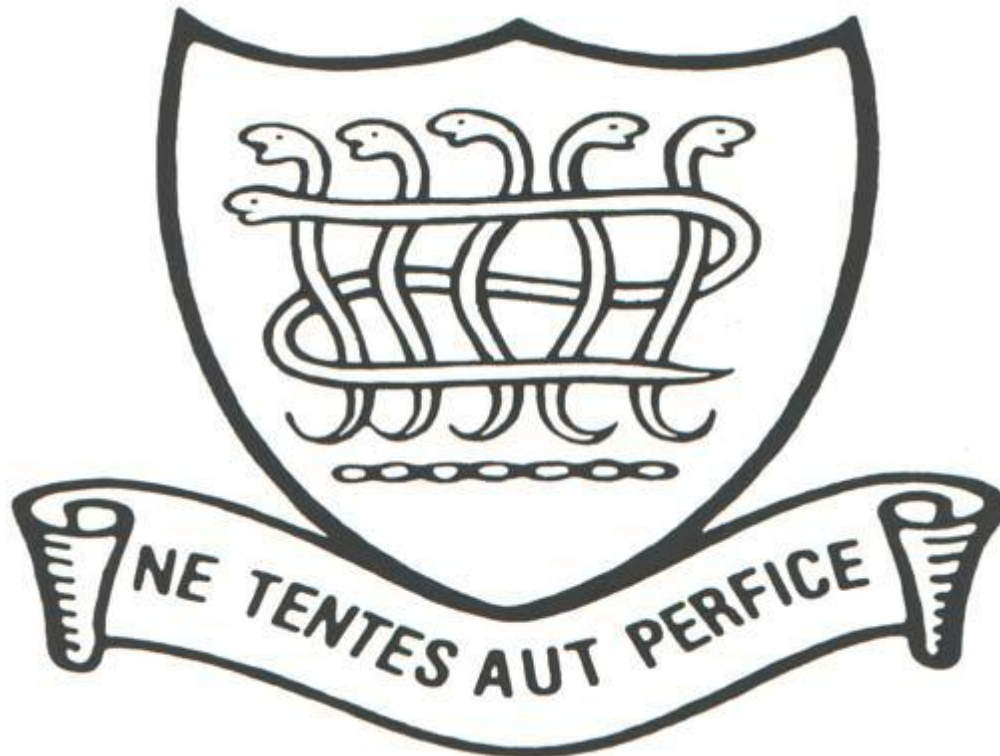


DUNN MIDDLE SCHOOL



PARENT-STUDENT HANDBOOK

2011-2012

Weekday Office Hours

Monday through Friday, 7:45 AM to noon and 1:00-4:00 PM

Dunn Middle School... (805) 688-2404

DMS FAX..... (805) 686-9715

school website: www.dunnearwig.org

Dunn High School.....(805) 688-6471

Emergencies

During Office Hours

Dunn Middle School....(805) 688-2404

Dunn High School.....(805) 688-6471

Before or After Office Hours

Eric Gaylord, Director of DMS....(805) 245-9792

DMS Faculty and Staff Email Addresses

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

TABLE OF CONTENTS

Contact Information	2
Welcome from the Director	5
Introduction to Dunn School	6
• Dunn School Mission	6
• Dunn School Core Values	6
• The Dunn School Student	6
• General Expectations	7
• DMS Honor Code	7
Communication	8
Parent Involvement	8
Health Care Services	9
• Illness and Injury	9
• Required Medical Forms	9
• Immunizations	9
The School Day	10
• Daily Schedule	10
• Deck Meeting	12
• Block	12
• Lunch	12
• DMS Advisor Program	12
• Afternoon Pick-Up	12
• After School Activities	12
• Guests and Visitors	12
Academics	13
• Core Academic Classes	13
• Homework	13
• Enrichment Classes	13
• Athletics	14
• Academic Expectations	17
• Academic Ethics Code	17
• Conferences	17
• Grading System	18
• Attendance Policy	18
• Make-Up Work	18
• Re-Invitation	19
• Academic Probation	19
• The Americans with Disabilities Act	19

Student Leadership	20
Outdoor Education	21
• Mission Statement	21
• Philosophy	21
• The Outdoor Education Process	21
• DMS Outdoor Education Activities and Sequence	22
Dunn School Digital Citizenship Agreement	23
• Scope	23
• Dunn School Network Overview	23
• Unacceptable Use	23
• Security	23
• Penalties	24
• Privately Owned Computers	24
• Disclaimer	24
Responsibility and Discipline	25
• Major school Rules	25
• Safe House Agreement	25
• Minor School Rules	26
• Dress Code	26
• The Note System	27
• Disciplinary Goals and Response	27
• Disciplinary Status	27
• Personal and Sexual Harassment	28
The Development Office	29
• Development Overview	29
• Mission Statement	29
• Development Calendar and Contributions	29
Special Events	31
Clothing and Equipment List	34
Annual Calendar	35

WELCOME FROM THE DIRECTOR

Welcome to Dunn Middle School! This is the place where kids can be kids and where working hard is the cool thing to do.

Sixth through eighth grade is, in our opinion, the most exciting stage of development for young people. Now is the time when they discover the world around them and the importance of their influence on it. As educators, we believe our primary goal is to educate the mind of our students rather than simply filling the brain with facts. We want students to begin to think for themselves, make conscious decisions, and believe that they can control their destiny in a positive fashion. We want them to understand that their actions often have a ripple effect, and that a person can be a leader of others even when it is not intended.

Every aspect of DMS is linked, in some fashion, to our goal of helping students prepare for a life of learning and responsible leadership in society. We expect them to make poor decisions on occasion, and we believe that failure is often the road to success. Trial and error is an important means of learning – middle school students are supposed to explore and push the limits a little bit. We are prepared to help them learn from the bad decisions, and we are excited to celebrate their good decisions and accomplishments. We believe a strong partnership with parents is the key to our success. Together we can support and nurture our next generation.

This handbook should be kept in a handy place. It will help you greatly throughout the school year.

CARPE DIEM!

– Eric Gaylord

The *Carpe Diem* Spirit

One of the interesting things that sets DMS students and faculty apart from other schools is their willingness to *carpe diem* or seize the day. As a result, *Carpe Diem* has become our school motto.

We believe students and teachers who embrace opportunities will lead happier, more successful lives. Being willing to *carpe diem* may be as simple as being willing to take a challenging bike ride or as complex as pursuing a particularly interesting topic of research. To seize the day is to make the most of each day rather than simply occupying space. We believe it is not enough simply to do what is expected; an ideal student seeks greater opportunities and adds a positive spirit to the school on a daily basis.

Likewise, DMS teachers embrace the opportunity to make the most of each day. While teachers abide by a challenging curriculum, if there is a unique experience available to our students, we will take advantage of it even if it may not have been in the plan for the day. This *carpe diem* spirit can mean everything from dancing in a snowstorm to stopping class to view a rocket blast or special news report.

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 from the 12th grade 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, staff, and students inside and outside the classroom in a variety of roles such as teacher, advisor, administrator, coach, and mentor.

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.

DMS HONOR CODE

We believe that people have the ability to control who they are and how they behave. We believe that our students and employees choose to be good citizens in all walks of life and enjoy being surrounded by people who choose to do the same.

Plato, the great philosopher, is often quoted regarding ideal human behavior patterns. Plato gets his concept of the good life from the model of a craftsperson making something. They either do it right or not; it doesn't matter who notices, and doing it right is the reward no matter who else notices. Plato encourages us to be excellent in the craft of living. This is fundamentally different from the modern notion of "don't get caught."

All DMS teachers, students, and support staff agree to the principles in the DMS Honor Code described below.

WE AGREE TO...

- treat ourselves and others fairly and with respect
- be honest
- tolerate and honor our differences
- be as helpful as possible and a good friend to others
- abide by all laws
- refuse to tolerate anyone who does not abide by the Honor Code

COMMUNICATION

You have a direct line of communication with DMS through Eric Gaylord, the Office Staff, and teachers. Notes may be deposited in teacher mailboxes in the office, or you may email teachers at the addresses listed on page 2 of this handbook. When you have a concern, it is best to contact Eric Gaylord first so that he can process the request and stay informed on all issues. Teachers are happy to meet with parents after school. You should make an appointment.

Monday Folders

Each Monday, a folder will be sent home which contains communication from the school. Please take time to read the contents thoroughly and return the folder (signed) by Wednesday.

Newsnote

Families will receive a newsletter via email each week, referred to as the Newsnote. In order to be well informed, parents should read the Newsnote every week. Newsnotes are also posted online at <http://www.dunnearwig.org/dunn/dxi52/Newsnote>.

Webpage

Please visit the Dunn School website at <http://www.dunnearwig.org> for homework information, sports updates, links to photography pages, news about Dunn School, and more.

Email

We use email as a primary means of communication at DMS. Parents are often reminded of upcoming events, given details about activities, or notified of changes in schedules via email. If you are not receiving the Newsnote in your inbox each week, then please contact the DMS Office so that we can add your correct address to our list.

Note System

On occasion, your child may bring home a colored note regarding their behavior or preparedness for class. This is a simple way for us to keep you informed about what is happening with your child on a daily basis. Please sign the note and send it back with your child the next day.

PARENT INVOLVEMENT

DMS welcomes the involvement of parents on campus and at home. During the day, we welcome help on special projects, field trips, and certain classroom activities. We are often looking for parent volunteers to help coach competitive sport teams. With regard to homework, parents should offer reasonable assistance but not complete assignments for students. It is expected that parents will help their children find the time and a suitable atmosphere for completing homework. Parents should be aware of the homework load and due dates for long-term projects so they can help facilitate the development of effective time management habits.

Parents and teachers are expected to act as role models for students when solving interpersonal problems and should always interact respectfully with one another. Any negative or inappropriate actions or language by an adult or child will not be tolerated for any reason at any time on the DMS campus.

HEALTH CARE SERVICES

ILLNESS AND INJURY

All teachers are certified by American Red Cross in CPR and/or first aid, and many of them are Wilderness First Aid or First Responder certified. The school nurse is on call at the Dunn School upper campus during school hours. Students in the swimming pool or ocean are monitored by American Red Cross certified lifeguards and/or state/county beach lifeguards.

If a child becomes sick or injured at school, DMS staff members will do their best to make the student as comfortable as possible. If a child has prescription medication, the student's parent should give the medication with written directions to the Head of DMS or DMS office personnel. If a child needs medications such as Tylenol for a headache or fever, we will ask the parent to take the child home. **Sick children should not be at school.** If a child is in need of over-the-counter medication while on a trip we will attempt to contact the parents, and the dosage will be based on the information printed on the bottle.

In case of an emergency, students will be taken to the nearest hospital. Parents will be notified immediately. The Director of DMS will transport and stay with the child until a parent is available.

Any student who is well but not able to participate in physical activities will be excused from PE and placed in a study hall. **Advance parent/doctor notification is necessary to excuse a student from sports/PE.** Please call the office in the morning or email the Director the night before. Long term conditions may require a doctor's note describing the physical limitations of the student.

REQUIRED MEDICAL FORMS - ANNUALLY

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

1. Authorization for Treatment Form
2. Emergency Release Authorization
3. Medical Authorization
4. Dunn School Physical (new students must have a physical done prior to the first day of school, by their own physician)
5. Proof of Insurance
6. Student Immunization Record
7. Medical History Form
8. Past medical history form.

IMMUNIZATIONS

All immunizations must be current when the student arrives on campus in August.

- 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 traveled or studied abroad during the summer.
- Every student must have had an immunization for tetanus within the past 10 years
- Whooping cough is required for admittance to school this year
- Returning students are required to submit an updated record every year, with a parental signature.

State Law Requirement

California State Law requires a complete and updated immunization history within the first two weeks of school.

THE SCHOOL DAY (M, Tu, Th, F)

Schedule for: Monday, Friday

<i>M,F</i>	A DAY	G DAY	F DAY	E DAY	D DAY	C DAY	B DAY
7:55	Check-in/Lunch Orders						
8:05-8:25 (20)	<i>Deck Meeting</i>						
8:25-9:15 (50)	A	F*	F	E	D	C	B
9:15-9:20 (5)	<i>PASSING</i>						
9:20-10:10 (50)	B	A	E*	F	E	D	C
10:10-10:25 (15)	<i>Break</i>						
10:25-11:15 (50)	C	B	A	D*	F	E	D
11:15-11:20 (5)	<i>PASSING</i>						
11:20-12:10 (50)	D	C	B	A	C*	F	E
12:10-12:55 (45)	<i>Lunch</i>						
12:55--1:45 (50)	E	D	C	B	A	B*	F
1:45-1:50 (5)	<i>PASSING</i>						
1:50-2:40 (50)	F	E	D	C	B	A	A*
2:40-2:45 (5)	<i>PASSING</i>						
2:45-3:35 (50)	PE	PE	PE	PE	PE	PE	PE

Schedule for: Tuesday, Thursday

<i>T,Th</i>	A DAY	G DAY	F DAY	E DAY	D DAY	C DAY	B DAY
7:55	Check-in/Lunch Orders						
8:05-8:55 (50)	A	F*	F	E	D	C	B
8:55-9:00 (5)	<i>PASSING</i>						
9:00-9:50 (50)	B	A	E*	F	E	D	C
9:50-10:10 (20)	<i>Deck Meeting</i>						
10:10-10:25 (15)	<i>Break</i>						
10:25-11:15 (50)	C	B	A	D*	F	E	D
11:15-11:20 (5)	<i>PASSING</i>						
11:20-12:10 (50)	D	C	B	A	C*	F	E
12:10-12:55 (45)	<i>Lunch</i>						
12:55--1:45 (50)	E	D	C	B	A	B*	F
1:45-1:50 (5)	<i>PASSING</i>						
1:50-2:40 (50)	F	E	D	C	B	A	A*
2:40-2:45 (5)	<i>PASSING</i>						
2:45-3:35 (50)	PE	PE	PE	PE	PE	PE	PE

THE SCHOOL DAY (Wednesdays)

Schedule for: Wednesday

<i>W</i>	A DAY	G DAY	F DAY	E DAY	D DAY	C DAY	B DAY
7:55	Check-in/Lunch Orders						
8:00-8:20 (20)	Deck Meeting						
8:20-8:55 (35)	A	Fam	Fam	Sem	D	C	B
8:55-9:00 (5)	<i>PASSING</i>						
9:00-9:35 (35)	B	A	Sem	Fam	Sem	D	C
9:35-9:40 (5)	<i>PASSING</i>						
9:40-10:15 (35)	C	B	A	D*	Fam	Sem	D
10:15-10:30 (15)	<i>Break</i>						
10:35-11:10 (35)	D	C	B	A	C*	Fam	Sem
11:10-11:15 (5)	<i>PASSING</i>						
11:15-11:50 (35)	Sem	D	C	B	A	B*	Fam
11:50-11:55 (5)	<i>PASSING</i>						
11:55-12:30 (35)	Fam	Sem	D	C	B	A	A*
12:30-1:10 (40)	<i>Lunch</i>						

Enrichment: 1:15-3:35 p.m.

DECK MEETING

News, announcements, mini-presentations, brain warm-ups, and community building activities occur at this time.

BLOCK

This is open office hour time for students to get extra help from teachers, make up work due to an absence, or get a start on homework.

LUNCH

Optional hot lunches from local vendors are available Monday-Friday for \$4.50. Students sign up for lunch at the beginning of the day, and the cost of each lunch is applied to the student's tab in the DMS Office. Lunch tabs are set up through the DMS Office.

Near the end of lunch, students meet in their "families" to do jobs. Jobs are done under the direction of the family leader(s) and are checked by that team's faculty advisor.

DMS ADVISOR PROGRAM

Each full-time faculty member at DMS acts as an advisor to a "family" of students. An advisor serves as a jobs supervisor, mentor, and role model for his/her advisees. The advisor's role is to support and guide his/her advisees, helping them 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. Families support one another and serve as cheerleaders when one of their members meets with success.

AFTERNOON PICK-UP

School ends at 3:35. Students should be picked up at this time unless they are involved in a scheduled after-school activity. If your child is on campus after 3:45, then he/she *must* be involved in an organized after school activity. Once a student leaves campus he/she should not return until the next day – students may not go to the market, purchase a snack, and return to school. Students who remain on campus until after 3:45 who are not otherwise involved in an after school program will be put in Homework Heaven and must be picked up no later than 5:00.

AFTER SCHOOL ACTIVITIES

All after-school activities are optional and most are offered free of charge. Students benefit greatly from being involved in any or all of them.

Homework Heaven – held every Monday-Thursday, 3:45-5:00, except during conferences and after May 17. This is a quiet, supervised time for students to get a start on homework. An adult supervisor oversees Homework Heaven, and one or more high school students are present to help DMS students when they have questions.

Clubs – vary by season, day, and time. They may include the following, depending upon interest:

- Hike Club
- Bouldering
- Art Club
- Earwig Innovations
- Bike Club
- Chefs' Club
- Chess Club
- Math/Science Institute

GUESTS AND VISITORS

All guests and visitors to the campus should check-in at the office upon arrival.

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. The curriculum at Dunn Middle School provides students with a course of study that is well-rounded and challenging. Class size averages 12 students. The course of learning is rigorous. Cooperative learning, critical thinking, hands-on projects, workshops, and long and short-term projects are stressed in all classes.

CORE ACADEMIC CLASSES

The four core academic classes are held Monday-Friday. Homework is assigned each evening, Monday through Thursday, from each of the four: social studies, language arts, science, and math.

Social studies classes follow a 3-year rotation, wherein all students 6-8th grade study the same general topics each year. Included in this rotation are (a) American History, (b) Ancient Civilizations, and (c) Rome/Medieval/Renaissance. This year's course of study is Rome/Medieval/Renaissance.

Language arts classes modify their readings and discussions to support Social Studies topics. The focus is on reading comprehension and analysis, and fluency in writing.

Science classes also follow a 3-year rotation, wherein all students 6-8th grade study the same general topics each year. This format facilitates integration of the major scientific disciplines of physical, chemical, and life sciences. Included in this rotation are (a) eggs, (b) water, and (c) fire. This year's course of study is fire.

Mathematics classes often apply recently gained mathematical tools to the scientific topics concurrently being studied in Science. Our primary goal in middle school mathematics is to build a solid foundation in algebra 1. However, we have advanced options available for students who demonstrate early mastery.

6th Grade – Math 6

7th Grade – Pre-algebra or Algebra 1

8th Grade – Algebra 1, Math Applications, or Geometry

HOMEWORK

Students should expect an average two hours of homework each night, Monday-Thursday. Students should follow these steps when you are not sure about an assignment:

1. Check the on-line homework blog at <http://dmshomeworkblog.blogspot.com/>.
2. Call a reliable friend in the class.
3. If you need help, you may attempt to email the teacher. Be aware that not all teachers will be on their computer to answer your question immediately after you email a query.

ENRICHMENT CLASSES

One of the joys of being a student at DMS is the breadth of enrichment classes available to take over the course of three years. The primary purpose of elective classes is to help students find their passions. To this end, we expose them to a wide variety of activities. In a typical year, we offer over 40 different elective classes. While there are some requirements, there are many choices as well.

Monday, Tuesday, Thursday and Friday each student will take two 50-minute enrichment classes and PE/sports. Wednesday afternoons are spent in a single, 140-minute elective class. Over the course of the year there are five 6-week enrichment blocks. Some classes span more than one block, but many change every six weeks. The requirements are identified in categories; several different specialty classes are offered under most categories.

Athletics

An interscholastic athletic program 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 fully engage student athletes in mind, body, and spirit. Student athletes, coaches, and parents are asked to work together in a true spirit of sportsmanship. Through participation in athletics at Dunn, students will mature physically, emotionally and socially. They will learn to take responsibility for personal growth by developing loyalty, pride, integrity, and commitment. Through participation in athletics the student athlete learns important life lessons.

The last period of the day, all students or participate in PE or practice as members of a DMS competitive sport team. Students will change into their athletic attire immediately before practice.

Competitive Sports

The primary purpose of DMS competitive sports is to provide students the opportunity to work as part of a team in a friendly, competitive environment. Practices for competitive sports occur Monday, Tuesday, Thursday, and Friday during the final period of the day. Additional practices or practices that extend past the regular academic day may be held at the coach's discretion. Games are held after school during the week.

Competitive Sport Expectations

Sport participants are expected to attend all practices and at least half of the games. It is expected that they respect their coaches and the team by arriving to practice on time and being dressed appropriately, bringing the appropriate equipment to practices and games, demonstrating good sportsmanship toward their teammates, other teams, and game officials, being attentive to their coaches' instructions and directions, and applying themselves to maximize improvement. Participants should work hard, have fun, and hold the welfare of their team in the highest regard.

Coaches will give equal playing time to all hard-working, enthusiastic, and supportive players during regular season games. During end of season tournaments, playing time is left to the discretion of the coaches to maximize the success of the team.

Competitive Sport Offerings

<i>Season 1</i>	<i>Season 2</i>	<i>Season 3</i>	<i>Season 4</i>
Girls Volleyball	Girls Tennis	Boys Basketball	Boys Tennis
Co-ed Baseball	Boys Volleyball		Girls Basketball

Sport Competition Changes and Cancellations

It is inevitable that there will be game time and game site changes. All athletes and their parents are notified as soon as the information is available, which often times will not be until the day of the event. We always recommend checking with the school office the day of an athletic event to verify the start time.

Physical Education (PE)

The purpose of DMS PE is to foster the Physical Readiness of our students. Our goals are (1) to encourage students to be physically active and healthy, and (2) to help students develop a passion for maintaining a physically healthy lifestyle through exercise, goal-setting, intellectual stimulation, game playing, and fun. Assets in creating and maintaining a physically healthy lifestyle are familiarity with diverse and accessible physical activities, and the development of the proper mental framework to appreciate the exercise experience.

Independent Study

A student in 7-8th grade may petition to have Independent Study during PE/sports time. This does not take the place of the one competitive sport per year requirement. In order to qualify for Independent Study, a student must be involved in a physically active, competitive sport, under the guidance of an official coach at least five (5) hours each week. The sport must involve regular competitions and/or performances. Paperwork is available at the DMS Office. A qualified student, with the appropriate paperwork is expected to work diligently and quietly on homework during PE/sports time, without disrupting other students in attendance. Failure to comply will result in a loss of this privilege. Petitions should be made in writing to the Head of DMS and the DMS Athletic Director at least one week prior to the start of a given trimester.

Global Languages and Cultures

Each student is required to take 10 blocks of Global Language and Culture courses.

Students may take classes in Cultural and Linguistic Diversity (CLD). These classes each last a single block and do not have to be taken in a particular order. A student taking 10 CLD classes will fulfill their requirement. Class offerings include: Armenian, Chinese, Eastern Geography, French, Hebrew, Italian, Russian, Sign Language, Spanish, Western Geography, and PEACE Mexico (for 7-8th grade Spanish students participating in the 1-week summer trip to Mexico).

Spanish and Mandarin Chinese classes can be taken during any year, 6-8, but they are year-long courses that cannot be entered or dropped mid-year. The A level course must be completed before the B level course can be taken. It is expected that a student earning A's in both levels of a single language will be prepared for a level 2 high school course in 9th grade. Note: Mandarin Chinese and Spanish classes will commonly give homework that will be in addition to homework given in core classes.

Music

The first two music classes required by all 6th graders are Band 1a and Band 1b. They should be taken back-to-back in consecutive blocks. Thereafter, students may take Guitar, Keyboarding, Vocals, Percussions, etc. at their leisure. Each student is required to take at least 5 blocks of music.

Resident Artist Program

Students who identify a true passion in a particular discipline may decide to specialize in that field and push themselves to do extra project(s). These passionate, self-motivated students may earn the title "Resident Artist" in a particular field if they demonstrate commitment and dedication above and beyond the norm of study. The field is often one of those listed under enrichment requirements, but students may also petition for a Resident Artist distinction in a field that is not listed, such as "Athletics". In general, students attempting to earn a Resident Artist distinction must take the vast majority of courses offered in that discipline in addition to completing, with minimal adult motivation and facilitation, a significantly challenging extra independent project.

Enrichment Requirements

- 3 years PE/Competitive Sports (6-8th grade), including at least one DMS Competitive sport each year
- Global Language/Culture [10 blocks]
- Music [5 blocks] – Band 1a and 1b - *required by end of 6th grade*
- Bicycling [1 block] – *required for new students in their 1st year*
- Computer Applications [2 blocks] - Microsoft Guru – *required by the end of 7th grade*
- CPR/1st Aid [1 block]
- Culinary Arts [1 block]
- Fiber Arts [1 block]
- Leadership [1 block]
- Life Skills [2 blocks] - *8th grade course*
- Rock Climbing [1 block] – *required by end of 7th grade*
- Shop [1 block]
- Surfing/Ocean Safety [1 block]
- Theater Arts [1 block]
- Computer Keyboarding [1 block] (test out at 40 WPM) – *required for new students in their 1st year*
- Visual Arts – three dimensional [1 block]
- Visual Arts – two dimensional [1 block]

ACADEMIC EXPECTATIONS

1. The classroom is an intellectual haven wherein courtesy and scholastic decorum constitutes the norm.
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. Each student should be prepared, with homework completed, for class each day. 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 will learn to organize their time effectively.
7. Students will 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.

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.

- 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.
- Copying another student's work is prohibited.
- Use of unauthorized materials on tests, quizzes, or other evaluations is prohibited.

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

CONFERENCES

At the midpoint of the first semester, families are sent written comments and approximate grades regarding student progress in each class. Shortly after receiving these grade updates, mandatory conferences are scheduled for each middle school family. The purpose is to provide time for students, parents, and teachers to discuss the student's progress and achievements and identify goals for continued growth. Attendance by the student and at least one parent is required. Spring conferences are strongly suggested for struggling students and optional for other students.

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. All core and global language classes are graded. In PE and sports, students are not given a letter grade, but they are assigned an effort mark.

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

Effort grades accompany each letter grade on all grade reports mailed home. The effort grades are: Excellent, Good, Satisfactory, Poor, and Unacceptable.

ATTENDANCE POLICY

Regular absences or tardies severely impede a child’s academic and social growth and place a difficult burden on classroom teachers. We expect daily attendance and prompt arrival from all students. 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 student is absent due to illness, parents should call or email the DMS Office by 8:00 AM. Students who arrive late or depart early must have a parent/guardian sign them in/out at the office.

MAKE-UP WORK

While we believe a child who is sick should be allowed to recover without concern of school work, it is the responsibility of each student to make up any school work missed due to absence. In general, work will be accepted one day late for every day of absence. Missing work can be identified through use of the homework blog, by contacting other students in the class, or by emailing teachers. Parents should encourage their children to shoulder the responsibility for finding out what work they have missed. If the absence is anticipated, the student should notify each teacher ahead of time so that an assignment packet can be prepared. If the absence was not anticipated, then the student should check in with each teacher on the day he/she returns to class to confirm that he/she knows what is recommended and expected.

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.

ACADEMIC PROBATION

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

- He/she has a grade point average of less than 2.0 at the end of any semester.
- He/she has 2 or more poor and/or unacceptable effort grades.
- He/she receives 2 or more D's and/or F's as final semester grades in any core courses (math, science, language arts, or social studies).
 - Grades and grade point averages will be factored at the end of each trimester.

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 Director of Dunn Middle School:

- Meet with the Director and his/her parents to devise strategies for improvement.
- Complete weekly Progress Reports until consistent improvement is demonstrated.
- Have his/her academic and effort grades reviewed every six to eight weeks.
- Obtain supplemental tutoring services.
- Be considered for a mandatory summer school program to maintain his/her academic standing.
- In most circumstances, he/she will receive a Hesitation Letter with respect to re-invitation to Dunn for the following academic year.

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.

STUDENT LEADERSHIP

It is important to begin developing the art of leadership in our students at an early age. Therefore, DMS offers a variety of leadership opportunities.

1. Student Government Association (SGA)

- President (8th grader) – Runs all SGA meetings, promotes DMS in the community, coordinates all SGA efforts that involve more than one committee, serves as the communication link between the students and the head of DMS
- AVP (8th grader) – Chair of the Finance Committee, oversees all student fund raising efforts and expenditures, maintains a written budget ledger
- LVP (8th grader) – Chair of the Student Life Committee, oversees student-driven activities, oversees spirit days, provides a venue to address student concerns and suggestions
- 2 senators from each grade – Run class meetings at least once per month, serve as the “voice” of their class, attend all SGA meetings
- These are elected positions. Elections are held at the end of the second week of school.

2. DMS Tour Guides

- Two from each grade - do not overlap with student government
- Tour guides will shadow prospective new students, give student-led tours, and will assist with DMS Open House events.
- Application process, interview, and sample tour. Selected by DMS staff. 7th or 8th graders

3. Big Brothers/Sisters (“Peerwigs”)

- One for each new student
- Training given in the morning of the New Student Pool Party. This is generally the last Friday before school starts in the fall. You must be able to attend the training and the pool party.
- Application process – email Eric Gaylord a paragraph explaining why you want to be a Big and what you will do to be the best Big ever. 7th or 8th graders.

4. Other Leadership Roles – open to any grade level

- Community Service Club – organize and facilitate at least two community service opportunities/events for DMS students (Advisor: Mac or Lenna)
- Tech Club – work with upper school students to develop technology at Dunn (advisor: Linda or Donna)
- Photo Journalism – take pictures at DMS events for use in weekly newsnotes and the end of year slideshow, write brief articles summarizing sport competitions, festivals, and other happenings (advisor: Dawn or Mac)
- Farm Manager – Oversee the planting, maintenance, and harvest of farm produce (advisor: EricG)
- Athletic Equipment Manager – Oversee responsible use of equipment, equipment maintenance, and equipment replacement (Advisor: EricD)

OUTDOOR EDUCATION

MISSION STATEMENT

The Dunn School Outdoor Education Program is integral to the school's philosophic commitment to the education of the whole person. The program fosters greater self-awareness through challenges and experiences in the outdoors and concerns itself with the following goals:

1. Challenge students to raise their level of confidence, self-esteem, and trust in others through physical and social growth components.
2. Develop mutual support within a group through activities that transfer to the students' academic, social, and athletic challenges.
3. Increase appreciation of one's physical and social self.
4. Widen their appreciation for the natural environment and the trials one endures each time they are faced with its diversity.

PHILOSOPHY

“Whatever we have to learn to do, we learn by doing.”

-Aristotle

The Outdoor Education Program takes the students' learning beyond the walls of the classroom. As stated in the Mission Statement, it fosters the growth of the *whole student*. The program provides students the opportunity to work in the realms of feelings and beliefs, as well as those of intellect and skill. Through the process of learning in the wilderness, students discover an awareness of self worth and confidence by participating in activities that challenge old norms and ideas. To reach the goals of the program, the student must invest him or herself in the process by following the ideals set below:

- Emphasis should be on the learning process and not on the end product.
- One must be willing to inquire, discover, and have fun.
- The focus is on inter-group learning and not on isolated competitive approaches.
- Instructors are seen as facilitators first and teachers second.
- Individuals have unique learning styles and need concrete, successful experiences, which assist them in surpassing their physical and mental limitations.

THE OUTDOOR EDUCATION PROCESS

The Outdoor Education Program accomplishes its goals by providing students an adventure that opens doors of discovery. By opening new doors, old opinions, beliefs, and assessments of personal limitations lose some validity in one's mind. The student's mind and body are stimulated and awareness increased when paired with the natural world that surrounds them, which causes students to reflect on self-doubts and opinions. This reflection creates an environment for change and acceptance of new behaviors and norms.

During class trips, students are placed in groups in which they may not know other individuals. Groups are constructed so new friendships can form, and students may find themselves in a group of people outside their normal circle of friends. This experience almost always results in new friendships and provides for a more fulfilling experience. It provides an opportunity for students to work together with a wide range of personalities, learn new ways to communicate, and grow by building new relationships. At the end of each course, time is provided for students to share their experience with others. This sharing of new experiences solidifies the students' learning.

DMS OUTDOOR EDUCATION ACTIVITIES AND SEQUENCE

Day Components

Hike Club – Explore the lesser known nooks and crannies of the Santa Ynez Valley’s natural areas. After participating in Hike Club for a year, you will know the treasures this valley contains better than many adults who have lived here their entire lives.

Bike Club – Local bike rides after school hone students’ riding and road safety skills and gives them a taste of the freedom that comes with having one’s own transportation.

Bouldering Club – An introduction to climbing techniques in Dunn’s artificial Climbing Cave on upper campus, and a terrific way to increase strength and balance.

Rock Climbing - This is an introductory course for beginners. Students learn basic knots, how to belay, signals used in climbing and how to manage risk.

Surfing and Ocean Safety – This is an introductory course in ocean surfing. Students learn how to recognize ocean patterns such as rip currents, wave sets, and subsurface features in addition to being introduced to the sport of surfing.

Overnight Trips

Fall Camping Trip – Three days of car camping in Morro Bay with the entire DMS faculty and student body. The primary goal of this trip is to break down interpersonal barriers and get to know everyone else in the DMS community.

6th Grade OE Trip – Five days in cabins at Camp Ocean Pines, in Cambria. Students are introduced to a wonderful Outdoor Education program that includes tide pool explorations, kayaking, and studies of aquatic organisms. DMS teachers accompany the group, but the camp provides remarkable instructors who do all the cooking and lead all the activities. A primary goal of this trip is develop students’ level of comfort being away from home for a week while sleeping in a sleeping bag and learning super cool things.

7th Grade OE Trip – Five days of car camping in Pinnacles National Monument. This is often the first experience DMS students have with setting up their own tents, cooking their own food over a fire and camp stove, and hiking strenuous trails. Students explore talus caves, learn about (and probably see) California condors, learn about bats and other wildlife, rock climb, and explore the picturesque pinnacles. The primary goals of this trip are for students to learn how to lead themselves as part of a larger group, challenge themselves personally, and learn basic camping skills and expedition behavior.

8th Grade OE Trip – Five days of backpacking, rock climbing, and camping in Joshua Tree National Park. Students get a real taste of living in the rugged outdoors on this trip. The focus is on expedition behavior, leading others, and working as a team to accomplish common goals. Students will learn techniques associated with rock climbing, rappelling, backpacking, and leave no trace camping. In addition to leading and challenging themselves, they will experience what it is like to lead their peers in small group settings.

Outdoor education equipment lists can be found on the website,

<http://www.dunnearwig.org/dunn/dxi69/trip-clothing-lists>

DUNN SCHOOL 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 AM 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 temporary or permanent loss of access to the Dunn School LAN, 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

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.

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. Behavior injurious to any member of the community, including verbal harassment, assault, or inappropriate sexual behavior
5. Willful destruction of school property
6. Deliberate violations of the fire code, including but not limited to, vandalism of fire equipment, unauthorized burning of materials in any school building, and intentionally setting off fire alarms
7. Unauthorized possession of any weapons, including but not limited to guns, pellet guns, BB guns, paintball markers, knives, and Taser guns on campus.
8. Use, in possession, or under the influence of drugs, tobacco, or alcohol on campus or at a DMS sponsored event
9. Violating the terms of the Digital Citizenship Agreement for internet and electronics
10. Leaving campus without permission

SAFE HOUSE AGREEMENT

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.”

MINOR SCHOOL RULES

1. Abide by the Honor Code agreement.
2. Use respectful language and tone at all times.
3. Adhere to the Dress Code.
4. Students are permitted to use cell phones before 7:55 am and after 3:35 pm on regular school days. They are not permitted in Homework Heaven, during sporting events, or on outdoor education trips. In the event that a student must call a parent during the school day the DMS Office phone should be used. Cell phones should be turned off during the school day. Violation of the cell phone policy will result in immediate confiscation of the phone and parents will be contacted to pick the phone up from the DMS Office.
5. Electronic devices other than calculators, computers, and other academic tools should not be at school.
6. Students are allowed in classrooms only when a teacher is present.
7. Helmets must be fastened and shoes must be tied when riding a bicycle or skateboard to or from school and for any school bicycling or skateboarding event.
8. Stay within the identified boundaries during Break and Lunch, and remain on the DMS side of the campus road and the track unless accompanied by or with the permission of a DMS employee.
9. Have prior permission and sign out when leaving campus before 3:15.

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.

General appearance policies that apply to all DMS events on and off campus.

1. 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.**
2. Clothes and footwear should be neat, clean, in good repair with no holes, and fit the wearer.
3. Clothing with alcohol, tobacco, drug, racist or sexist slogans or pictures, or other inappropriate language or graphics are never acceptable.
4. Undergarments may not be visible with any level of dress.
5. Footwear must be worn at all times.
6. 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.
7. 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 his/her side.
8. Pajamas are not permitted.
9. Clothing that is extremely form-fitting, revealing, "sagging", or oversized is not acceptable.
10. If an outer-garment is worn and then removed, the clothing beneath the outerwear must adhere to this stated dress code.

Dress for PE and Athletics

1. Athletic footwear must be worn at all times during athletic practice and competition. This footwear must be appropriate for the sport/activity at hand and will vary depending upon the sport.
2. PE requires each student to wear athletic shoes that provide cushion, traction, and support. They should be an athletic shoe designed for cross-training or running. Skater shoes, slip-ons, Converse All-Stars, and similar footwear are poor substitutes for readily available athletic footwear.
3. Athletic shorts/sweats and t-shirts must be worn at all times during athletic practice and competition. They should not be form fitting spandex, overly tight/revealing leggings, or the like.
4. Each student should have a swimsuit and towel available for use every day. Swim goggles are also recommended. It is best to store these items in a locker for spontaneous use on hot days.
5. On cool days it is best to have a sweatshirt.

THE NOTE SYSTEM

DMS uses a note system to facilitate efficient communication about student behavior, readiness to learn, and prompt arrival. As partners in educating your child about life skills, organization, and time management, we want you to know what is going on while your child is at school. We will send notes home to parents regarding behavior and preparedness for class. To confirm that this line of communication is open, parents should sign the note and send it back with their child the following day. Receiving a note of any kind is the perfect opportunity for a teachable moment between parent and child.

Green Notes

Green is good! If a student does something that stands out for being particularly helpful, positive, or extraordinary, then he/she will receive a Green Note. Print them out and post them on the refrigerator if you like.

Orange Notes

“Orange you going to do your homework?” Orange is being unprepared for school. Being ready to learn each day is an essential part of the middle school process. Students are held accountable for bringing all homework, school equipment (such as paper, pencils, books, materials for special presentations), and appropriate clothing for sports/PE with them each day. If a student arrives to class unprepared, then he/she will receive an Orange Note.

Pink Notes

Pink is late. According to Woody Allen, “eighty percent of success is showing up.” It is essential for students to develop the critical skill of arriving on time. Students who are tardy for any will receive a Pink Note.

DISCIPLINARY GOALS AND RESPONSE

It is our belief that unacceptable behavior should be handled in a clear and timely fashion. If your child violates a school rule or disrupts the school day in any way that has been deemed unacceptable, the Director of DMS will call you with details. Causes and consequences for inappropriate behavior will be discussed with parents, the intent being to help the student make better decisions in the future in addition to protecting other students. Likewise, if a student has chronic difficulty being prepared for classes or arriving on time, then the Director will call to set up an appointment to meet with the parents and child.

DISCIPLINARY STATUS

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 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.

PERSONAL AND SEXUAL HARASSMENT

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.

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 AND CONTRIBUTIONS

July 1st through June 30th	The Dunn Annual Fund
October 14-15 th	Fall Family Weekend
April 28-29 th	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, dance, outdoor leadership, 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.dunnschool.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 805-686-0628.

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.

SPECIAL EVENTS

New Student Pool Party

New students and their Big Brothers or Big Sisters (“Peerwigs”) are dropped off at the Dunn School Swimming Pool for pizza and get-to-know-you games and activities. Everyone should wear a swimsuit and bring a towel. This is a great ice breaker for new students in all grades. 3:30-5:30.

All-School Potluck

All parents, students, and faculty share dinner potluck style outside at DMS. The most important thing that happens at this event is parents meeting other parents. 5:30 pm.

All-DMS Camping Trip

Teachers and students of all grades go camping in Morro Bay for three days. Barriers are shattered as students and faculty get to know one another on many different levels. Daytime outdoor classes and fun evening group activities serve to bring the DMS community together.

Handshake Day

All Dunn students, staff, and faculty (6-12th grade) get to know one another during a handshaking extravaganza during regular school hours.

Back to School Night

Parents are invited to dinner and a tour of their child’s classes. Students are welcome.

DMS Dances

Several times during the year we have casual dances for all students. We teach kids how to do fun dances such as the Chicken Dance, Swing Dancing, Line Dancing, Limbo, and more. The dances are well chaperoned, fun, and are appropriate for their grade level. The final dance in the spring involves decorating the Dunn Library and students tend to dress up a little more (although it is not a formal dance). All other dances are informal.

Students may bring a friend who does not attend DMS as long as we have written permission from a parent along with an emergency phone number (preferably a cell phone in case the parent is away from home). Any student who misbehaves at a DMS dance will not be permitted at any DMS function in the future.

Parent Meetings

Parents are invited to attend periodic meetings at DMS at key times, as listed on the DMS Calendar. Meetings generally run 7:00-8:00 PM, and cover such topics as: Challenges for New Students, Internships and Conferences, Life Skills Class and \$10 Projects, and Outdoor Education Trips. Other meetings may be scheduled if the need arises. Although these meetings are not mandatory, much valuable information may be gleaned from each one. You will receive email reminders and descriptions of who should attend and what will be covered prior to each meeting.

End of Enrichment Parent Presentations

At the end of most enrichment blocks students put on a series of short presentations for parents to show what they have done during that enrichment block. Presentations start at 2:30 and are over by 3:15.

Hero Festival

Projects will be discussed in class, and students will develop booths/presentations for an afternoon festival to which parents are invited. Costumes are mandatory for students, and they will dress in costumes affiliated with the hero theme.

Conferences

Parents and their child meet with all the teachers of their Core Academic classes and the Director of DMS to discuss the student's strengths, areas of concern, and goals for the upcoming months. Each conference will take less than 30 minutes. Your conference will be scheduled during one of your child's scheduled Internship days. More information can be found in this handbook under "Conferences."

Internships

The goal of student Internships is for each student to observe and/or experience an average day in the life of a person in a particular career. Students should volunteer to work/shadow at a local business they are interested in knowing more about. Each student will have two or three days for this experience. Students and their parents are responsible for setting up internships, but DMS staff will provide advice and assistance.

Conference and Internship Week

6th Graders: During Monday and Tuesday of Conference and Internship week, 6th graders will do their internships. A 30-minute conference will be scheduled for each 6th grader and his/her parents during one of these two days. Sixth graders attend classes as usual Wednesday-Friday.

7th and 8th Graders: Monday and Tuesday are classes as usual for 7th graders. Wednesday-Friday they will do their internships. A 30-minute conference will be scheduled for each student and his/her parents during one of these three days.

Math Olympics Day

In the morning students will participate in a variety of mathematical and engineering activities and competitions. In the afternoon students will have their Holiday Gift Exchange and go caroling at Dunn upper school.

Holiday Gift Exchange

Students will gather food and gift items for needy families. They will also draw a DMS student's name, create a meaningful card designed especially for that person, and present them with a gift valued at less than \$15. Be creative...Gifts may be handmade!!

Pancakes 'n Pajamas Day

Wake up and come as you are. We will serve pancakes cooked by the most remarkable collection of Pancake Papas as well as hot chocolate and juice. Following pancakes we will have the very competitive DMS Chess Tournament. In the afternoon is the East Meets West Festival.

East Meets West Festival

This is a festival with booths from Spanish speaking or Asian countries around the world. Students in 7th or 8th grade are expected to do research, bring food reflecting that country, dress in Spanish or Asian attire, and perhaps try to enter the East Meets West Cooking Throw Down! contest. Parents are welcome.

Talent Show

Starting at 7:00 PM, students will share all their hidden and not-so-hidden talents. This is a must-see event for parents, friends, students, and teachers.

Astronomy Night

Telescopes aimed at the sky, astronomic games and activities, and talks by astronomers add up to make this night a fun one for the whole family. It will most likely run 6:00-8:00 PM.

Science Fair

Students spend a good deal of time planning and creating a science experiment that will be presented at the science fair. Everyone is invited in the evening to view projects and eat dinner.

Outdoor Education Trips

Each grade level will travel to a different location for an outdoor education experience. Sixth grade will be in Monterey, seventh grade will venture to Pinnacles National Monument, and eighth grade will take the challenge of backpacking at Joshua Tree National Park. More information can be found under “Outdoor Education” in this handbook or on the Dunn website.

Renaissance Faire

Reenactments of renaissance customs and activities and amazing food make this a favorite festival for many. Parents are invited.

Grandparents’ Day

Grandparents are welcome to join their grandchildren for the Renaissance Faire in the late morning, through lunch, and into the afternoon.

ERB Testing

All students take ERB tests and a diagnostic mathematics test specific to their math level during some part of each day. The rest of the day is spent in classes. Students will have less homework this week and should be sure to get adequate sleep.

DMS Track Meet

Hosted by Dunn Middle School for many years, the DMS Valley-Wide Track Meet is the only track meet for north county middle school students. We typically have 400 students and many volunteers at DMS for the day. Parents are encouraged to help with this event. While we prepare students for this day during our PE classes, it is a great goal to work toward if any student is interested in training at home as well as at school.

8th Grade San Francisco Trip

The 8th grade class spends five days traveling from youth hostel to youth hostel in the San Francisco area. They visit such places as the California Academy of Science, Fisherman’s Warf, China Town, and a variety of museums, in addition to experiencing mass transportation and a musical or theatrical performance. This is an urban culture trip.

Piece o’ Cake Bike Ride

This is a hefty 30-45 mile bike ride that we believe all students are capable of completing, given adequate training and determination. We will be working toward this goal so that *all students feel capable of completing this challenging ride*. Be sure to do some test rides with your child on his/her bike several weeks prior to this event to get the kinks worked out of the bike and rider. We love parents to ride along with us.

Serendipity Day

On this day each DMS faculty member hosts an activity on or off campus such as Pier Fishing, Pies and Pillowcases, Santa Barbara Scavenger Hunt, and more. Students spend the entire day doing one of these activities.

Award Presentations

Each student draws the name of another student in his/her class and creates an award for that person. Awards are given for personality, accomplishments, abilities, or character traits, and not for looks or possessions. These awards are presented after Deck Meeting.

DMS Slideshow

This is a time to thank coaches and other volunteers and celebrate the many adventures of DMS students during the year. It is held in the Dunn upper school Barn starting at 7:00 PM.

Graduation

Graduation begins at 10:30 under the Big Oak on the Munger Common of Dunn upper school. Eighth graders should arrive in formal dress between 9:45 and 10:00 AM for pictures. All students in grades 6-8 should attend. All families and friends are welcome.

CLOTHING AND EQUIPMENT LIST

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

ATHLETIC EQUIPMENT (to be stored in student lockers)

- Athletic shoes (cross-trainers are best)
- Athletic shorts
- T-shirt
- Sweatshirt
- Swimsuit (and swim goggles if desired)
- Towel
- Water bottle

SCHOOL SUPPLIES

- Pens, pencils, ruler and paper
- Notebooks/binders
- Calculator: TI-84 (plus) for all 7th and 8th graders

OTHER SUPPLIES

- Bicycle (in good working condition, of proper size, with gears, ask for recommended types)
- Bicycle Helmet
- Outdoor Trip gear (see specific equipment lists on the website, <http://www.dunnearwig.org/dunn/dxi69/Trip-Clothing-Lists>)

DMS Calendar 2011-2012

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sept	28	29 All DMS Staff Orientation	30 All DMS Staff Orientation	31 All DMS Staff Orientation New Parent Mtg.	1 Peerwigs' leadership training New Student Pool Party All-DMS Potluck	2	3
	4	5 Labor Day – no school	6 Classes begin Picture Day Computer registr.	7 All-DMS Camping Trip	8 All-DMS Camping Trip	9 All-DMS Camping Trip	10
	11	12	13 Handshake Day	14 Block 1 enrich. start	15	16 Picture re-takes	17
	18	19	20	21	22 Back-to-School Night	23	24
	25	26	27 New Parent Mtg	28	29	30 Barn Dance	1
Oct.	2	3	4	5	6	7	8
	9	10	11	12	13	14 Fall Family Weekend Midterm reports in Friday Folders	15 Fall Family Weekend
	16 Break	17 Break	18 Break	19 Classes resume	20	21 Block 1 enrich. presentations	22
	23	24 Block 2 enrichments start	25 All-parent meeting	26	27	28 Hero Festival Costume Dance	29
Nov	30	31 Halloween	1	2	3	4 Midterm reports in Friday Folders	5
	6	7	8	9	10	11 Veterans Day – school in session	12
	13	14 7-8 th reg. classes 6 th internships & conferences	15 7-8 th reg. classes 6 th internships & conferences	16 6 th regular classes 7-8 th internships & conferences	17 6 th regular classes 7-8 th internships & conferences	18 6 th regular classes 7-8 th internships & conferences	19 Break
	20 Break	21 Break	22 Break	23 Break	24 Thanksgiving	25 Break	26 Break
Dec.	27 Break	28 In-Service	29 Classes resume	30	1	2	3
	4	5	6 8 th parent meeting	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20 End 1 st semester Math Olympics Gift Exchange Block 2 enrich. presentations	21 Break	22 Break	23 Break	24 Break
	25 Break	26 Break	27 Break	28 Break	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	9 Classes resume Beginning of 2 nd Semester Block 3 enrichments start	10	11	12	13	14

DMS Calendar 2011-2012

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jan.	15	16 MLK Jr. Bday – school in session	17	18	19	20 Pancakes n’ P.J.s Chess tournament East Meets West Festival	21
	22	23	24	25	26	27	28
Feb.	29	30	31 All-parent meeting	1	2	3	4
	5	6	7	8	9	10 Block 3 enrichments end Talent Show	11
	12	13 Block 4 enrichments start	14 Valentine’s Day	15	16	17	18 Break
	19 Break	20 Break Presidents’ Day	21 Break	22 Break	23 Break	24 Break	25 Break
March	26 Break	27 In-Service	28 Classes resume	29	1	2 Midterm reports in Friday Folders	3
	4	5	6	7	8 ½ day Optional parent conferences	9 ½ day Optional parent conferences	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23 Science Fair	24
	25	26	27	28	29	30 7-8 th grade OE pre-trip and gear check Block 4 enrich. presentations	31
April	1	2 6-8 th Outdoor Education Trips	3 6-8 th Outdoor Education Trips	4 6-8 th Outdoor Education Trips	5 6-8 th Outdoor Education Trips	6 6-8 th Outdoor Education Trips	7 Break
	8 Break Easter	9 Break	10 Break	11 Break	12 Break	13 Break	14 Break
	15 Break	16 In-Service	17 Classes resume Block 5 enrichments start	18	19	20 Midterm reports in Friday Folders	21
	22 Earth Day	23	24 All-parent meeting	25	26	27	28 Alumni Weekend
May	29 Alumni Weekend	30	1	2	3	4 Grandparents’ Day; Renaissance Festival	5
	6	7	8	9	10	11	12
	13 Mother’s Day	14 8 th ERB testing	15 8 th ERB testing	16 8 th ERB testing	17 8 th ERB testing End of block 5 enrichment	18 All-school Track Meet	19
	20	21 6-7 th ERB testing 8th S. F. Trip	22 6-7 th ERB testing 8th S. F. Trip	23 6-7 th ERB testing 8th S. F. Trip	24 6-7 th ERB testing 8th S. F. Trip	25 6-7 th ERB testing 8th S. F. Trip	26
June	27	28 Memorial Day – no school	29 Piece O’ Cake Bike Ride	30 Serendipity Day 2 nd semester ends	31 Student Awards Slide Show	1 Graduation	2