cares very much about the students who are in our care and are dedicated to the welfare and growth of every student. The success of our school community is predicated upon cooperation, respect, and a common understanding about the expectations that each member of the community must abide by each day. Accordingly, this community has certain standards that all students must respect and which must be upheld.

MAJOR SCHOOL RULES

Students may be subject to disciplinary action or dismissal for a violation of any of the following rules. This policy applies to any student who is on school property, in attendance at school, at any school-sponsored activity, or whose conduct at any other time or place that has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school.

1. Dishonesty of any kind
2. Violation of the academic ethics code
3. Theft
4. Violation of the school drug and alcohol policy
5. Repeated unjustifiable absences or failure to meet school commitments
6. Unauthorized use of a motor vehicle including hitchhiking, or leaving campus without permission
7. Behavior injurious to any member of the community, including verbal harassment, assault, or inappropriate sexual behavior
8. Unauthorized absence from dorm after check-in
9. Violating the terms of the Digital Citizenship Agreement for internet and electronics
10. Hosting of a member of the opposite sex, or an unauthorized visitor, in the dormitory
11. Willful destruction of school property
12. Deliberate violations of the fire code, including but not limited to, vandalism of fire equipment, burning of materials in any school building, and intentionally setting off fire alarms
13. Possession of any weapons, including but not limited to guns, pellet guns, BB guns, paintball markers, knives, and Taser guns on campus.

Dunn School expects that its students will act in a forthright and honorable manner at all times. Should a student commit an illegal act, or jeopardize the reputation or well being of the school or any member of the community, the administration will take what it deems to be appropriate action. A student may be placed on Conduct Warning, Final Conduct Warning, or Final Probation; specific circumstances may dictate suspension or expulsion. The Head of School may, at his/her discretion, place a student on immediate suspension until a determination of consequences is made.

Conduct Warning – A student is placed on Conduct Warning when he/she accumulates excessive demerits and/or has violated minor school rules; this is the lowest formal discipline level. Continued violations of a school rule(s) will result in a move to Final Conduct Warning, Final Probation, suspension, or expulsion from school.

Final Conduct Warning – A student is placed on Final Conduct Warning when he/she has violated a series of minor school rules, violated a major school rule, or as a result of a recommendation of the Advisory Committee; this is the mid-level discipline status. Continued violations of a school rule(s) will result in a move to Final Probation, suspension or expulsion from school.

Final Probation – A student is placed on Final Probation when he/she has violated a series of minor school rules, violated a major school rule, or violated the Dunn School Drug and Alcohol Policy. This is the highest level within the Dunn School discipline system. Continued violations of school rules will most likely result in a suspension or expulsion from school. A student who violates a major school rule while on Final Probation will, in all likelihood, lose their place at school.

A student may enter the discipline system at Conduct Warning, Final Conduct Warning, or Final Probation depending upon the circumstances of the discipline matter. A student may be suspended or expelled upon their first offense; suspension or expulsion will be at the discretion of the Head of School.

A student's disciplinary status will be reviewed at some designated point during the academic year. The review process may or may not result in a change, or the removal, of a particular status.

ADVISORY COMMITTEE

A student/faculty Advisory Committee exists for the purpose of hearing cases involving a student who has violated a major school rule. The Advisory Committee convenes at the discretion of the Head of School and only when a student's place in school may be in jeopardy. The Advisory Committee will receive information from the Dean of Students/Director of Community Life, hear from the student(s) who committed the transgression, as well as the student's Advisor, and receive any other pertinent information with respect to a specific incident. The Advisory Committee will recommend a school response to the infraction and present the recommendation to the Head of School. The Head of School will make the final decision about the form and content of the school's response to any transgression.

The Head of School shares, with the entire school, the specifics of the incident and the logic behind the decision after a final determination has been made.

In specific circumstances a Faculty Committee may be convened i.e. when exams are in progress or if there are aspects to the incident that are confidential and, therefore, not appropriate for sharing with students.

POLICY REGARDING TOBACCO PRODUCTS

The use of tobacco products is prohibited on the Dunn School campus. The Dean of Students/Director of Community Life will respond to each violation of this policy in an appropriate manner. At minimum the student will be required to complete Campus Loops and a letter will be sent home. Students who are in the presence of a student(s) who is using a tobacco product may be subject to disciplinary action.

POLICY REGARDING DRUGS AND ALCOHOL

Alcohol, marijuana, and other drug use is inappropriate and unacceptable because it is illegal, threatens student health, diminishes student productivity, and creates a subculture that damages the principles of trust and honesty which are cornerstones of the Dunn Community.

If a student possesses or uses alcohol, marijuana, or other drugs (including the misuse of prescription drugs) at Dunn, or comes to a school function under the influence of any illegal substance, his or her position in the school is immediately at risk. The Head of School may dismiss the student from school at that time. In any case, a student will be placed on immediate suspension until a determination of consequences is made. If the student is permitted to return to school, the Head of School will impose several requirements that the student must satisfy

to continue at Dunn. These requirements include, but are not limited to, submitting to a chemical dependency evaluation, student and family counseling, random drug testing, and Final Probation for substance abuse. If the student is permitted to return to school after a first incident involving drugs/alcohol, he/she will be placed on Final Probation; Final Probation will stay in effect for the remainder of the current academic year in which the offense occurs and continue to be in effect until a review process is completed. The Head of School will review all students who have been placed on Final Probation for drugs and alcohol to determine when/if a Final Probation status will be rescinded. The Head of School may also impose additional consequences including, but not limited to, work crew hours, confinement to room or campus, special assignments, and research projects. A second use of alcohol, marijuana, or other drugs while on Final Probation will result in immediate dismissal. Any student who is found by the school to have sold or distributed alcohol, marijuana, or other drugs to his or her peers will be dismissed on the first offense.

The Head of School reserves the right to report a student's use, sale or distribution of alcohol, marijuana or other drugs to the appropriate police authorities.

Students who voluntarily seek help with alcohol, marijuana, or other drug related problems will find the school responsive and supportive. Dunn School will require the student and family to undertake appropriate measures if they wish to remain a part of the Dunn Community.

DUNN SCHOOL'S SAFE HARBOR POLICY

Dunn School strives to provide a safe and healthy environment for all students. Dunn School's Safe Harbor Policy encourages students to seek help when a student's health and/or safety is at risk because of:

- involvement with drugs and alcohol
- an attempt to harm him/herself or another member of the community
- any abusive situation and/or any situation that may be harmful to a member of the community

Students are encouraged to seek help from the school's faculty and administration, counselors, health care providers, law enforcement or other adults when any situation arises that may require immediate medical attention or other assistance with any of the above described situations.

The purpose of this policy is to ensure the safety of all students. In general terms, Safe Harbor confirms the following:

- Students in need of help may come forward without the risk of being placed on a formal disciplinary status. (Exceptional aggravating circumstances may result in a disciplinary response. Exceptional aggravating circumstances cannot be clearly defined but one example would be acts of violence.)
- A student who requests Safe Harbor for another student will not be subject to a disciplinary response.
- School faculty and administration will not, to the extent possible, disclose the names of students who assist others in seeking Safe Harbor.

Safe Harbor is not intended as a haven or shield for a student who seeks sanctuary after he or she knows or suspects that an adult is aware of unacceptable behavior. Safe Harbor does not apply to a student who distributes illegal substances or aids others in obtaining them. The school's treatment of a student who is distributing or aiding others in the acquisition of drugs/alcohol is outlined in the Policy Regarding Drugs & Alcohol section of the Parent/Student Handbook. It is expected that during any Safe Harbor request a student will demonstrate honesty and fully disclose the extent of his/her involvement. The absence of full disclosure may result in a disciplinary response.

The following outlines, in general terms, actions the school may take when a student seeks assistance under the Safe Harbor policy:

- Notify parents
- Seek an assessment by a trained counselor/therapist
- Seek an evaluation by a physician
- Create a plan, with the assistance of the above-mentioned people, to help the student address his/her situation. Part of this plan may require drug testing and/or separation from school for a period of time to seek professional help, i.e. medical leave.

When the student returns to school, a variety of options will be considered. These considerations are not intended as punishment but are designed to support the student as he/she reintegrates into the Dunn Community. Possible areas of review may include automobile privileges, residential status, and student leadership positions. Each circumstance will require an individual plan, and other actions may be considered.

After a student has utilized the Safe Harbor policy, he/she will most likely be required to participate in periodic drug testing when appropriate and/or ongoing counseling/therapy. If a student fails, refuses or does not appear for a drug test or does not attend or cooperate in the counseling process, the benefits of Safe Harbor may be terminated and his/her standing with respect to formal discipline may change.

Safe Harbor may be utilized, without a formal disciplinary response, only one time during a student's career at Dunn. A student who requests or is assisted by this Safe Harbor policy more than once will, on the second occurrence, be subjected to the school's regular discipline policies and procedures as outlined in the Student and Parent Handbook.

Safe Harbor is designed to help students seek and receive assistance for themselves or other students in time of crisis or potential crisis. The goal is to encourage students to help themselves and to help others when health and safety may be in jeopardy.

SAFE HOUSE AGREEMENT

Dunn School continues its efforts to help students and parents work together to eliminate substance use and abuse. To attain the goal of a drug and alcohol free community, parents are asked to support Dunn School's Drug and Alcohol Policy when students are guests in their homes. It is the expectation that parents do not permit the use of, or supply, illegal substances to minors. A united effort will create the best opportunity to maintain an environment that promotes a healthy, drug free lifestyle.

The Safe House Agreement will help parents support our students as well as other Dunn families while creating a common understanding and set of expectations for our community. It will provide parents with the opportunity to engage in constructive, positive practices and attitudes with regard to adolescent substance use/abuse. Working together, a unified set of standards and expectations can be created that will make a powerful statement concerning our opposition to the use of drugs and alcohol by our students. All Dunn Parents are strongly encouraged to join in this effort.

All parents are encouraged to actively participate with students who are guests in their home. Each parent and student will be asked to sign the Safe House Agreement prior to the school year. The Safe House Agreement simply states:

“I share Dunn School’s goal of providing a drug and alcohol free environment whenever Dunn students are guests in my home. During any organized social event in my home involving Dunn Students, I will be present and supervise the event.”

PERSONAL AND SEXUAL HARASSMENT

The Dunn School is committed to maintaining an environment for all members of the Dunn Community that is free from all forms of discrimination. The school does not tolerate discrimination against individuals based on age, color, creed, mental or physical disability, nationality, race, religion, sex, sexual orientation, or on the basis of any other condition or characteristic protected by federal, state or local law. Harassment of any member of the school's community is considered serious misconduct and will be subject to strong disciplinary action, including termination or expulsion if warranted. Conduct that has the purpose or effect of interfering with an individual's academic or work performance or which creates an intimidating, hostile, or offensive learning or work environment is prohibited.

In particular, the school does not tolerate sexual harassment. Sexual harassment by anyone, whether on campus, at work assignments outside the school, at school sponsored functions on or off campus, or elsewhere, is illegal and will not be tolerated.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually suggestive remarks, jokes and gestures, and other unwelcome visual, verbal, or physical conduct or communication of a sexual nature.

Any individual who believes that he or she has been harassed in violation of this policy has the responsibility to discuss it immediately with any school administrator. All discussions will be kept confidential. Allegations of sexual harassment brought to an administrator's attention must be reported by that administrator to the Head of School immediately. The school will take immediate action to investigate thoroughly any complaint and take steps to stop the harassment and prevent it from reoccurring.

LEAVING AND VISITING CAMPUS

Students must complete the information required on the sign-out sheet and contact the O.D. on the walkie-talkie when leaving and returning to campus.

Normal sign-out times are:

Wednesday afternoon	1:00 p.m. to 6:00 p.m.
Saturday	11:00 a.m. to 6:00 p.m.
Sunday	11:00 a.m. to 6:00 p.m.

If students fail to sign in and out using the clipboard and walkie-talkie in the office, it will inhibit their future ability to leave campus. Failure to sign-out, or a late return will result in a F.N.D. and the student will be campused for 2 weeks.

Students who will be off campus at times other than those listed above must receive special permission from the Dean of Students/Director of Community Life. If a freshman, sophomore, or junior signs out after dinner on Friday or Saturday night, he/she must return to campus by 10:30 p.m. Seniors have the privilege to return by 11:30 p.m.

TRAVEL, WEEKEND & OVERNIGHT PERMISSION

Dunn School must have verification of student travel arrangements in the school office prior to the student leaving campus for an overnight or a vacation. If the student is to visit a friend or relative, the school must have permission from the parents and a phone call from the host family. When students sign-off campus to a specific destination they must arrive at that destination before departing for a subsequent destination.

When a student leaves campus for an overnight, it is the expectation that they will be chaperoned by a member of their immediate family, or an adult over the age of twenty-five. However, students may not sign-off campus to stay in a hotel with anyone other than his/her parents/guardian. All students, except seniors, may only leave campus in a car either with their parent(s), the parent of a current Dunn student, or an approved person over the age of 25 years old.

If a student wishes to leave for the weekend, the following must be submitted to the Dean of Students/Director of Community Life by 10:25 a.m. on Thursday:

1. A weekend sign-off form filled out with the appropriate signatures
2. Parental permission
3. A completed Weekend Sign Out Permission form must be on file in the Dean of Students/Director of Community Life's office
(Depending on how the Weekend Sign Out Permission form is completed, the requirement for written parental permission may be waived.)
4. Student destination – name, address, and phone number for where the student will be staying.
5. Means of travel.
6. Time and date of departure and return.

Students sign-out using the clipboard and walkie-talkie in the office when they leave for the weekend, and must sign-in using the clipboard and walkie-talkie in the office upon their return to campus. Students must return from the weekend prior to 6:00 p.m. Sunday night.

Arrangements for the weekend need to be made ahead of time. It is expected that a student will not miss any part of the academic day or a sports commitment due to a weekend departure.

VISITING A DAY STUDENT'S HOME

Students may visit day student homes Friday evening through Sunday afternoon for meals or other activities. The parent(s) of the day student must extend an invitation. Students who wish to visit a day student's home overnight must fill out the proper paper work by 10:25 a.m. Thursday and have an invitation from the day student's parent(s) he/she is visiting.

VACATIONS

It is school policy that students do not leave for a vacation prior to the scheduled departure time. It is the expectation that all students return on the designated return day. Please note that students are not released for summer vacation until after the commencement ceremony. It is expected that boarding students will return to the campus and sign in with the faculty member on duty at dinner prior to 6:00 p.m. the evening before the resumption of classes.

Transportation is available to the Santa Barbara Airport, Central Coast Shuttle, Santa Barbara Amtrak station, and the Santa Barbara Airbus on the day of vacation. Typically we will provide courtesy transportation on a departing Saturday, during the morning hours of 7:00 AM–12:00 Noon. On vacation days, unusual or unscheduled departures and arrivals before and after these hours will be the responsibility and cost for individual students. **The campus closes and faculty supervision concludes at noon on travel days, and at 2:30 p.m. on graduation day; all dorms will be locked at this time. Dorms open at noon on the day of return. Exceptions must be cleared through the Dean of Students/Director of Community Life.**

Transportation is also provided on the day students are to return from vacation. For return to campus, students may make arrangements to be picked-up at the Santa Barbara Airport, Santa Barbara Amtrak station, or the Santa Barbara Airbus. These pick-ups are at 2:00 p.m. and 4:00 p.m. All students should schedule arrivals before these pick up times in order to return to campus by 6:00 p.m.

Students will not be charged for drop-off or pick-up prior to or following a vacation, provided that the transportation falls within the above listed times and places. Parents may be charged for any transportation that falls outside of the prescribed dates and times.

Day students are expected to be in school for their first class following a vacation, and are not expected to leave early.

Boarding students may not remain on campus during holiday periods. The school will make every effort to ensure the safety of student's belongings during vacations. However, boarding students are encouraged to make arrangements with faculty members for the care of their valuables during extended vacations.

Students are responsible for packing their rooms at the end of the school year and are personally responsible for the shipment of their belongings at this time. The school will provide storage containers in which returning students may store their belongings over the summer vacation. The storage containers are not intended for electronic equipment or other valuable items.

CLOSED WEEKENDS

Periodically throughout the year, Dunn School has “closed weekends” which means all boarding students may check off at designated times but must return to campus for any special events and may not sign-off over night.

GUESTS AND VISITORS

All guests and visitors to the campus should check-in with a faculty member on-duty.

Guests are welcome on the campus during the following times:

Wednesday	1:00 p.m. – 6:00 p.m.
Friday	6:00 p.m. - 10:50 p.m.
Saturday	Noon - 10:50 p.m.
Sunday	Noon - 5:30 p.m.

Parents are welcome at any time.

FAMILY WEEKEND

Dunn School hosts a weekend in **October** to which parents are invited. This is an opportunity for parents to visit the campus and take part in a variety of fun and educational events. Parents have the opportunity to visit their child’s classes, attend class meetings on a variety of topics, and enjoy athletic contests on the campus.

CAR POLICY FOR RESIDENTIAL SENIORS

Having a car on campus is a privilege. This privilege will be extended to those students who demonstrate academic diligence, excellent citizenship, and maturity.

CRITERIA FOR A SENIOR TO HAVE A CAR ON CAMPUS

1. A senior who has been identified as a Prefect may petition to have a car on campus.
Or
2. A senior who maintained a 3.0 GPA during his/her second semester of his/her junior year may petition to have a car on campus.
Or
3. A senior who earns all good or excellent effort marks during the second semester of his/her junior year (a minimum of three effort marks must be excellent) may petition to have a car on campus.

A student who qualifies for a car on campus must petition the Dean of Students/Director of Community Life. Dunn School reserves the right to review each petition and grant the privilege of having a car to those students who meet the above criteria and who maintain excellent citizenship.

MAINTAINING THE PRIVILEGE OF HAVING A CAR ON CAMPUS

A senior must maintain the above listed criteria and accumulate fewer than 10 demerits each semester of the senior year. Should a senior fail to meet either of these requirements, he/she will lose the privilege of having a car on campus. He/she will have to turn in all car keys and the car will be driven home at the earliest opportunity.

A senior earning a 3.0 GPA or excellent/good effort marks (see above criteria) during the first semester of his/her senior year may petition to have a car on campus for the second semester.

Each student must sign a car contract and abide by the rules set forth in that contract. A copy of the student's driver's license and insurance card must be on file with the school. Misusing a car by driving off campus without permission, driving in an unsafe manner, transporting passengers without permission, parking in an inappropriate place, or any other action deemed inappropriate, may cause a student to lose the privilege of having a car on campus. Seniors who are placed on Final Conduct Warning and Final Probation may lose the privilege of having a car on campus. All boarding students who are given the privilege of having a car on campus must have a Dunn School Parking Permit displayed at all times.

SPECIFIC CAR RULES

1. Each senior must have his/her car registered and his/her car contract signed and submitted to the Dean of Students/Director of Community Life before the car may be used. All cars belonging to boarding students must be parked in the designated boarding parking area as outlined by Dunn School.
2. A senior may only use his/her car with permission granted by the Dean of Students/Director of Community Life. The O.D. may also grant permission for the use of an automobile in accordance with the Automobile: Riding & Driving parental permission form.
3. Seniors may only transport other seniors in the car in accordance with the Automobile: Riding & Driving parental permission form.
4. Boarding seniors may use their cars to drive home/primary residence on weekends or vacations. All boarding students who have cars on campus will be reviewed at the end of October. The results of this review, will determine continued use/nonuse of the car. The review also may result in additional car privileges.
5. Students may not drive out of the valley on a Wednesday afternoon. Students are never allowed to drive to or from Santa Barbara on Hwy 154.

CREDIT/DEMERIT SYSTEM

PHILOSOPHY

The Credit/Demerit System is designed to recognize and reward positive behavior and to provide a consistent form of monitoring that evaluates performance in terms of investment in the Dunn Community.

Credits are meant to recognize and encourage helpfulness, volunteerism, service, and other positive values. A faculty member can award two, four, or six credits for a helpful act. Demerits are assigned to students for minor infractions of the day-to-day guidelines that apply to life at Dunn School. It is the expectation that no demerits will be earned by a student. However, appreciating the realities of life during the adolescent years, this system is designed to be a “barometer” indicating a student’s ability to meet with daily expectations within our community. The maximum number of demerits that can be given for any transgression is five. Faculty members will use the credit/demerit notepad to list credits and demerits. At each interval, each student’s total will revert to zero; an ongoing record will be kept of all demerits and credits during the year for the purpose of monitoring trends in performance.

Students who earn five or more demerits in a week will be placed in Friday Night Detention, from 8:00 – 10:00 p.m. and/or be placed on a workcrew. Boarding students may not sign out prior to a Friday Night Detention and/or overnight Friday night, in order to fulfill their Saturday workcrew obligation. If a student is late or misses Friday Night Detention or a Saturday morning workcrew, he/she will be assigned additional obligations and will be campused until all Friday Night Detentions/workcrews have been completed.

A student who accumulates 20 demerits will have a conference with his/her advisor and the Dean of Students/Director of Community Life.

A student who accumulates a total of 40 demerits during the first semester, reaches a total of 60 demerits by March 1st, will have a complete review. Exceedingly high demerit totals will be addressed on an individual basis. The review team may consist of a combination of his/her advisor, the Dean of Students/Director of Community Life, and the Associate Head of Internal Affairs. Following this meeting, an individual contract will be written addressing specific issues regarding demerits. Parents will receive a copy of this contract. Excessive demerit totals will be monitored and subject to the review described above.

Periodically, a student may be “campused” for a disciplinary matter. Being campused means a student is confined to the campus and may only leave with a parent or on a school mandated trip. Campusing means the student may not visit the Los Olivos Grocery Store.

RED AND BLACK LIST

It is the expectation that all Dunn students contribute to our community. For those students who go above and beyond, credits may be earned for their help. The Red and Black list is a privilege earned by students who have earned 0 demerits and have accumulated 20 credits as a boarding student and 30 credits as a day student. Any student who has earned a demerit, three credits will offset a demerit. Therefore a student who has earned 2 demerits must earn, for a boarder, 26 credits, for a day student, 36 credits, to earn the privilege of being on Red and Black.

The privileges for Red and Black are:

- May miss morning jobs once a week
- 15 minutes of late lights
- Tuesday van trips for lunch to local fast food restaurants
- Special lunches
- Late brunch check-in (noon)
- If a boarder remains on Red and Black for the entire year, he/she will have priority when choosing a room for the following year

HEALTH CARE SERVICES

MISSION STATEMENT

The Dunn School Health Services mission is to provide medical resources that enhance the well being of our students. These resources include a school doctor and CPR and/or First Aid trained faculty. In addition, we have liaisons with the Santa Ynez Valley Cottage Hospital, Santa Ynez Medical Associates, local pharmacies, and various local specialists.

The Health Care Services Office provides evaluations of all medical problems and illnesses, proper and timely referrals, and the management of medications. The office also supplies first-aid kits, maintains student medical records and communicates special needs of students to the faculty.

The Health Care Services Office encourages students to take an active part in their own well-being and health care through preventive measures such as flu vaccinations, yearly physicals, current immunizations, lectures, and printed materials.

GENERAL INFORMATION

The Student Health Office consists of an exam room, four room infirmary, and a dispensary. Students who need medical attention when the office is closed should report to the on duty faculty members (OD's). The school provides transportation to and from appointments for a fee, which is charged to the student's account. It is the expectation that students utilize this service. Boarding seniors may not drive themselves to appointments unless an unusual circumstance, as determined by the school, dictates a necessity to do so. Parents are billed for any medications, doctor visits, dental appointments or other health services. A credit card authorization must be on file with the Health Care Services office to pay for these expenses.

A student may be excused from class or sports for medical reasons only by the personnel in the Health Care Services office. Arrangements for emergency medical or dental appointments must be made through this office.

If a student is confined to the Infirmary, it is expected that the student will follow the directions of this office and that the student will remain in the Student Health Office or infirmary until discharged.

- The Student Health office is staffed Monday through Friday from 7:00 a.m. to 4:00 p.m. Students are taken to a local physician on an as-needed basis. The Director of Health Care Services or designee is on call 24 hours a day.
- After hours, students should contact an OD, House Head, coach, residential faculty member, or Administrator On Duty.
- Dunn School's policy regarding over the counter medications is: Students are permitted over-the-counter pain aids such as Advil, Tylenol and aspirin. Medications not permitted are those containing alcohol and sleeping aids. Students will be responsible for any supplements and vitamins. In some cases, a student may be allowed to keep medications, such as inhalers or epi-pens.
- If a student has a question or concern about their medications, please refer them to the Student Health Office.

REQUIRED MEDICAL FORMS - ANNUALLY

Each parent/guardian is required to complete the following medical forms:

1. Physical examination and immunizations histories. (Students must have a physical done prior to the first day of school, by their own physician.)
2. Past medical history form.
3. Authorization for treatment-required parent/guardian signature
4. Authorization for medications to be taken–required parent/guardian signature
5. A copy of current insurance card (front and back). All students must have health insurance that is recognized in the State of California. All medical and dental offices require a copy of both the front and back side of the patient’s health insurance or dental card. Dunn School is not responsible for any medical billing.
6. Emergency Release Authorization. There must be at least three contact people in case of emergency if parent/guardian is not available.

Immunizations

All immunizations must be current when the student arrives on campus in September. If the student is deficient in immunizations or in need of a physical, he/she will be taken to Santa Ynez Valley Medical Associates to rectify the deficiency. Parents/guardian will be billed for this service. An additional charge of \$150.00 payable to Dunn School will be assessed for this service in addition to the medical charges.

- A TB test is required every two years for all students. A yearly TB screen is required for all non-U.S. residents and those students who have been out of the United States during the last calendar year.
- Every student must have had an immunization for tetanus within the past 10 years
- Returning students are required to submit an updated record every year, with a parental signature.

If a student is under 18 years of age and the required signature for, “permission to treat” is missing, NO TREATMENT may be given. The school will make every effort to contact the parent or guardian by phone for verbal permission. **The student will not be allowed off campus without a “permission to treat” form on file.**

STATE LAW REQUIREMENTS

California State Law requires a complete and updated immunization history within the first two weeks of school. (Please see vaccine requirements).

ANTIGEN PROTECTION

To ensure the safety of all students receiving antigen injections, students who require antigen injections will receive their injections at the Santa Ynez Valley Medical Associates or an allergist’s office. The student can arrange to go directly after school with the medical appointment driver by contacting the school nurse in advance. The school will transport students requiring injections from a specialist in Santa Barbara or Santa Maria, and there will be an additional fee for transportation. (See “Transportation Charges” in the Business Office section.)

DEBILITATING INJURY, COMMUNICABLE DISEASES, OR ILLNESS

If a student has a debilitating injury, communicable disease, or illness, and the prognosis for recovery is more than three (3) days, Dunn School will, when at all possible, arrange for that student to return home for the duration of the recovery. Students who may need surgery for any reason just go home for surgery and recovery. The student may therefore miss in-class instruction and on-campus programs, but will be kept up-to-date with all curricular assignments through contact with the advisor. The student will be provided with opportunities to

make up all work, complete exams, and to receive full academic credit while recovering at home. A tutor may be required in such cases. If a tutor is required, the parents will be responsible for retaining the tutor.

A student who requires counseling/therapy due to emotional issues will receive support from a combination of people including: the Student Life Committee, school doctor and a therapist, psychologist, or psychiatrist. Depending upon the presenting issues, the student/family may request, or be required by the school, for the student to take a medical leave until a thorough evaluation can be completed. A return to campus would then occur only after a collective agreement has been reached between the therapist, student, family and school officials.

SICK POLICY

When the Health Center staff excuses a student from daily obligations, we ask that the student follow the sick policy described below. It is our goal to help the student regain their health and return to a normal daily routine as soon as possible.

- The infirmary is designated for students not well enough to attend class. The Director of Health Care Services will determine when/if a student is admitted to the infirmary. A member of the health care staff will check each student periodically during his/her time in the infirmary, the determination about readiness to return to class/remaining in the infirmary will be made by the Director of Health Care Services.
- Any student who is admitted to the health center/infirmary will remain in the assigned room until he/she is released by a member of the Dunn Health Center Staff. If the student needs to leave the room for any reason he/she must check out with the medical personnel, then check in upon return.
- Students admitted to the infirmary may not have visitors; the infirmary is a place to rest and recover from an illness.
- Students will be released from the infirmary for lunch by Health Center personnel. Students are expected to report to the Dining Hall and not sit with other students; this will help to prevent others from becoming ill. If a student is too ill to leave the infirmary but would like to eat, a tray of food will be provided by health personnel. Students are not permitted to go to the Los Olivos Grocery Store or have food from the store brought into the infirmary.
- When a student enters the infirmary, he/she is expected to remain until released by health care personnel. Students will be released for lunch and after school. Students will not be permitted to go to break/snack, or attend athletic practices/games or participate in after school activities. Students will return to their rooms and stay there for the remainder of the afternoon/evening. With permission from the health care staff, students may attend dinner in the dining hall. If a student is directed not to attend dinner, arrangements will be made to have dinner brought to the dorm.
- A student may only take his/her books and notes into the Infirmary. No laptops, DVD/CD/MP3 players, cell phones. Any non-authorized equipment will remain in the Health Center with health care personnel and be returned to the student when he/she is released.
- When a student is released from the infirmary, the health center personnel will expect student cooperation and assistance in removing trash, trays, and plates before leaving.

Student health at Dunn School is a primary concern and the Health Center, and health care personnel are available to provide assistance to the students. It is expected that each student will do his/her best to remain healthy and cooperate with the health care personnel at Dunn School. The policies outlined above have been developed for the well being of all members of the Dunn Community. It is the expectation that students will follow the directives of the health care personnel; inability to cooperate may result in a referral to the Dean of Students/Director of Community life and/or the Associate Head of Internal Affairs.

SEXUAL HEALTH

The school recognizes that sexual issues are an important part of adolescence, and therefore seeks to help students cope effectively with aspects of sexuality. As relationships between students develop, the desire to demonstrate affection for one another is normal and healthy. It is expected that students will express their feelings for each other in an appropriate manner. The faculty will determine the appropriateness of public displays of affection. When students are asked to modify their behavior, it is the expectation that they will comply in a respectful manner. We hope that thoughtful decision-making will help students postpone sexual activity. However, since adolescents make their own decisions in these matters, the school aims to minimize the social, emotional, and medical risks of those who do become sexually active. Local medical professionals offer counseling, gynecological services, as well as referral and support, in the event of pregnancy or abortion. These medical professionals and the school urge students to communicate with their parents on these matters. However, to ensure that students in need seek appropriate help, the medical professionals and the school offer such care confidentially. In the event of pregnancies, the Head of School will meet with the families of those involved to consider the best course of action for future schooling.

Students who engage in inappropriate sexual activity, as determined by the school, will be subject to disciplinary action.

MEDICATIONS

All prescription medications must be sent to the school in original bottles with written dispensing directions from the physician. If refills are mailed to Dunn, they should be addressed C/O Dunn Health Center Attn: Director of Health Services. Medication will be dispensed daily at breakfast, dinner, and bedtime by the faculty member on duty.

All students on daily medications will have in their files a signed authorization for medications to be taken while at school. **It must be signed by a parent/guardian and the attending physician, and renewed annually. A written order from the physician must be sent or faxed to the Health Services Office when there is a change in the schedule for dispensing the medication or modification in the dosage.** It is the student's responsibility to obtain his/her medication from the Health Services Office. Students may not possess any prescription medications. In some cases, a student may be allowed to keep medications, such as inhalers, epi-pens, etc. Routine medications must be refilled by parents. The Health office will give two weeks notice prior to refills being needed. The medications must be addressed to C/O Dunn Health Center Attn: Director of Health Services. **All parents must sign a form giving permission for their child to receive over-the-counter drugs and prescriptions medication.** When students return from vacations and breaks, the ODs will ask for medications and retrieve them for the Director of Health Services. At the end of the academic year, all remaining medications will be sent home with the parents and/or students. If the student leaves his/her medication, it will be kept for one (1) week. After one week, all medications will be discarded.

COUNSELING RESPONSIBILITIES

OVERVIEW

Students wanting or needing to meet with a therapist may request these services through their advisor or the Health Center. Advisors may refer advisees to the Director of Health Care Services and/or the Associate Head of Internal Affairs (counseling coordinators) so that counseling may be arranged. Either the Director of Health Care Services or the Associate Head of Internal Affairs will contact the student's parents and a therapist to arrange an initial appointment. The Director of Health Care Services will coordinate subsequent appointments.

INFORMATION FLOW

The Director of Health Care Services provides the Head of School, Associate Head of Internal Affairs, and Dean of Students/Director of Community Life with a monthly list of students receiving counseling. This list includes which therapist/counselor the student is seeing. The Director of Health Care Services, along with the student's advisor, will monitor the student's progress.

In the event a student misses a *required* counseling session, the therapist/counselor will call the Director of Health Care Services or the Associate Head of Internal Affairs the same day of the missed appointment.

Students who do not cancel an appointment in a timely fashion (to be agreed upon by the therapist) will be charged for the missed appointment.

All therapists working with Dunn students will call immediately the Director of Health Care Services or Associate Head of Internal Affairs to discuss any potentially dangerous situations. The Director of Health Care Services and/or Associate Head of Internal Affairs will immediately disseminate the information to the appropriate people. All conversations between the afore-mentioned are confidential unless classified differently by the student's doctor, Dunn School's Director of Health Care Services or Associate Head of Internal Affairs.

ATHLETICS & ACTIVITIES

MISSION STATEMENT OF ATHLETICS

An interscholastic athletic program as a co-curricular activity is an integral part of the total educational and growth experience at Dunn.

Athletics are designed to affirm and promote the Dunn School values as stated by its founder Tony Dunn and engage student athletes fully in mind, body, and spirit. Student athletes, coaches, and parents are asked to work together in a true spirit of sportsmanship to assist in creating an environment in which those values can be revealed, tested, and proven relevant to participants and to the entire school community. Students will learn to take responsibility for personal growth by developing loyalty, pride, integrity, and commitment. Athletics provide the opportunity for the student athlete to exhibit physical skills and knowledge of a particular sport, enabling him/her to apply these to new situations in a variety of learning formats. Through participation in athletics at Dunn, students will mature physically, emotionally and socially.

PURPOSE

As stated above, the reason for requiring sports at Dunn is to promote healthy lives, provide valuable lessons, and just as importantly, encourage students to have fun. Sports and fun go hand in hand provided the participant is physically and mentally prepared. No matter how gifted an athlete is, jumping into exercise every day without a certain amount of pre-conditioning will be a painful experience. Athletes can find themselves sore and fatigued, and in this state injuries can occur. Dunn’s athletics are not so rigorous that our students need intensive conditioning prior to the start of the sports season, but it is important that some conditioning is preformed to prevent unnecessary injuries. Students who are physically fit will find that they get the most out of the Dunn School athletic program.

SPORTS & ACTIVITIES

Dunn School fields a variety of teams for both boys and girls, allowing ample opportunity for students to participate. Below is the list of sports available to boys and girls for each season:

Interscholastic Sports

Fall		Winter		Spring	
<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>
Football	Cross Country	Soccer	Soccer	Baseball	Lacrosse
Cross Country	Volleyball	Basketball	Basketball	Volleyball	Swimming
	Tennis			Lacrosse	Golf
				Golf	
				Tennis	

Co-Ed Activities

Fall	Winter	Spring
Community Service	Community Service	Drama
Drama	Surfing	Off - Campus Equestrian
Off-Campus Equestrian	Climbing / Kayaking	Swimming
Walking and Weeding	Yoga	
Off-Campus Dance ----->		

Students must select one sport or activity in each season from the list above.

COMMITMENT

All students are expected to participate in the Athletics & Activities program throughout the school year. Students are expected to attend all scheduled team meetings, practices and contests regardless of when they may be scheduled.

Athletics & Activities practices run for an hour and half on Mondays-Fridays, and most games are scheduled on Wednesdays and Saturdays. Dunn is fortunate to have not only many outstanding teachers in the classroom, but also many exceptional coaches. All of our coaches adhere to Dunn's Athletic philosophy. This philosophy emphasizes participation and an athlete's best effort, not solely winning. Student athletes are provided with the opportunity to succeed. While success is a relative term, even if victory is not in hand, success lies in the effort and spirit put forth.

ALL STUDENTS:

Need to participate in at least one season of interscholastic athletics and may participate in up to two activities.

FITNESS CLASS

All students who participate in an after school activity instead of an interscholastic sport will be required to attend a fitness class for 30 minutes five days a week. This class will be composed of three elements; flexibility, strength and cardiovascular. Students who are involved in Independent Sports may also be required to attend fitness class depending on the stipulations of the Independent Sports Committee.

INDEPENDENT SPORTS

Independent Sports are normally granted to a student who wishes to participate in an athletic activity not currently offered at Dunn. Students applying for this should have an exceptional ability in that activity or a long-term commitment to that activity. Examples include: participating in area crew programs, swim teams, organized horseback riding programs at a national level, etc. Activities must be structured and meet at least 6 hours a week. If the activity meets less than every day or 6 hours per week a student may be required to attend the Dunn School fitness class. Athletes participating in Independent Sports must be coached and have opportunities to compete or perform. Independent Sports will not be granted for a sport during the season that sport is offered at Dunn. In addition, Independent Sports is not usually granted for taking "lessons" or going to the "gym" in a sport or activity. There must be a clear goal, with a competition or a performance that the student is working toward. Typically, just one season of Independent Sports is granted per academic year and only for exceptional athletes or circumstances.

EQUIPMENT

Student athletes must purchase the equipment necessary for each sport. Owning equipment is essential to each student being able to participate to the fullest and, most importantly, the safest extent. Articles of equipment such as running shoes, tennis racquets, soccer cleats, and lacrosse gloves need to be personal possessions of the participant. Being familiar with the necessary equipment helps keep athletes safe. It is extremely important that the equipment fit the individual athlete; this will also reduce the risk of unnecessary injuries. For example, soccer cleats are mandatory for everyone who plays soccer. Each person should own his or her own cleats AND have them broken-in BEFORE the start of the season, which is the first day of school. If the necessary equipment is not broken-in, or the student athlete does not buy his/her personal equipment before the start of the season, then his/her chance of injury increases dramatically. Blisters, sprained ankles, and pulled muscles can be avoided if students have the appropriate footwear and equipment, and it is in the proper condition, at the start of the season.

EXCUSED ABSENCE

To be excused from an athletic commitment, a student must have a note from his/her physician or the Director of Health Care Services. Any student who is not participating in athletics due to illness will be under the supervision of the Director of Health Care Services and will need to follow his/her instructions. If a student is ill but not confined to the infirmary, the student must attend practice but may be excused from full participation by the Director of Health Care Services or the coach. A student may be involved, on a specific afternoon, with a teacher for extra help/academic pursuit. The student must provide a note to his/her coach signed by the academic teacher prior to being excused from any after-school obligation. It is understood that the student will be involved with the teacher for the appropriate amount of time.

CHANGES AND CANCELLATIONS

It is inevitable in every sport schedule that there will be game, time, and/or site changes. All students are notified as soon as the information is available, which sometimes may not be until the day of the event; in fact, in most instances if a practice, game, or rehearsal is cancelled, it will be a last-minute decision. If a game is canceled, most coaches will hold practice instead, but the time frame may vary from the originally scheduled game. If parents have a question, they should feel free to talk to the coach. We always recommend checking the website or calling Dunn School at (805) 688-6471 the day of an athletic event to verify the start time.

ATHLETIC CONTACTS

Director of Athletics	Phil Martin	(805) 245-0064 Cell
Director of Health Services	Tammy Misner	(805) 325-1061 Cell
Associate Head of School	Tom Holmes	(805) 686-0627 Office

DUNN SCHOOL LEADERSHIP PROGRAM

The Leadership Program consists of the five following components:

- The **Community Service** element has established a school program to instill helping others as a philosophy of all Dunn Community members
 - Each community member will participate in the Dunn School Day of Caring on September 17th, 2011. Each class will travel into the Santa Ynez Valley to help others for the day.
- The **Glocal Initiative** aspect exposes Dunn students 6-12 to a vast array of cultural experiences which contain components of cultural literacy and immersion, community service, environmental awareness, through travel nationally and worldwide. We are investigating the possible trips that students and faculty can participate in to make a difference in the world and for them. These possible trips include Guatemala, Ghana, Vietnam, and Italy.
- **On Campus: seminars and speakers** is the aspect of the Leadership Program which each student learns from a curriculum which teaches leadership skills, character development, instills integrity and helps each student gain more knowledge of self and others. Each class will have a “Seminar” during H period which several different faculty and guest speakers will help to deliver the curriculum.
- The **Outdoor Education** component of the leadership Program has each class participating in an experience in the wilderness. Listed below is a brief description of each trip.

6th grade experience: Will visit Camp Ocean Pines which provides Environmental Education and a basic camping experience for the 6th graders. The Middle School teachers will run this 4 day trip bringing a comfort to the students as they experience the wilderness.

7th grade experience: Will visit the Pinnacles area for their outdoor experience. This 5 day trip staffed by hired instructors and the middle school teachers will give the 7th graders a personal challenge as they learn to work together as a group

8th grade experience: Will visit the Joshua Tree area for a backpacking experience in the back country. Together with hired instructors and the Middle School teachers, this 5 day trip will challenge the 8th graders as they learn to be leaders in the outdoors.

9th grade experience: Will visit Montana de Oro State Park in Morro Bay to give these 9th graders a trip which includes sea-kayaking, rock climbing and hiking. The 4 day trip in the fall staffed by the High School teachers will give these students a bonding and team building experience.

10th grade experience: Will visit the Los Padres National Forest for a 5 day back-packing trip focusing on learning about working with others in the woods. This 5 day trip will be staffed by 4 hired Instructors and 4 Wilderness First Aid Dunn teachers.

11th grade experience: Will visit the Los Padres National Forest for a challenging 5 day back-packing trip focusing on more leadership skills that are necessary for the back country. This 5 day trip will be staffed by 4 hired Instructors and 4 Wilderness First Aid Dunn teachers.

12th grade experience: Will have two experiences: the first will be an overnight trip in the fall to help them focus on their goals for the year and their leadership expectation. The second is the spring experience focusing on the final bonding of the class through a service project, a solo experience and a white water rafting trip. This will be staffed with hired instructors and Dunn faculty members.

- The **Student leadership** aspect of the Leadership Program is an integral piece in helping young leaders develop. The focus is on helping to teach and work with the student leaders. There is an emphasis on training the student leaders and training those adults who work with them.

HOUSE COUNCIL
*Resident Assistant**
House Council Members

DAY COUNCIL
Day Council Members

STUDENT GOVERNMENT
*School President**
*Legislative Vice President**
*Administrative Vice President**
Senior Class Senators (2)
Junior Class Senators (2)
Sophomore Class Senators (2)
Freshman Class Senators (2)
Day Student Senators (2)
Senator At Large (2-3)

PREFECTS*

Team Captains

Club Leaders

**Dunn
Student
Leadership**

Earwig Inc. CEO*
(Earwig Café / Student Store)

** May hold only one leadership position*

ADMISSION AMBASSADOR PROGRAM
Peerwigs
Tour Guide & Head of Tour
Open for Anyone

STUDENT LEADERSHIP

PREFECTS

Prefects are selected on the basis of leadership capabilities, their involvement in the Dunn Community, the example they have set through past performance, their disciplinary and academic records, their willingness to live within the limits and expectations set by the school community, and their willingness to serve the school. The Head of School appoints the Prefects.

These senior leaders have as their primary responsibilities:

1. To serve as a visible example of the spirit and standards of the school.
2. To meet weekly with the Director of Leadership and Associate Head of Internal Affairs to review student concerns and to discuss leadership responsibilities and strategies.
3. To assist the student community with residential, personal, and general issues.
4. To be a member of the Advisory Committee.
5. To participate in a community service project for the entire Dunn community.
6. To act as a liaison between the students and the faculty/administration.
7. To work in conjunction with the Student Government to enhance the Dunn Community.

Each Prefect will sign the Prefect Code at the beginning of their tenure as a Prefect. This code specifies the guidelines by which the Prefects will conduct themselves.

STUDENT GOVERNMENT

The Dunn School Student Government provides an opportunity for involvement to prospective student leaders of all ages. Comprised of an Executive Council and Senate, approximately 18 students are elected to Student Government each year. Executive offices are Student Body President, Legislative Vice-President, Administrative Vice-President, and Chief Justice. Candidates for these positions must have a minimum of one year of experience as a senator before running for office. Two senators represent each class/constituency. Elections for office are held annually in the spring (*exception*: Freshman Class elections are held during the Fall). The Executive Council oversees the Student Senate and the subcommittees: Finance & Budget, Spirit/Whip, Student Life & Concerns, Alumni, Publications, and Activities. Several committees are open to interested members of the Dunn community. Senate meetings take place weekly and are open to members of the community. Website address: dunnstudentgov.com

RESIDENT ASSISTANT/ HOUSE COUNCIL / DAY COUNCIL

Statement of Philosophy

To give students a voice in the decision-making process for the residential and day programs, which will lead to a healthier environment for all students.

Mission Statement

To represent the students by addressing student issues and concerns, by envisioning and enforcing positive dorm/day improvements, and by acting as liaisons between students and faculty.

The Resident Assistant is a leader in the dorm, in charge of the House Council and assists the Househead in managing the dorm. This leadership role will ask students to be positive role models, to be actively involved in all areas of the dorm and to help all residents of their dorm. A junior or senior may run for this position. Selection/Election for this position takes place in the spring.

The main goal of the House Councils and Day Council is to improve student life for both residential and day students. Members of the councils will work cooperatively with the Prefects, Househeads, Dean of Students/Director of Community Life, Director of Leadership and the Associate Head of Internal Affairs to develop policies, create extracurricular activities, and act as intermediaries with respect to student issues. As a member of a House or Day Council, students will have the opportunity to experience a leadership role within the community.

DUNN SCHOOL ADMISSION AMBASSADOR PROGRAM (DSAAP)

There are several opportunities for students to assist the Admission Office with student recruitment and retention, including:

- Student Tour Guide
- Peerwig Program

Student Tour Guides take prospective students and their families on a walking tour of campus. They complete a written evaluation of the candidate and send a follow-up email to the prospective student. The Head of Tour is responsible for tour guide training, scheduling and morale. The Head of Tour is selected annually and must have at least one year of experience to be considered.

Each member of the Peerwig Program is assigned a group of new students to contact prior to the start of school to answer any questions he/she may have about Dunn. Members of the Peerwig Program are actively involved in New Student Orientation and coordinate school events during the fall.

THE EARWIG INC. CEO

The CEO of the Earwig Inc. is responsible for managing the daily operations of the Earwig Café and Student Store. This includes managing employees, creating a schedule, purchasing merchandise and enhancing the atmosphere of both the Earwig Café and Student Store.

BUSINESS OFFICE

STUDENT STORE & EARWIG CAFE

The students of Dunn School manage and operate the Student Store and Earwig Café for the convenience and benefit of the Dunn community. The Student Store and Earwig Café carry: school and classroom supplies (including graphing calculators and photo supplies), personal toiletries (such as soap, toothpaste, shampoo, & laundry soap), Dunn School apparel (t-shirts, sweatshirts, hats, etc.), and snacks and beverages. All purchases are authorized by the signature of the student, and charged to their incidental accounts.

Any net income derived from these ventures is invested in a student-managed fund of the Dunn School endowment. These student run business ventures provide valuable leadership, business management, investment management and employment opportunities for interested students.

TRANSPORTATION CHARGES

Dunn School will provide transportation the Santa Barbara Airport, Santa Barbara Amtrak station, or the Santa Barbara Airbus for students returning home for breaks and for medical appointments. Charges will be applied to the incidental account as follows:

Departures and arrivals during our *regularly scheduled* school breaks.....Free*

** The courtesy departure transportation will be on a departing Saturday, during the morning hours of 7:00 AM – 12:00 Noon. The courtesy arrival transportation will be on a scheduled return date between the hours of noon and 5:00 pm.*

Santa Barbara, Santa Maria.....	\$ 60
San Louis Obispo.....	\$ 70
Los Olivos, Solvang, Buellton, Santa Ynez.....	\$ 25
Extended transportation/Emergency travel.....	TBD
Wait time charge (per hour).....	\$ 15

Trips taken late in the evening or early in the morning will incur an additional charge.

DORMITORY REQUIREMENTS

There will be a \$10 refundable key deposit that is due prior to issuance of keys. One key will be issued upon receipt of this deposit. Each additional key will cost the student \$10. At the end of the academic year, upon receipt of the original dorm key the full deposit will be refunded in cash to the student. Any dorm damage noted at the end of the year final room inspection will be charged to the student and his/her family.

STUDENT BANKING OPTIONS

An express automated bank teller machine is located in the office of the Dunn School. All students are encouraged to use this machine for any incidental cash or allowance needs. First Republic Bank offers a free checking account or free savings account for students at Dunn School with no minimum balance (Parent signature required). The checking account includes a debit card and the savings account includes an ATM card (not a debit or charge card). Either can be accessed by the student at the on-campus ATM machine. If you wish to open an account please contact a representative at First Republic Bank (805-564-3777). A representative of the bank will also be available during the orientation weekend.

INCIDENTAL DEPOSIT

Dunn School **requires a \$2,500.00 deposit** for all boarding students. This deposit may be paid by credit card, check, or in cash. Incidental charges, including medical fees, travel charges, and Earwig Café and Student Store purchases will be billed against this deposit. Incidental account statements will be made available upon request. Balances remaining at the end of the school year will be refunded or carried over to the following year for returning students.

The Incidental Account may be used for all Dunn School related charges. However, personal expenses such as cash withdrawals, airplane or train tickets, college application fees, etc. may not be charged to the incidental account.

THE DEVELOPMENT OFFICE

DEVELOPMENT OVERVIEW

Independent schools in the U.S. owe their very existence to many generous donors who, over the generations, have built their facilities and established their endowments. Independent schools like Dunn School rely heavily upon philanthropy for both capital and operating support.

It is often surprising to learn that tuition and fees do not cover the expense of running a school. If the tuition at an independent school was set to cover all expenses (building, maintenance and academics included) most families would find the cost unaffordable. It is through tax-deductible, charitable contributions that Dunn School is able to balance the annual budget. The primary goal for the Development Office efforts is participation by all families.

MISSION STATEMENT

The mission of the Development Office is to partner with parents, alumni, trustees, grandparents, foundations and friends to educate them on the importance of charitable contributions to the school and to secure their participation in the Dunn Annual Fund and, per the strategic plan, capital campaigns.

DEVELOPMENT CALENDAR

July 1 st through June 30 th	The Dunn Annual Fund
October 14-16, 2011	Fall Family Weekend
Spring	Alumni Weekend
Ongoing	Capital Campaigns (Endowment and Buildings)

The Dunn Annual Fund

The Dunn Annual Fund supports the operating budget of the school with annual unrestricted gifts. While tuition covers 92% of our operating budget, we rely on the Dunn Annual Fund to cover the remaining balance through gifts from our alumni, parents, trustees and friends.

The Dunn Annual Fund is the number one fund-raising priority of Dunn School. It supports everything that happens at Dunn School:

- Professional development for our faculty: investing in teachers and their academic growth insures that they continue to positively impact our students' lives;
- Diversity in our student body that represents 11 countries: developing our students to their fullest potential in today's global society requires that they learn to interact with a broad cross-section of the world's people and at Dunn, they do;
- Enriching opportunities in the arts, drama, music, leadership programs, athletics and learning strategies insure that Dunn students are able to be curious, active and involved in new adventures that help them to grow and expand as individuals.

Dunn Annual Fund gifts are unrestricted, which allows the school to use the funds where they are needed most at any given time. Support at all levels is needed and appreciated.

Capital and Endowment Campaigns

Capital campaigns are intended to fund physical additions and upgrades to the Dunn School campus. These campaigns have a clear dollar goal, usually in the millions of dollars, which are designed to be met within 5 years. The school's Endowment is an invested fund that preserves the integrity of the program offered by Dunn

School. A donor may contribute to this fund at any time with the knowledge that their donation will aid in the long-term fiscal stability of the school.

Parent Action Committee (PAC)

The Dunn School Parent Action Committee is comprised of a group of parents representing both day and boarding families from the full range of grades at Dunn School. Organized in Fall 2008, the PAC encourages and helps facilitate parent involvement at Dunn School.

The PAC assists with community advancement by being ambassadors of Dunn School and helps to meet the Dunn Annual Fund goal. The Dunn School PAC coordinates several events and activities throughout the year including the Fall Family and Spring Alumni weekends, speakers, mentorships and Faculty/Staff Appreciation events. These volunteer parents also help with Dunn School Regional Events for alumni, current and prospective parents, and friends of Dunn School.

Ways to Give

Checks

Gifts may be made payable to Dunn School and mailed to:

Development Office
Dunn School
PO Box 98
Los Olivos, CA 93441

Credit Cards

We accept Visa, MasterCard, Discover and American Express. Gifts can be made online at www.dunnearwig.org or by calling the Development Office at 805-686-0615.

Matching Gifts

Many companies will match gifts that their employees make to schools such as Dunn. You can send your company's matching gift form along with your gift. For more information, call the Development Office at 805-686-0615.

Securities

If you hold securities which would result in a long-term capital gain if sold, you can make an outright gift to Dunn School and realize substantial savings on capital gains tax on the appreciation. Thus, the actual cost to you as a donor is often far less than the value of your gift to the school. It is recommended that you consult with your tax advisor to discuss the latest IRS rules and regulations. Please have your broker contact the Development Office at 805-686-0615.

Planned Gifts

In 2006, Dunn School established the Anthony B. Dunn Heritage Society of 1957. This society honors generous leaders who have named Dunn School in their wills or trusts, or have otherwise included Dunn in their estate plans.

In addition to taking full advantage of the personal financial benefits, making an estate gift becomes one of the most fulfilling things you can do to express your values. Making a planned gift helps Dunn School maintain its quality, personal approach to education and helps ensure that we can carry out our important work in the future. To discuss Planned Giving in detail, please call the Development Office at 805-686-0628.

FACILITIES

THE DINING HALL

Breakfast and lunch are served cafeteria style. Attendance at breakfast is required for boarding students. A faculty member will be available for sign-in at breakfast. It is the responsibility of the student to sign in upon arrival at the dining hall.

Dinner is informal Tuesday through Sunday evenings. On Monday night, dinner is either formal or family style. Students are assigned to tables with faculty members and attendance is required. Appropriate dress is required. Day students are welcome at all meals. Seating at Formal Dinner is limited; therefore, day students are asked to inquire about availability for this meal.

THE INFIRMARY

The infirmary consists of four rooms adjacent to the Health Center. The Director of Health Care Services will monitor all students in the infirmary. Students who are ill spend the academic day in the infirmary and remain there until 4:00 p.m. Student visitors are required to obtain permission from the Director of Health Care Services prior to visitation of a student in the infirmary.

LIBRARY

The library has a posted schedule of hours. Procedures for signing materials out of the library must be followed if all members of the community are to have equal access to these materials. Food and drink are not permitted in this facility.

GYM, TENNIS COURTS, CARDIO ROOM, AND WEIGHT ROOM

These facilities are available for student use when a student is not otherwise occupied with daily obligations. It is the expectation that students do not use these facilities during the academic day; weight room use must be the buddy system. To preserve these facilities for use by all, it is important that people wear appropriate footwear and refrain from the use of bicycles and skateboards on the surfaces of these facilities. Food and drink should be confined to areas outside these facilities. A hold harmless must be signed by the student and his/her parent or legal guardian before these facilities may be used without adult supervision.

SWIMMING POOL

Dunn School is fortunate to have a heated swimming pool for student and faculty use. Dogs or pets are not permitted in the pool or within the gated area. The pool is only for the use of Dunn School students and their immediate families. The pool is closed during the academic day (7:50 a.m. to 3:35 p.m.) to students and they may not be in the pool area during lunch or breaks. It is required that there is supervision by a lifeguard at all times when students are in the pool or within the gated area.

LOUNGES

The girls' and the boys' day lounges are located directly across from the dining hall. These lounges are provided for the day students as a place to store their belongings. It is the expectation that the boarding students respect this space and not utilize the lockers or other storage areas. Members of the opposite sex are not permitted in respective lounges.

The dormitory lounges, located in Knoles House, and Boone House, and Loy House, are primarily for the use of boarding students. During the academic day the lounge areas should be quiet and available for academic purposes. Playing games, etc. is not permitted during the academic day. Watching television is permitted after sports until study hours, and during the weekends. Members of the opposite sex are not permitted in respective lounges except during the times listed below.

Dorm Lounges are open to all students (Additional times may be designated by the Househead):

- Monday – Thursday5:30 p.m. until 7:30 p.m.
- Friday5:30 p.m. until 10:50 p.m.
- Saturday12:00 p.m. until 10:50 p.m.
- Sunday.....12:00 p.m. until 7:30 p.m.

CAMPUS TELEPHONES

During evening study hours students may not use the phones. Students are to conclude any phone conversation at 7:55 p.m., which is just prior to the beginning of study hall. (7:30 p.m. for all 9th and 10th grade students.)

Students may be reached at the following pay phones:

- Boone House (805) 693-8239
- Knoles House (805) 693-8759
- Senior Dorm (805) 688-9179
- Girls' Dorm (805) 686-9071 (1st Floor)
(805) 686-9081 (2nd Floor)

LAUNDRY

Debit card-operated washers and dryers are available for student use in the laundry rooms located in each dormitory. Students will need to supply their own soap and bleach. Arrangements may be made through the Student Store to have laundry and dry cleaning sent out. Charges will be reflected on the student’s incidental account.

LOS OLIVOS GROCERY

Students may patronize the Los Olivos Grocery, which is located adjacent to campus, between the hours of 7:00 a.m. and 7:30 p.m. The storeowner works very closely with the school to ensure that this privilege is available to students throughout the year. Visiting this store is a privilege that must be respected. Students are asked not to loiter, or use the phone or bathroom facilities at the store. It is the expectation that if the students go to the store during their free time, they will not be late to class or miss any obligation due to a store visit. It is imperative that students respect the other patrons while visiting the store.

CLOTHING AND EQUIPMENT LIST

The following items are suggested to help parents in preparing and equipping students for Dunn School:

EQUIPMENT

- All bedding for a twin bed, including mattress pad, sheets, blankets, comforter and pillow. (Extra long sheets are needed.)
- Towels (many)
- Toilet articles
- Hangers
- One laundry basket or two nylon mesh laundry bags
- Sleeping bag Alarm clock, flashlight and batteries
- Backpack (for daily use around campus)
- Desk lamp with good light and extra bulbs, bedside lamp
- Bicycle with lock (combination lock suggested – helmet required)
- Computer (strongly recommended – laptop preferred)

CLOTHING

- Athletic-type clothing (shorts, socks, shoes, etc.)
- Sweaters (1 heavy ski-type, 2 lighter weight) and sweatshirts
- One lightweight jacket
- One warm wind/rain jacket
- Hiking boots or similar gear to be worn on campus in bad weather
- Sneakers
- Swimsuit
- Shorts

Boys

Sports jacket
Dress slacks (2 pair)
Dark dress socks
Dress shirts and ties
Sports shirts, t-shirts
Casual slacks, jeans, belt
Dress shoes

Girls

Dresses
Skirts and blouses
Dress shoes
T-shirts
Casual wear
Dress slacks

SCHOOL SUPPLIES

- Pens, pencils, ruler and paper
- Notebooks/binders
- Calculator: TI-84 (plus)
- Dictionary/Foreign Language dictionary

CLIMATE IN THE SANTA YNEZ VALLEY

Temperatures and weather vary. For most of the school year, days are warm and sunny with possible mist in early morning. Nights are generally clear and can be quite cold. Winter weather can be mild or severe. There is no guaranteed weather pattern, of course, and items such as warm blankets, warm jackets and sweaters are not merely luxury items; they are put to good use.

Dunn Upper School Daily Schedule

Schedule for: **Monday, Friday**

Schedule for: **Tuesday, Thursday**

<i>M,F</i>	A DAY	G DAY	F DAY	E DAY	D DAY	C DAY	B DAY	<i>T,Th</i>	A DAY	G DAY	F DAY	E DAY	D DAY	C DAY	B DAY
<i>Jobs/Check-in 7:50-8:00</i>	No G	No F	No E	No D	No C	No B	No A	<i>Jobs/Check-in 7:50-8:00</i>	No G	No F	No E	No D	No C	No B	No A
8:05-8:25(20)	<i>Assembly</i>							8:05-8:55 (50)	A	G	F	E	D	C	B
8:25-9:15 (50)	A	G	F	E	D	C	B	8:55-9:00 (5)	<i>PASSING</i>						
9:15-9:20 (5)	<i>PASSING</i>							9:00-9:50 (50)	B	A	G	F	E	D	C
9:20-10:10 (50)	B	A	G	F	E	D	C	9:50-10:10 (20)	<i>Block</i>						
10:10-10:25 (15)	<i>Break</i>							10:10-10:25 (15)	<i>Break</i>						
10:25-11:15 (50)	C	B	A	G	F	E	D	10:25-11:15 (50)	C	B	A	G	F	E	D
11:15-11:20 (5)	<i>PASSING</i>							11:15-11:20 (5)	<i>PASSING</i>						
11:20-12:10 (50)	D	C	B	A	G	F	E	11:20-12:10 (50)	D	C	B	A	G	F	E
12:10-12:55 (45)	<i>Lunch</i>							12:10-12:55 (45)	<i>Lunch</i>						
12:55-1:45 (50)	E	D	C	B	A	G	F	12:55-1:45 (50)	E	D	C	B	A	G	F
1:45-1:50 (5)	<i>PASSING</i>							1:45-1:50 (5)	<i>PASSING</i>						
1:50-2:40 (50)	F	E	D	C	B	A	G	1:50-2:40 (50)	F	E	D	C	B	A	G
2:40-2:45 (5)	<i>PASSING</i>							2:40-2:45 (5)	<i>PASSING</i>						
2:45-3:35 (50)	H	H	H	H	H	H	H	2:45-3:35 (50)	H	H	H	H	H	H	H

After School Sports & Activities: 4:00-5:30 p.m.

Dinner

Monday - 6:00 - FORMAL/FAMILY
 Tuesday, Wednesday & Thursday- 5:45-6:45 REGULAR BUFFET
 Friday, Saturday & Sunday - 5:30-6:15 REGULAR BUFFET

Schedule for: Wednesday

<i>W</i>	A DAY	G DAY	F DAY	E DAY	D DAY	C DAY	B DAY
<i>Fac Meeting 7:40-8:15</i>	No G	No F	No E	No D	No C	No B	No A
8:20-8:55 (35)	A	G	F	E	D	C	B
8:55-9:00 (5)	<i>PASSING</i>						
9:00-9:35 (35)	B	A	G	F	E	D	C
9:35-9:40 (5)	<i>PASSING</i>						
9:40-10:15 (35)	C	B	A	G	F	E	D
10:15-10:30 (15)	<i>Break</i>						
10:35-11:10 (35)	D	C	B	A	G	F	E
11:10-11:15 (5)	<i>PASSING</i>						
11:15-11:50 (35)	E	D	C	B	A	G	F
11:50-11:55 (5)	<i>PASSING</i>						
11:55-12:30 (35)	F	E	D	C	B	A	G
12:30-1:10 (40)	<i>Lunch</i>						

SPORTS CONTESTS: APPROX. 2:00PM

H PERIOD SCHEDULE 2011-2012

	A	B	C	D	E	F	G
FRESHMAN	STUDY BLOCK	FRESHMAN SEMINAR	STUDY BLOCK	SPEAKERS SPECIAL PRESENTATIONS STUDENT MEETINGS 	CLASS MEETINGS ---- ADVISOR/ADVISEE	COLLEGE COUNSELING	SPEAKERS SPECIAL PRESENTATIONS STUDENT MEETINGS
SOPHOMORE	AP / STUDY BLOCK	COLLEGE COUNSELING	AP / STUDY BLOCK		CLASS MEETINGS ---- ADVISOR/ADVISEE	SOPHOMORE SEMINAR	
JUNIOR	COLLEGE COUNSELING	AP / STUDY BLOCK	JUNIOR SEMINAR		CLASS MEETINGS ---- ADVISOR/ADVISEE	AP / STUDY BLOCK	
SENIOR	SENIOR SEMINAR	AP / STUDY BLOCK	COLLEGE COUNSELING		CLASS MEETINGS ---- ADVISOR/ADVISEE	AP / STUDY BLOCK	

EVENING SCHEDULE

MONDAY - THURSDAY

4:00-5:30 p.m.	After School Sports & Activities (Wednesdays Sports Contests @ 2:00 p.m. <i>approx.</i>)
5:45-6:45 p.m.	Dinner (Mondays Formal/Family @ 6:00 p.m.)
7:30 p.m.	Room inspection / Dorm jobs
7:50 p.m.	Warning bell
8:00-10:00 p.m.	Evening study hours
10:00 p.m.	Students remain in dorm area
10:00 p.m.	9 th graders lights out
10:15 p.m.	10 th graders lights out
10:30 p.m.	11th graders in own rooms/ 12th graders may be in own room or another senior's
11:00 p.m.	Lights out for 11th graders / 12th graders in own rooms

WEEKEND SCHEDULE

FRIDAY EVENING

5:30-6:15 p.m.	Dinner
11:00 p.m.	All students who are on campus, including seniors, checked in to dorm area / Dorm jobs
11:15 p.m.	Lights out for 9th and 10th graders / 11th graders in rooms / 12th graders in own room or the room of another senior
11:30 p.m.	Lights out for 11th graders / 12th graders in own rooms – Seniors returning to campus must check-in with the O.D. in his/her dormitory

SATURDAY

9:00-11:00 a.m.	Breakfast (sign-in required)
1:00-4:00 p.m.	Afternoon sports, activities
5:30-6:15 p.m.	Dinner, sign-in for all students who are on campus
11:00 p.m.	All students who are on campus, including seniors, checked in to dorm area / Dorm jobs
11:15 p.m.	Lights out for 9th and 10th graders / 11th graders in rooms / 12th graders in own room or the room of another senior
11:30 p.m.	Lights out for 11th graders / 12th graders in rooms – Seniors returning to campus must check-in with the O.D. in his/her dormitory

(WEEKEND SCHEDULE CONTINUED)

SUNDAY

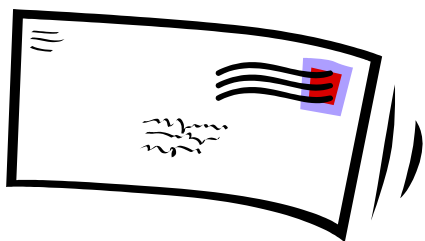
- 9:00-11:00 a.m. Breakfast (sign-in required)
- 5:30-6:15 p.m. Dinner
- 7:30 p.m. Room inspection / Dorm jobs
- 7:50 p.m. Warning bell
- 8:00-10:00 p.m. Evening study hours
- 10:00 p.m. Students remain in dorm area
- 10:00 p.m. Lights out for 9th graders
- 10:15 p.m. Lights out for 10th graders
- 10:30 p.m. 11th graders in own rooms/
12th graders may be in own room or the room of another senior
- 11:00 p.m. Lights out for 11th graders / 12th graders in own rooms

DUNN 2011-2012 CALENDAR

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug.	21 New Faculty Orientation	22 New Faculty Orientation	23 New Faculty Orientation	24 New Faculty Orientation	25	26 All Faculty Orientation	27
Sept	28	29 All Faculty Orientation	30 All Faculty Orientation Dorms open for seniors @ 3:00p.m.	31 All Faculty Orientation Seniors arrive by 11:00 a.m. Dorms open for soph. & jrs at 3:00 p.m.	1 All returning boarding and day students arrive by 2:00 p.m. Seniors with college counselor. New International students arrive	2 New International Student Orientation. Leadership meetings	3 New Students arrive 9:00 – 11:00 a.m. New Student Orientation
	4 New Student Orientation	5 Classes begin Labor Day	6	7	8	9	10 Closed weekend Senior class event
	11	12 Buffet Dinner	13 Handshake Day	14	15	16 Picture Day	17 Dunn Day of Caring Closed Weekend
	18	19 Family Dinner	20	21	22	23	24
	25 Freshman Trip departs	26 Family Dinner	27	28 Freshman Trip returns Rosh Hashanah begins at sundown	29 Rosh Hashanah	30 Rosh Hashanah	1 SAT's for all seniors
Oct.	2	3 Family Dinner	4	5	6	7 Yom Kippur begins at sundown	8 Yom Kippur
	9	10 Formal Dinner	11	12 PSAT Day	13	14 Fall Family Weekend	15 Fall Family Weekend
	16 Break – campus remains open	17 Break	18 Break Students return by 6:00	19	20	21	22
	23	24 Formal Dinner	25	26	27	28	29
Nov	30	31 Halloween Family Dinner	1	2	3	4	5 SAT's for all seniors
	6	7 Formal Dinner	8	9 Team Dinner	10	11 Homespun Dinner Veterans Day	12 Closed weekend Jr. class event
	13	14 Family Dinner	15	16	17	18	19 Break Students Depart
	20 Break	21 Break	22 Break	23 Break	24 Thanksgiving	25 Break	26 Break
Dec.	27 Break	28 In-Service Students return by 6:00 p.m.	29 Classes Resume	30	1	2	3 SAT's Optional for juniors and seniors
	4	5 Family Dinner	6	7	8	9	10 Closed Weekend
	11	12 Buffet Dinner	13	14 Final Exams	15 Final Exams	16 Final Exams	17 Dorm Unity Closed Weekend
	18	19 Final Exams	20 Final Exams Hanukkah begins at sundown Students may depart	21 Break All students must depart by noon	22 Break	23 Break	24 Break
	25 Christmas/ Break	26 Break	27 Break	28 Break Last day of Hanukkah	29 Break	30 Break	31 Break
Jan.	1 Break New Year's Day	2 Break	3 Break	4 Break	5 Break	6 Break	7 Break
	8 Students return by 6:00 p.m.	9 Beginning of 2 nd Semester Classes resume Family Dinner	10	11	12	13	14

2011-2012 DUNN SCHOOL CALENDAR

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan.	15	16 MLK Jr. Bday Buffet Dinner	17	18	19	20	21 Closed weekend Soph. class event
	22	23 Family Dinner	24	25	26	27	28
Feb.	29	30 Family Dinner	31	1	2	3	4
	5	6 Formal Dinner	7	8	9	10	11
	12	13 Family Dinner	14 Valentine's Day	15	16	17	18 Students Depart Break
	19 Break	20 Break Presidents' Day	21 Break	22 Break	23 Break	24 Break	25 Break
March	26 Break	27 In-Service Students return by 6:00 p.m.	28 Classes Resume	29	1	2	3
	4	5 Family Dinner	6	7	8	9	10 SAT's for all Juniors
	11	12 Family Dinner	13	14	15	16	17 Closed weekend Day student event
	18	19 Junior Trip departs Family Dinner	20	21	22	23	24 Junior Trip returns
	25	26 Formal Dinner	27	28	29	30	31
April	1 Palm Sunday	2 DMS trip departs Family Dinner	3	4	5	6 DMS Trip returns Good Friday Passover begins	7 Students Depart
	8 Break Easter Sunday	9 Break	10 Break	11 Break	12 Break	13 Break Passover ends	14 Break
	15 Break	16 In-Service students return by 6:00pm	17 Classes Resume	18	19	20	21
	22	23 Sophomore Trip departs Family Dinner	24	25	26	27 Alumni Weekend Sophomore Trip returns	28 Alumni Weekend
May	29 Alumni Weekend	30 Family Dinner	1	2	3	4	5 SAT's for all Juniors/ Spring Formal
	6	7 AP Exams Formal Dinner	8 AP Exams	9 AP Exams	10 AP Exam	11 AP Exams	12
	13 Mother's Day	14 AP Exams Family Dinner	15 AP Exams	16 AP Exams	17 AP Exams	18 AP Exams	19 Closed weekend Prefect /Student Gov. event
	20	21 Buffet Dinner	22	23	24	25	26 Closed weekend
June	27	28 Final Exams begin Buffet Dinner Memorial Day	29 Exams	30 Exams	31 Exams	1 Exams Sr. Chapel	2 Awards Ceremony Senior Lunch
	3 Graduation All students required to attend	4 No Meetings for faculty	5 No meetings for faculty	6 Faculty Meeting Grades and Comments	7	8	9



MAIL

Mail should be sent to students using the following addresses:

U.S. Mail:

“Student’s Name”
P.O. Box 98
Dunn School
Los Olivos, CA 93441

Federal Express or UPS:

“Student’s Name”
2555 Highway 154
Dunn School
Los Olivos, CA 93441

All Faxes should be sent to (805) 686-2078.