



2021-2022  
Upper School  
Student/Parent  
Handbook

**Weekday Office Hours**

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

During switchboard hours call (805) 688-6471

Before or after switchboard hours call (805) 325-1047  
*A Dunn School staff member will answer this mobile phone 24/7*

**Mailing and Shipping Addresses**

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**Website**

[www.dunnschool.org](http://www.dunnschool.org)

## **DUNN SCHOOL MISSION**

The Dunn School community educates the whole student to their 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:

Emotional Wellness  
Physical Readiness  
Intellectual Growth  
Social Responsibility  
Moral Courage

## **Message from Kalyan Balaven Head of School**

Dear Dunn Community,

I'm excited to welcome all of you to a new and vibrant school year at Dunn School. This handbook will provide you a glimpse into Dunn with an overview of our mission, core values, and curriculum; but it will stop short of the whole story. This is one that can only be experienced in the intensity of the inspiration felt by each student with their teachers, advisors, and coaches, felt in the spirit of community that reflects the real world with kindness and inclusion, and finally, touched by the dedication of the members of the broader community as they support student passion, and help students find fulfillment in their lives.

I'm happy you will get to experience all of this wrapped in a whole student package. Ever since this school was founded, this community has long championed cultivating the whole student, and now whole student education is more important than it has ever been. As our world opens up from the pandemic and re-establishes a sense of normalcy, it will be time again for our students to be seen, heard, and validated as members of a thriving school community. This is integral to our whole student approach.

Tony Dunn founded Dunn School to prepare young people to go out in the world and do good. To this end, he focused on creating a school centered on whole student education, where students are able to become the best version of themselves. Tony did this with the sheer force of his personality, and since then, Dunn has adopted core values that systematize the methodology of our founder, so that whole student education can be captured in real learning outcomes.

Emotional Wellness, Physical Readiness, Intellectual Growth, Social Responsibility, and Moral Courage are core values that speak to the essence of the Dunn School experience. Student development in each of these helps them be prepared to fulfill the mission, which is taking on a life of learning and responsible leadership in society. Students will take their first steps in that leadership at Dunn, so that they are ready to leap when they leave, and change the world as they bound.

Peace,

Kalyan Balaven

## **Message From Gene Vachon**

### **Associate Head of Dunn School & Head of Dunn Upper School**

Dear Upper School Students and Families,

The purpose of the institution of high school is to guide young people as they make the transition from children to young adults. This process goes well beyond students' classroom experience. In order to be done well, we must attend to each student as a whole person with individual needs and we must attend to the culture and society of all students' high school experience. Therefore the education that students receive at Dunn is shaped by the curricula of every facet of the Dunn School program and by all the people who comprise the school community.

At the core of everything that we do at Dunn is relationship. The relationships are many and varied -- from students and their families to teachers to administrators to staff. All these relationships can only be successful if they are based on mutual trust and a common set of principles and assumptions. Trust is built over time in different ways for every person, but in this handbook, we will endeavor to outline the principles and assumptions that are the foundation of the Dunn Community, and we will outline some of the policies, practices and procedures that are the mechanisms and systems that guide our daily life at Dunn School.

This handbook is intended to be a guide. It is important that all students and their families are familiar with the contents, so please read through this carefully, but this document is primarily meant to serve as a reference tool throughout the year as it is needed.

It is important that a strong partnership between students, their families and the school develop and are sustained by our shared experience. Effective communication is the key to building this partnership. As questions arise, contacting the student's advisor is almost always a good first step, but all members of the Dunn Professional Community are open and available to help in our various roles.

We are excited to work together to realize the mission of our school to help students realize their fullest potential.

Yours,  
Gene Vachon

# TABLE OF CONTENTS

	<b>PAGE</b>
<b>NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS .....</b>	<b>8</b>
<b>SCHOOL SUCCESS AND OPPORTUNITIES ACT .....</b>	<b>8</b>
<b>INTRODUCTIONS TO DUNN SCHOOL .....</b>	<b>9</b>
The Dunn School Student.....	9
General Expectations.....	9
Learning Goals for Dunn School.....	10
<b>STUDENT DRESS CODE .....</b>	<b>10</b>
<b>RESPONSIBILITY AND DISCIPLINE .....</b>	<b>11</b>
Major School Rules.....	11
Disciplinary Status.....	11
Disciplinary Consequences.....	12
Reporting of Student Discipline to College.....	12
Advisory Committee.....	13
Policy Regarding Tobacco Products.....	13
Policy Regarding Drugs and Alcohol.....	14
Dunn School's Safe Harbor Policy.....	14
Dunn School's Safe House Agreement.....	15
Parent Behavior Policy.....	15
<b>RE-INVITATION .....</b>	<b>16</b>
<b>ADVISOR PROGRAM .....</b>	<b>16</b>
<b>ACADEMICS .....</b>	<b>17</b>
Academic Expectations / Conduct.....	17
Homework.....	17
Academic Ethics Code.....	17
Evening Study Hours & Proctored Study Hall.....	18
Graduation Requirements.....	19
Grading System.....	20
Remediation of Failing Grades (D or F).....	21
Academic Probation.....	21
Course Selection & Eligibility.....	21
Policy for Changing or Dropping Classes.....	22
Attendance Policy.....	22
Unexcused Absences.....	23
<b>OFFICE OF COLLEGE COUNSELING .....</b>	<b>23</b>
Student Expectations.....	23
Parent Expectations.....	24
College Counseling Policies.....	25
College Visits.....	25
Standardized Tests.....	25

Letters of Recommendation	26
Transcripts	26
Reporting of Standardized Test Scores	26
Reporting of Student Ranking	26
<b>DUNN SCHOOL LEADERSHIP PROGRAM .....</b>	<b>27</b>
Community Service_____	27
Global Initiatives_____	27
Student Seminars_____	27
Outdoor Education_____	27
Student Leadership_____	27
Student Government_____	27
Resident Assistants_____	27
House Council / Day Council_____	28
Admission Ambassador Program_____	28
<b>ATHLETICS &amp; ACTIVITIES .....</b>	<b>29</b>
Mission Statement	29
Purpose_____	29
Anticipated Sports & Activities Offerings_____	29
Commitment_____	29
Athletics & Activities Attendance Policy_____	30
Independent Sports_____	30
Equipment_____	30
Changes and Cancellations	30
Swimming Pool Policies and Procedures_____	31
<b>LIFE OUTSIDE THE CLASSROOM .....</b>	<b>31</b>
Dunn School Boarding Policy_____	31
Residential Life at Dunn_____	32
Room Inspection_____	33
Roaming	33
Laundry	33
Los Olivos Grocery	33
Pet Policy	33
Cell Phone Policy	34
Activities Curriculum_____	34
<b>CAR POLICY FOR RESIDENTIAL STUDENTS .....</b>	<b>34</b>
Process for seniors and 2 <sup>nd</sup> semester juniors to have a car on campus	34
Maintaining the Privilege of Having a Car on Campus_____	34
Specific Car Rules_____	35
<b>DAY STUDENTS AT DUNN .....</b>	<b>35</b>
<b>LEAVING AND VISITING CAMPUS .....</b>	<b>36</b>
Boarding Student Travel, Weekend & Overnight Permission & REACH requirements_____	36
Boarding Students Visiting Day Students' Homes_____	37
Day Students Returning to Campus After The School Day or on Weekends	37
Vacations_____	37
Community Weekend Nights_____	38
Guests and Visitors_____	38

<b>DUNN SCHOOL TECHNOLOGY DEPARTMENT .....</b>	<b>39</b>
Dunn School Digital Citizenship Agreement_____	39
Dunn School Student Computer Guidelines_____	41
<b>HEALTH SERVICES .....</b>	<b>41</b>
Mission Statement_____	41
General Information_____	42
Required Medical Forms & Immunizations_____	42
Sick Policy_____	42
Medications_____	43
Off-campus Appointments_____	43
Debilitating Injury, Communicable Diseases, or Illness_____	43
Mental Health_____	43
Sexual Health_____	44
<b>COUNSELING RESPONSIBILITIES .....</b>	<b>44</b>
Overview_____	44
Information Flow_____	44
<b>BUSINESS OFFICE .....</b>	<b>45</b>
Student Store & Earwig Café_____	45
Transportation Charges_____	45
Dormitory Requirements_____	45
Student Banking Options_____	45
On-Campus Student Spending_____	45
<b>ADVANCEMENT OFFICE .....</b>	<b>46</b>
Overview_____	46
Mission Statement_____	46
The Dunn Annual Fund_____	46
Capital and Endowment Campaigns_____	47
The Role of the Parent_____	48
How to Participate_____	48
Staff Member Gift Acceptance Policy_____	49
<b><u>POLICIES APPENDIX</u></b>	
<b>ADULT INTERACTIONS WITH STUDENTS .....</b>	<b>50</b>
<b>THE AMERICANS WITH DISABILITIES ACT .....</b>	<b>52</b>
<b>SEXUAL HARASSMENT POLICY .....</b>	<b>53</b>
<b>ANTI-HARASSMENT POLICY .....</b>	<b>54</b>
<b>BULLYING PREVENTION POLICY .....</b>	<b>55</b>
<b>MANDATED REPORTING POLICY .....</b>	<b>56</b>
<b>EMERGENCY PROTOCOLS and PROCEDURES .....</b>	<b>57</b>



## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Dunn School admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sexual orientation, gender identity, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

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### **SCHOOL SUCCESS AND OPPORTUNITY ACT**

Dunn School follows all California State guidelines of inclusiveness with regards to students' gender identity as described in the "School Success and Opportunity Act" (Assembly Bill 1266), which states:

*"A pupil shall be permitted to participate in sex-segregated school programs and activities, including athletic teams and competitions, and use facilities consistent with his or her gender identity, irrespective of the gender listed on the pupil's records."*

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## **INTRODUCTIONS TO DUNN SCHOOL**

### **THE DUNN SCHOOL STUDENT**

Dunn School values a student body that represents a wide variety of talents, intellectual abilities, and social and cultural backgrounds. 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 outcome
4. An interaction between teachers and students outside the classroom with teachers acting in their roles as mentors, advisors, administrators, coaches, and dorm supervisors

All members of the Dunn community bring life experiences with them which create different reactions to, and expectations 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 and respect.

The Dunn community places great value in creating an environment where compassion, 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 all curricula 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. Learning is achieved through preparation, involvement, responsibility, and hard work; accomplishments are taken seriously by all.
3. Care, support, empathy, and compassion are the rule for 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 all members of the Dunn School community.
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 many areas through study and 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

## **STUDENT DRESS CODE**

The following is the Dress Code for Dunn Upper School, developed by Student Government for the 2021-2022 school year.

The dress code is divided into three distinct sections: the campus minimum dress code, the academic day dress code, and the formal events dress code. The campus minimum applies to weekends, before and after the academic day, and during sports. The academic day dress code is applicable from 9:00 - 3:30 p.m. or when students are in classes. Finally, formal dress applies to formal dinners, events, and graduation. Clothing may not contain images or text that is not school-appropriate (e.g., no obscenity, harassing, or offensive language or images; no promotion of drugs, tobacco, or alcohol; no nude images; no portrayal of stereotypes or tropes).

### **THE CAMPUS MINIMUM**

The campus minimum applies to all on-campus students and boarding students while off-campus, not during the academic day. Shoes must be worn at all times and must be tasteful and appropriate. When on-campus, students must wear a shirt and pants/skirt or dress (or the equivalent) that fully covers buttocks and chest; additionally, the material cannot be see-through. Clothing may be more casual than the academic day; however, students need to have a bottom and a top where undergarments are not exposed (Does not include bra straps). During sports or while working out (i.e., campus loop, cardio room, etc.), clothing must fully cover underwear, buttocks, and chest, even when sitting. Sheer clothing may not expose these areas. Sleepwear is not permitted on upper campus (including the Dining Hall on weekends).

### **ACADEMIC DAY**

During the academic day, clothing should always be clean and tasteful. Students must wear shoes, a shirt, and pants, shorts, skirt, or dress (or the equivalent) that fully covers body parts and is not see-through. Tops must follow the three-finger rule concerning exposed midriffs. Shirts and dresses must have fabric in the front, back, and sides. Clothing must cover undergarments (bra straps allowed to be visible). Sweatpants are not permitted on upper campus during the academic day, but leggings, basketball shorts, track pants/joggers are allowed. Also, Dunn School jerseys are permitted to support school spirit during the academic day, at the discretion of captains and coaches. Shoes are required at all times, but flip flops and slides are not permitted.

### **FORMAL DRESS**

At formal events, such as formal dinners and graduation, students are expected to meet a certain standard of neatness. Appropriate dress wear includes dresses, blouses, skirts, suits, slacks with belts, collared dress shirts, sports jackets, suit and tie and appropriate formal footwear, i.e., heels or dress shoes (shoes should be dress shoes so no sneakers, athletic shoes, flip-flops or any other non-formal shoes). No bandannas, baseball caps, or other informal headwear is allowed. Religious headwear is allowed. All other rules for the academic day must be followed at formal events.

Dunn school supports gender and cultural diversity and expression within the boundaries of the dress code above. It is essential that students adhere to the dress code but may do so in the manner that best allows for self expression.

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## RESPONSIBILITY AND DISCIPLINE

The success of our school community is predicated upon cooperation, respect, and a common understanding about the importance of living in this community. 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 (including off campus) 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 (academic and/or when communicating with faculty and staff)
2. Violation of the academic ethics code
3. Theft
4. Violation of the school drug and alcohol policy
5. Possession/Use of any kind of vaping device
6. Repeated, unjustifiable absences or failure to meet school commitments
7. Unauthorized use of a motor vehicle (as a driver or a passenger)
8. Leaving campus without permission
9. Behavior injurious to any member of the community, including bullying, cyber bullying, verbal harassment, assault, or inappropriate sexual behavior
10. Unauthorized absence from dorm after check-in
11. Violating the terms of the Digital Citizenship Agreement for internet and electronics
12. Hosting a member of the opposite sex in a dormitory room or hosting an unauthorized visitor in the dormitory; being present in the dormitory room of a member of the opposite sex without faculty/staff permission or being an unauthorized visitor in a dormitory
13. Willful destruction of school property
14. 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.
15. Possession of any weapons, including but not limited to guns, pellet guns, BB guns, paintball markers, knives, and taser guns on campus
16. Gross disrespect to faculty/staff

### **Disciplinary Status**

Dunn School expects that its students will act in a forthright, honorable, and ethical manner at all times. Should a student violate the law or a major school rule 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 receive a Dean's Warning, be placed on General Conduct Warning, Final Conduct Warning, or Final Probation; specific circumstances may dictate suspension or expulsion. The Head of School may, at his discretion, place a student on immediate suspension until a determination of consequences is made.

**Dean's Warning** - Is a written notice to students and their parents indicating that their behavior is not conforming to the expectations of Dunn School. Multiple Dean's Warnings will result in a higher level of disciplinary status.

**General Conduct Warning** - Students may be placed on General Conduct Warning when they accumulate excessive verbal warnings and/or have 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** - Students may be placed on Final Conduct Warning when they have violated a series of minor school rules or violated a major school rule. This is the mid-level discipline status. Continued violations of school rules will result in a move to Final Probation, suspension or expulsion from school.

**Final Probation** – Students may be placed on Final Probation when they have violated a series of minor school rules, violated a major school rule, violated the Dunn School Drug and Alcohol Policy, or violated the Academic Ethics Code. 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. Students who violate major school rules while on Final Probation will, in all likelihood, lose their place at school.

### **Disciplinary Consequences**

In all cases, Dunn School considers the individual student and their individual circumstances in determining punishment for infractions of school rules. Below are several of the disciplinary consequences that are possible:

For minor violations the consequences will likely be one of the following:

- **Restriction to Campus**
- **Work Hours**
- **Detention**
- **Dean’s Warning**
- **General Conduct Warning**

For major violations the consequences will likely be one of the following:

- **Final Conduct Warning**
- **Final Probation**
- **Suspension**
  - *Academic policy for suspended students*
    - When suspended, students are responsible for all assignments and assessments that can be completed remotely.
    - For assignments and assessments that cannot be completed remotely, there is room for teacher discretion. Students are held responsible for work that can be handed in late, and whatever late-work policy an individual teacher uses should be followed.
    - For assignments and assessments that cannot be done remotely and/or cannot be made up, students are assigned a grade of 59 or F (but not a zero).
    - Teachers are NOT required to allow suspended students to make up work for credit.
- **Expulsion**

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

Students’ disciplinary statuses will be reviewed at the end of the academic year. The review process may or may not result in a change or the removal of a particular status.

### **Reporting of Discipline to Colleges**

As part of the application process, students may be asked to disclose their disciplinary history. Colleges expect BOTH students and the College Counseling Office to answer these questions truthfully and to the best of their ability. Failure to do so may compromise admission.

Colleges are most concerned with whether there is a discernable pattern of behavior that might jeopardize the safety or integrity of the campus community. Academic honesty is extremely important in the university setting and admissions teams aim to admit scholars possessing the integrity and self discipline to submit work that is solely their own.

Colleges are more forgiving of infractions that take place in the freshman and sophomore years and expect a greater level of responsibility as students progress through their high school career. Admissions officers understand that adolescents make mistakes. Further, they are not looking to punish a student a second time for a lapse in judgment. With this in mind, it is important for the

student to explain the situation that resulted in the disciplinary response, what they learned from the experience, and how they have course corrected.

The Common Application<sup>1</sup> has recently changed their disciplinary reporting standard and will remove the common question regarding school discipline and other legal/criminal infractions from its common section. However, individual colleges may still ask students to disclose their disciplinary history within their college-specific sections.

If you have had any major disciplinary action while at Dunn School that resulted in probation, suspension, or separation from Dunn, we ask you to do the following:

- Read through the application literature carefully to determine what information is being requested
- Take time to write a thoughtful response to the questions posed, including a quick summary of what transpired, what the consequence was and what you learned from the experience
- Share your draft with the College Counseling Office so that we can have an opportunity to discuss it and clarify any questions.

For those colleges that require disciplinary disclosure, the College Counseling team will provide our own summary of the event(s) as well as highlight subsequent growth, where appropriate. This information will be shared with the colleges via a supplemental document outside of the standard College Counseling letter.

College acceptances are conditional on the student completing the year in good standing, with grades consistent with those presented in their application and with a clean disciplinary record. Therefore, should students get into disciplinary trouble during their senior year, they are required to report the incident to all colleges to which they have applied and/or have been accepted in accordance with each college's disciplinary policy. We recommend that students email their admissions officer(s) and follow with a phone call to explain the situation. Please note, Dunn School is obligated to call each college admission office to report the incident, and we will work in tandem with the student to ensure both messages are delivered in a timely fashion.

### **Advisory Committee**

The Advisory Committee convenes when a student's place in school may be in jeopardy. The Advisory Committee will receive information from the Administration, 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 Head of School. The Head of School will make the final decision regarding the school's response.

### **Policy Regarding Tobacco Products**

The use of tobacco products is prohibited on the Dunn School campus. The Dean of Students will respond to each violation of this policy in an appropriate manner. At a minimum, the student will be required to meet with the Health Office to discuss the dangers of smoking and a letter will be sent home. Students who are in the presence of other students who are using a tobacco product may be subject to disciplinary action as well.

**Note: this policy is limited to recognizable tobacco delivery products such as cigarettes and chewing tobacco. Use of other delivery methods, including vaping devices, e-cigarette devices, etc. will be considered a violation of the Policy Regarding Drugs and Alcohol (see below).**

### **Policy Regarding Drugs and Alcohol**

Dunn School strives to maintain the health and wellbeing of our student body. Alcohol, marijuana, and other drug use is illegal and threatens the health and safety of our students.

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<sup>1</sup> See "The Common Application" <https://www.commonapp.org/>

If students possess or use alcohol, marijuana, or other drugs (including the misuse of prescription drugs) at Dunn, then their position in the school is immediately at risk. The Head of School may dismiss students from school at that time. In this case, a student may be placed on immediate suspension until a determination of consequences is made. If the student is permitted to continue at Dunn, the Head of School will impose requirements that the student must satisfy. These requirements include, but are not limited to, at least three counseling sessions, random drug testing (to last approximately six months from the date of the infraction), and Final Probation for substance abuse. If students are permitted to return to school after a first incident involving drugs / alcohol, they will be placed on Final Probation. Final Probation will continue to be in effect until a review process is completed (also six months from the date of the infraction). A second use of alcohol, marijuana, or other drugs while on Final Probation will most likely result in immediate dismissal. Any students who are found by the school to have sold or distributed alcohol, marijuana, or other drugs to their peers will most likely 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.

### **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 self-harm or to harm 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 wellbeing 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.
- A student who requests Safe Harbor for another student will not be subject to a disciplinary response as long as the concern is honest and there is no malicious intent.
- This program is not intended for students to evade disciplinary consequences by violating School policy, and then after being threatened with discipline, invoking this Safe Harbor policy.
- 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 students who seek sanctuary after they know or suspect that an adult is aware of unacceptable behavior. Safe Harbor does not apply to students who distribute illegal substances or aid others in obtaining them. The school's treatment of students who are distributing or aiding others in the acquisition of drugs / alcohol is outlined in the Policy Regarding Drugs & Alcohol section of the Student / Parent Handbook. It is expected that during any Safe Harbor request students will demonstrate honesty and fully disclose the extent of their 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
- Create a plan, with the assistance of the above-mentioned people, to help the student address the 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 students as they reintegrate 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 students have utilized the Safe Harbor policy, they will most likely be required to participate in periodic drug testing when appropriate and/or ongoing counseling / therapy. If students fail, refuse, or do not appear for drug testing or do not attend or cooperate in the counseling process, the benefits of Safe Harbor may be terminated and their 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 may, on the second occurrence, be subjected to the school's regular discipline policies and procedures as outlined in the Student / 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 our 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."**

### **Parent Behavior Policy**

A positive and constructive working relationship between Dunn School and a student's parent(s) / guardian(s) is essential to the fulfillment of Dunn School's educational purpose. Dunn School reserves the right to dismiss students if the Head of School determines, at the sole discretion of the Head of School, that the actions of a parent(s) / guardian(s) impair the positive and constructive relationship with the School. Dunn School's expectations about the behavior and actions of its parent(s) / guardian(s) include both on- and off-campus behavior and actions.

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## **RE-INVITATION**

Each year there is a review process that leads to students' re-invitation to the school for the following academic year; all students must be re-invited each year. This review includes achievement progress toward all graduation requirements, contributions to the school community, and any behavior / discipline issues. Our goal is for all students to continue at Dunn through 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 evaluation of a hesitated student's progress will continue until such time as a final decision can be made.

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## **ADVISOR PROGRAM**

The role of the Dunn advisor is to support and guide advisees in all aspects of Dunn life and serve as the main conduit for communication between families and Dunn School. While each advisor/advisee relationship is unique, all advisors seek to develop a relationship based on mutual respect and trust, facilitating open communication, mentoring, and the ongoing development of students' growth and autonomy. Advisors take a special interest in their advisees' lives both inside and outside of the classroom and regularly communicate with families about their child's academic standing, social and behavioral comportment, dorm life, athletics, and general orientation to the Dunn community.

The Dunn School advisory model is that students remain with their advisors for the entirety of their time in the Dunn Upper School. As students enter the upper school program, we make every effort to match them well with advisors in the upper school faculty and staff. Occasionally, the relationship between advisor and advisee does not prove to be the best fit. As well, there are some circumstances in which it is not possible for students to remain with their advisors (e.g., an advisor leaves the Dunn faculty, or a student moves into or out of the Learning Strategies Program). In these cases, students are asked to make requests for advisor changes at the end of the academic year. The Associate Head of School coordinates the advisor assignment and reassignment process.

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## ACADEMICS

Academic and intellectual pursuits are a vital part of the Dunn School experience. Faculty balance challenge and support in helping students to achieve at the highest level possible. The Dunn learning environment is an exciting place where initial inquiries, investigations, and concepts will be presented, discussed, and shared among students and teachers. Students are expected to actively engage in the learning process in a consistent and respectful manner. It is important to note that academic commitment is not limited to the classroom. Students must utilize their time outside of class to augment their in-class efforts.

### **Academic Expectations / Conduct**

1. Honesty is the expectation in every aspect of student life. This expectation carries equal weight both inside and outside of the classroom.
2. A maximum effort should be exerted in response to every challenge students encounter.
3. Students should come prepared to class each day and actively seek extra help when necessary.
4. It is our expectation that students attend class each day unless there is a compelling reason for their absence. Attendance is required whether the class meets in a classroom, on a field trip or online. Attendance is required whether the class meets in a classroom, on a field trip or online. **Travel arrangements that make a student unable to meet Dunn School obligations do not excuse a student from those obligations. Such an absence will be considered unexcused.**
5. Students are expected to use their time wisely and productively.
6. Students are expected to show respect to their classmates and teachers at all times.

### **Homework**

Students should expect at least thirty minutes of homework per class each night. Students enrolled in advanced courses should expect 45–60 minutes of homework per class each night. Homework may be assigned during vacation periods.

### **Academic Ethics Code**

Academic ethics are of paramount importance to Dunn School. Work submitted by students as their own must be their own. Students must represent their own knowledge and understanding in response to assignments and assessments. To do otherwise is to engage in deception, violating both community standards and social 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 Dunn School 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, artistic creation, or ideas as one's own and constitutes theft. Plagiarism includes not only copying another's work (e.g., writing, artwork, audio, etc.) word-for-word but also the use of a portion of another's work without acknowledging the author or creator. The use of proper citations are taught at every level of the Dunn School curriculum.
2. Within the context of an exam or other assessment 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 to assist in answering examination questions.
  - c. Use a computer, calculator, other electronic device, or possess or use any information in a recorded form unless permission is granted by the classroom teacher.
  - d. Share their work with another student.

A student who violates the Academic Ethics Code may be dismissed from school. The Head of School will make a final determination with respect to the student's status within the Dunn community.

During the academic day, study conditions are to be observed throughout the campus. Students are not permitted to leave campus during this time without specific permission from the Dean of Students.

**Evening study hours and Proctored Study Hall**

- Sunday through Thursday from 8:00 p.m. – 9:30 p.m.

During this time, students will study in their rooms unless advisors specifically assign them to Proctored Study Hall. Students who are assigned to Proctored Study Hall must report to the designated study area prior to 8:00 p.m., bringing with them all materials necessary for the duration of this ninety-minute period. Food and drink are not permitted during Proctored Study Hall.

Students may be assigned to Proctored Study Hall at any time. This assignment will take place with the support of the student's advisor.

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 on-duty faculty member or the Director of Health 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, students should obtain notes from the teachers with whom they will be working and from their advisors prior to study hours. Students should deliver these notes to the OD before attending extra help sessions.

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## Whole Student Graduation Requirements

Dunn School's graduation requirements reflect our mission to educate whole students to their fullest potential. Therefore, our graduation requirements include not only academic courses, but successful completion of all the programs that make up Dunn School's whole-student curriculum.

<b><u>Program</u></b>	<b><u>Participation Requirements</u></b>	<b><u>Successful Completion Criteria</u></b>
<b>Academics</b>	<b>English</b> 4 years	<p>To receive credit toward satisfaction of academic graduation requirements, students must achieve:</p> <ul style="list-style-type: none"> <li>● <b>Grade of C- or better</b></li> <li>● <b>85% attendance minimum</b></li> </ul> <p>Dunn's academic graduation requirements are based on the commitment to our students' intellectual lives and their preparation for future academic challenges and lifelong learning. Students must meet the departmental requirements and be enrolled in a minimum of five academic classes each semester, four of which must be core academic classes.</p>
	<b>History</b> 3 years to include World History and U.S. History	
	<b>Math</b> 3 years to include Math 3 or Advanced Math 3	
	<b>Science</b> 3 years to include Chemistry and Biology	
	<b>World Language</b> 2 years of one language to include the second level	
	<b>Arts</b> 1 year to include completion of one year-long course	
	<b>Enrichment</b> All enrichment cycles (currently 3 cycles annually) Mini-Term class	Participation Engagement
<b>Outdoor Education</b>	<p><b>Students entering in</b>  <b>9<sup>th</sup> grade: 4 years</b>  <b>10<sup>th</sup> grade: 3 years</b>  <b>11<sup>th</sup> grade: 2 years</b>  <b>12<sup>th</sup> grade: 1 year</b></p> <p><i>(In exceptional circumstances, could be fulfilled by an individual student who completes a course with NOLS, Outward Bound, etc.)</i></p>	<p>Participation will be assessed as Pass, Pass with Distinction, Fail or Incomplete (student participates but does not meet all of the objectives set for a specific trip).</p> <p>Participation will be evaluated using a matrix or rubric based on the identified desirable program outcomes:</p> <ul style="list-style-type: none"> <li>● Collaboration</li> <li>● Leadership</li> <li>● Outdoor Skills</li> <li>● Leave No Trace</li> <li>● Respectful Engagement <ul style="list-style-type: none"> <li>○ With Surroundings</li> <li>○ With Group</li> </ul> </li> </ul>
	Students who are not able to accompany their class may be required to participate in another trip that year either with another grade level or through Outward Bound School or NOLS (or other approved organization) during vacation time at their own expense.	

<b>Athletics</b>	3 seasons; at least 1 competitive sport each year	Participation Engagement
<b>Wellness</b>	Wellness courses (Currently: Respect & Resolve, Marijuana Wise, Alcohol-Wise)	Certificate earned for each course
	Seminar Curriculum each year including nutrition, drugs & alcohol, peer relationships, sex ed, mindfulness, leadership, etc.	Participation Engagement
	Public Performance: public speaking, drama, debate	Participation will be assessed as Pass, Pass with Distinction, Fail or Incomplete
<b>Residential (for all boarding students)</b>	Residential Curriculum focusing on Respect and Responsibility	Participation Engagement
	Residential Curriculum focusing on emotional and physical health (combined with wellness?)	
	Residential Curriculum focusing on community living	
<b>Community Service</b>	10 hours/year	10 hours per year with at least 4 each semester each year, at least 5 each year as part of a Dunn sponsored opportunity
<b>Global Citizenship</b>	Participation in on-campus events such as awareness/celebration days, example, MLK Jr. Day, Earth Day, etc.	Participation will be assessed as Pass, Pass with Distinction, Fail or Incomplete
	* Global travel will be a component of this graduation requirement. The global travel offerings are still to be determined.	

### **Grading System**

The three passing grades are A, B, and C. Grades of D and F do not earn credit toward fulfillment of Dunn's academic graduation requirement. "Inc" signifies incomplete, and "P" indicates a passing grade in a pass / fail course. (Note: pass / fail courses are not considered in calculating students' GPAs.) "W" will be noted for withdrawal from a class that occurs after the add/drop period. Students are officially graded at the end of each semester. There are no cumulative annual grades.

#### Dunn School's grading scale:

93% to 100% = A	73% to 76.99% = C
90% to 92.99% = A-	70% to 72.99% = C-
87% to 89.99% = B+	67% to 69.99% = D+
83% to 86.99% = B	63% to 66.99% = D
80% to 82.99% = B-	60% to 62.99% = D-
77% to 79.99% = C+	0% to 59.99% = F

#### GPAs are factored using the following scale:

4.0 = A	2.0 = C
3.7 = A-	1.7 = C- ( <b>minimum passing grade</b> )
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 classes receive additional weighting when factoring grade point averages. Advanced classes receive a 1.0 weighting. Examples: students who earn a "B" in an advanced class will receive a 4.0 when factoring their GPA.

Effort grades accompany each letter grade on report cards mailed home. The effort grades are: Excellent, Good, Satisfactory, Poor, and Unacceptable. Effort grades are not indicated on transcripts.

### **Remediation of Failing Grades (D or F)**

If a student receives a semester grade lower than C- in a course that is required in order to fulfill the Dunn School graduation requirements, that course will need to be remediated. In some cases remediation can occur through online courses or summer courses at other institutions, in some cases, remediation is best achieved by repeating a Dunn School course. In both cases the original grade remains on the transcript, however the way the grade is factored into the cumulative grade point average (GPA) is different.

- **Option 1: Repeat the class at Dunn the following school year**  
The new grade earned will replace the original grade in the student's Dunn School GPA.
- **Option 2: Repeat the class through a UC approved summer school or online program**  
The new grade earned will be factored into the Dunn School GPA as an additional course.

When needed, remediation recommendations and decisions will be made on a case-by-case basis.

### **Academic Probation**

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

1. They have a weighted grade point average of less than 2.0 at the end of any semester.
  - a. A weighted grade point average adds one point for any advanced course.
2. They have all poor and/or unacceptable effort grades.
3. They receive two (2) Fs as final semester grades in any core course (English, math, science, history, world language).

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

When students are placed on academic probation, they may be required to adhere to some or all of the following as determined by the students' advisors and the Associate Head of School:

1. Meet with the the Associate Head of School
2. Receive a letter from the Associate Head of School with a copy sent to the students' parents.
3. Be required to complete weekly Progress Reports until consistent improvement is demonstrated.
4. Have their 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 Proctored Study Hall.
6. Be considered for mandatory summer school programs and/or online programs to maintain their academic standing.

Students placed on academic probation during the second semester will begin the following school year on academic probation. Students who fail to adhere to the requirements of academic probation and/or who fail to progress while on academic probation may be separated from school or not invited back for a subsequent school year. A grade point average less than 2.0 may also jeopardize students' eligibility to compete on varsity athletic teams.

### **Course Selection and Course Eligibility**

The course selection process for returning students starts in the spring. Students are given the course selection forms, course descriptions, and recommended advanced course eligibility criteria so that they can work with their families, advisors, teachers, the College Counseling Office, and the Registrar's Office to make appropriate and informed course selection decisions. Students fill out the course

selection form, and are reviewed by the College Counselor, the Registrar, and the Associate Head of School.

Advanced courses 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.

Advanced 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 students to find what is most appropriate for themselves, as success in the classroom is an important criterion for college admission. Over the course of a high school career, students should strive to balance a challenging schedule and good grades.

### **Policy for Changing or Dropping Classes**

To make a course change, 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. Students will be notified of these deadlines at the start of each semester.

- There is a two-week period at the beginning of each semester during which time course changes may be made without consequences to students' transcripts.
- There is a six-week period at the beginning of each semester during which Advanced courses may be dropped without consequences to the students' transcripts. In most cases, students will move from an advanced course to a similar non-advanced course.
- 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 "W" will be indicated on the transcript, and no credit will be achieved.
- No course change requests will be granted when we are six-weeks away from the end of the semester.
- Any student who earns a letter grade of C- or lower in an advanced course at the end of the first semester will, in all likelihood, be removed from the advanced course and enrolled in the non-advanced course for the second semester.

### **Attendance Policy**

The expectation for all students is daily class attendance. Dunn School considers "class attendance" to refer to any gathering organized by Dunn faculty or staff, online or in person, where school content is delivered. This could be course material, enrichment, health and wellness or any form of experiential learning. When students need to miss "classes" to meet obligations outside of school, their absence from school should be pre-arranged\*. Knowing ahead of time that students will not be in class will allow both students and teachers to minimize the impact of missing classes.

**\*Teachers are under no obligation to give credit or allow make up work for absences that are not excused by the Dean of Students.**

When a day student is absent due to illness, parents should call the Dean's Office (805) 686-0638 or send an email to [deansoffice@dunnschool.org](mailto:deansoffice@dunnschool.org) before 8:30 a.m. Day students who arrive late or are departing before the end of their last commitment must sign in / out at the Dean's Office.

**Dunn School requires a minimum of 85% attendance in every class for all students. Less than 85% will result in a parent conference and possible further consequences which may include a grade of incomplete, or no credit.**

## **Unexcused Absences**

The Dean of Students' Office will determine whether a particular absence is unexcused.

- A student's first unexcused absence will result in a forty-five minute detention with the Dean of Students Office.
  - A student's second unexcused absence will result in a meeting with the student, the student's advisor, and the Dean of Students. A letter will be sent to the student's parents, and the student will be placed on General Conduct Warning.
  - A student's third unexcused absence will result in a meeting with the student, the student's advisor, and the Dean of Students. The student will be placed on Final Conduct Warning.
  - A student's fourth unexcused absence will result in the student and the student's parents discussing the student's continuance at Dunn with the Dean of Students, the Associate Head of School and/or the Head of School. This meeting may result in the student being separated 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.
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## **OFFICE OF COLLEGE COUNSELING**

Selecting a college is one of the first adult decisions most students make. As such, the more engaged they are in the process, the more likely they will identify "right fit" schools and ultimately select a college that suits them academically and socially.

With the student squarely in the driver's seat, we use the college admission process to expand their capacity for personal development and self-awareness. Approached in this way, students are empowered both within and beyond the college selection process.

While we expect students to drive this process, it is truly a collaborative effort between them, their parents, and our office. The College Counseling team is here every step of the way to help students:

- Design a course schedule that is appropriately challenging and has college interests in mind
- Take ownership of the college search process
- Understand the myriad of college options that exist
- Develop a well balanced list of colleges for consideration
- Create an authentic and compelling application
- Manage the admissions process
- Decide between college offers including reviewing financial aid and scholarships

## **Student Expectations**

- **Prior to Applying:**
  - Attend and engage in both group and personal meetings with the Director of College Counseling
  - Check email regularly for important meeting requests, updates, etc.
  - Familiarize themselves with colleges and universities through a variety of resources including:
    - Utilizing online research (Naviance, College Board, Common App, etc.) and recommended college guides/books (Fiske, College Finder/collegexpress.com, Colleges That Change Lives, etc.)
    - Attending on campus college visits, nights, and fairs
    - Visiting college campuses via school organized college visits and/or with their families
  - Register, pay for and complete necessary standardized tests (ACT/SAT/SAT-II/TOEFL/IELTS, etc.)
    - Coordinate transportation to testing locations with the Registrar at least one week in advance
      - Complimentary transportation provided to:
        - SYV Union HS (SAT Code: 05793)



- Lompoc Cabrillo HS (ACT Code: 191630)
      - Transportation (for a fee) provided to all other tests and locations
  - Develop, refine and maintain their list of potential colleges in Naviance
    - Decide if Early Decision (ED)/Early Admission(EA) applications are an appropriate strategy and notify college counseling via the appropriate form by the stated deadline
      - Arrange to visit and interview at any school to which they will be applying Early Admission (recommended) and/or to their Early Decision school (required)
      - Submit their signed Early Decision form to College Counseling by the deadline
  - Write their essay/personal statement without excessive outside guidance by the first day of school
  - Request letters of recommendation from 2 Dunn faculty (1-STEM and 1-Humanities) both in person and via Naviance by October 1st
  - Prepare and submit supplemental materials when applicable (e.g., artist portfolio, videos, writing sample, etc.)
  - Order standardized test scores to be sent to all universities (at least 3 weeks prior to the application deadline)
- **When Applying:**
    - Answer all questions on applications truthfully and to the best of their ability
    - Notify the College Counseling Office/Registrar of any new “applying to” schools **at least 10 business days prior to the schools’ application deadline**
    - Apply for financial aid by completing all necessary forms/processes (e.g. FAFSA and/or CSS Profile)
    - Complete and submit all college applications prior to the stated deadlines
  - **After Applying:**
    - Create individual login/passwords for each college’s admissions portal
    - Monitor email/portals for additional documents required (e.g., Certificate of Finances, midterm grades, additional letters, etc.) and submit in a timely fashion
    - Submit other items that may arise throughout the process and deemed mandatory by a college, university or other relevant party
    - **Continue to focus on coursework and avoid disciplinary issues** - remember all admissions decisions are conditional on the completion of the senior year in good standing
    - Submit deposit and intent to attend their selected university and notify all other admitted colleges of their decision not to attend **by May 1st**
    - **Notify the Office of College Counseling of all admission decisions (admit, deny, waitlist, defer, etc.) and scholarship awards - update Naviance accordingly**
    - Initiate transfer of I-20 Visa to selected college prior to graduation

### **Parent Expectations**

- **Prior to Applying:**
  - Meet with College Counseling during the junior year and senior years and complete parent questionnaire
  - Support college exploration by taking your student to college campuses locally and/or while on vacation
    - Once a more definitive “list” is developed, try to facilitate campus visits to targeted schools either virtually or in person
  - Look beyond college “rankings” to help your student with locating colleges that will suit your family’s financial, academic and geographical needs through resources such as Naviance, Colleges That Change Lives ([www.ctcl.org](http://www.ctcl.org)), Fiske Guide and a myriad of online resources (e.g. bigfuture.collegeboard.org and college-insight.org, collegescorecard.ed.gov and/or smartrakcollegefunding.com)
  - Have open conversations about financing college and support the financial aid process

- Do not immediately assume that public universities will be the least expensive option for your student
    - Utilize Net Price Calculators (each college is required by law to provide one on their website) to understand the anticipated cost of attendance
  - Check in with your student to understand their engagement and progress and reach out to the College Counseling Office with any questions or concerns
- **When Applying:**
  - Allow your student to direct this process
  - Provide emotional support by checking in regularly
  - Collaborate on the financial aid process and ensure all necessary forms/processes are complete at the time of application to maximize opportunity for institutional funding
- **After Applying:**
  - Provide bank statements/documents necessary to certify finances in a timely fashion (international families)
  - Reassure and continue to provide emotional support, especially around key decision dates, such as Early Decision, Early Action, Early Decision II, or Regular Decision.
  - Upon receipt of admissions decisions, support attendance of or travel to “admitted students” events and/or travel with your child to visit campuses to facilitate their decision
  - Ensure they are well positioned to make a decision and submit a deposit to their selected college

## **College Counseling Policies**

### **College Visits**

Students are permitted *and strongly encouraged* to visit college campuses as much, and as early as is feasible. It is the expectation that these visits are, whenever possible, completed during weekends and vacations. If a visit must be arranged during academic time, the student is expected to make the appropriate arrangements according to the procedures outlined by the Dean of Students as well as each syllabus of the course(s) impacted. Students and families should aim to minimize the amount of missed academic and co-curricular time as much as is possible.

### **Standardized Tests**

Dunn requires all juniors to sit for the SAT and ACT in the spring of the junior year and will provide school site testing for those exams. For all other exams, students are responsible to notify the Office of College Counseling and the Registrar of all standardized tests they have taken and/or plan to take. Students are also responsible for test registration, meeting relevant deadlines, and arranging payments for testing services. Dunn provides transportation for students to local testing centers (SYV High School and Lompoc Cabrillo HS) provided sufficient notice has been given to the Registrar.

#### Required Testing Schedule at Dunn:

9 <sup>th</sup> grade	None
10 <sup>th</sup> grade	Pre-ACT and PSAT
11 <sup>th</sup> grade*	PSAT, SAT, and ACT

#### Off Campus Testing:

11 <sup>th</sup> grade	Retake ACT or SAT as necessary during summer TOEFL, IELTS, or Duolingo (Summer prior to Senior Year)*
12 <sup>th</sup> grade	Retake ACT or SAT ( <i>no more than 3 times and no later than Nov</i> ) Retake TOEFL or IELTS ( <i>no later than Sept for EA/ED and Nov for RD</i> )*

*\*All students for whom English is a second language may be asked to include TOEFL IELTS, or Duolingo scores with their application for admission to college. Students in this situation are responsible for registration, payment for testing services, and coordination of transportation through the Registrar.*

### **Letters of Recommendation**

Colleges use letters of recommendation to better understand who you are as a student and how you might add value to their classrooms and campus community. Each Dunn Student will have the opportunity to receive three letters of recommendation: two from academic teachers and one from College Counseling.

While it may be tempting to ask for letters from advisors or from people with particular titles (Headmaster, Head of School, etc.) colleges prefer to read letters from academic teachers (1-STEM and 1-Humanities) ideally from the junior or senior years.

Seniors must request letters of recommendation from their teachers first in person and then via Naviance by October 1. Students are expected to respond promptly to teacher and counselor requests for meetings and/or materials to help inform their letter writing.

### **Dunn School Transcripts**

A student's official transcript and the school profile are sent in with a student's application, to provide colleges with a transparent and accurate picture of a student's four-year academic performance. The weighted and unweighted grade point average (GPA) calculation on the Dunn School transcript reflects all high school coursework taken on a semester basis at schools within the United States (please see "Grading System" for a description of how we calculate cumulative GPA.) For transfer students from domestic schools on a trimester system or from international schools where different grading conventions are used, the Dunn School transcript will reflect only classes taken at Dunn School.

Wherever possible, transfer students are encouraged to retrieve school profiles from their previous institutions and supply them to the Registrar for inclusion with their official transcript(s) from each high school attended.

### **Reporting Standardized Test Scores**

Dunn does not include SAT, ACT, PSAT or TOEFL scores in its transcripts and therefore does not submit these scores on behalf of the student. It is the responsibility of the student to ensure the appropriate scores be sent from the testing services to respective colleges, by the appropriate deadline. Please be aware of the timing required for testing services to report scores to colleges. *Careful attention to deadlines is extremely important.* It is typical that even the most qualified applicants are denied admission because scores arrived after the deadline. We recommend requesting test scores to be sent *at least three weeks prior* to the application deadline.

### **Reporting of Student Ranking**

Dunn School does not rank students and as such, does not report ranking to colleges or other entities.

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## DUNN SCHOOL LEADERSHIP PROGRAM

**Mission:** Empower students to become leaders who effect positive change.

The Leadership program aims to cultivate the leadership potential in all students by developing essential leadership capacities including self-awareness, empathy, communication skills, decision making, giving and receiving feedback, and fostering communities of belonging.

The Leadership Program consists of the following components: Community Service, Global Citizenship, Seminars and Speakers, Outdoor Education, and Student Leadership.

- **Community Service** helps students grow in compassion and empathy while building community amongst peers as they serve others together. At a minimum, students must participate in ten hours of service each year in grades 9-12 as a graduation requirement.
- The **Global Citizenship** aspect exposes Dunn students, grades 6-12, to an array of cultural experiences which contain components of cultural literacy and immersion, community service, humanitarian projects, and environmental awareness through travel nationally and worldwide. We are investigating trips that will promote personal growth for students and faculty as well as a chance to make a difference in the world. Past trips have included Guatemala, Costa Rica, France, and Italy.
- **On Campus: Seminars and Speakers** is the aspect of the Leadership Program in which each student participates in a curriculum that teaches leadership skills and character development, instills integrity, and helps each student gain more knowledge of self and others. Each class will have a "Seminar" conducted by several different faculty and guest speakers.
- **Outdoor Education** provides inspiring wilderness adventures. Dunn students build confidence, character, and community when they accept the challenge to venture outside of their normal routines. Dunn's proximity to the high desert, to snow-capped peaks, and to miles of coastline sets its Outdoor Education programming apart. Our diverse landscapes create opportunities for student growth beyond the classroom through week-long grade-level trips and weekend offerings. These trips include canoeing the Colorado River, rock climbing in Joshua Tree, and backpacking in Big Sur, as well as weekend camping in our neighboring Los Padres National Forest. While developing a deeper connection to the environment and their peers, our students learn key leadership and teamwork skills, furthering Dunn's mission to educate the whole student.
- The **Student Leadership** aspect of the Leadership Program is an integral piece in developing young leaders. The focus is on mentoring and supporting emerging student leaders in all aspects of Dunn community life.

### **Student Government**

The Dunn School Student Government provides an opportunity for involvement by 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 student leader 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: Spirit, Diversity and Inclusion, Community Service, Activities, and Sustainability. Committees are also open to interested members of the Dunn community. Senate meetings are public and take place weekly.

### **Resident Assistants**

Resident Assistants (RAs) 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. RAs are leaders in the dormitories. They are in

charge of the House Council and assist the House Head in managing the dorm. This leadership role requires students to be positive role models, to be actively involved in all areas of the dorm, and to help all residents of their dorm. These student leaders have as their primary responsibilities:

1. To serve as a visible example of the spirit and standards of the school.
2. To meet regularly with the Director of Leadership and Dean of Students to review student concerns and 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 act as a liaison between the students and the faculty / administration.
6. To work in conjunction with the Student Government and other leadership groups to further improve the Dunn experience for all students.

### **House Council / Day Council**

#### **Statement of Philosophy**

To give students a voice in the decision-making process for the residential and day programs that promote a healthy 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.

House Council assists the House Head in managing the dorm. This leadership role requires students to be positive role models, to be actively involved in all areas of the dorm, and to help all residents of their dorm. Selection / election for this position takes place in the spring.

The main goal of the House Council and Day Council is to improve student life for both residential and day students. Members of the councils will work cooperatively with the House Heads, Dean of Students, Dean of Leadership, and Associate Head of School to develop policies and create extracurricular activities, and to act as intermediaries with respect to student issues. As a member of a House or Day Council, students will have the opportunity to hone leadership skills as they strive to better the community.

### **Dunn School Admission Ambassador Program**

Opportunities for students to assist the Admission Office with student recruitment and retention include:

- Student Tour Guide
- Peerwig Program

Student Tour Guides take prospective students and their families on a walking tour of campus. Following a tour, they complete a handwritten note to the prospective student / family and oftentimes exchange email addresses. More experienced Student Tour Guides assist with new tour guide training. Student Tour Guides are selected annually through an application and interview process. To be considered for this program, students must have attended Dunn Upper School for at least one year.

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 they may have about Dunn. Members of the Peerwig Program are actively involved in New Student Orientation.

## ATHLETICS & ACTIVITIES

### **Mission Statement**

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. 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 pride, integrity, and commitment. Athletics provide the opportunity for student athletes to exhibit physical skills and knowledge of a particular sport, enabling them to apply these to new situations in a variety of learning formats. Through participation in athletics at Dunn, students will develop physically, emotionally, and socially.

### **Purpose**

Dunn School athletics aims to foster leadership, self-confidence, and commitment to a team. Through practice, training, and competition, Dunn students harness an appreciation for teamwork, sportsmanship, perseverance, and establish healthy life habits—traits transferable to life beyond athletics.

### **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:

<b>Anticipated Interscholastic Sports Offerings</b>					
<i>These offerings are subject to change</i>					
<b>Fall</b>		<b>Winter</b>		<b>Spring</b>	
<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>	<u>Boys</u>	<u>Girls</u>
Cross Country	Cross Country	Basketball	Basketball	Baseball	Track
Fall Baseball	Volleyball	Soccer	Soccer	Tennis	
	Tennis			Volleyball	
				Track	

<b>Anticipated Co-Ed Activities</b>		
<i>These offerings are subject to change</i>		
<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Drama	Dance	Drama
Ultimate Frisbee	Surfing	Yoga
Strength and Conditioning	Strength and Conditioning	

*Students must select one sport or activity in each season from the list above. Depending on enrollment, sports and activity offerings may be changed. All students must participate in at least one season of interscholastic, competitive athletics and may participate in up to two activities during each year at Dunn.*

### **Commitment**

All students are expected to participate in the Athletics program throughout the school year. Students are expected to attend all scheduled team meetings, practices, performances, and contests. Athletics practices run for an hour and a half Monday through Friday, and many teams will have practices, performances, or contests on Saturdays. Our coaching staff consists of on and off campus coaches who expect students to participate and compete to their fullest potential. While success is a relative term, even if victory is not in hand, success lies in the effort and spirit put forth.

**ALL STUDENTS must participate in all three seasons, and at least one season must be on an interscholastic, competitive team.**

### **Athletics & Activities Attendance Policy**

- Student athletes must be present for the academic day, and attend all academic classes in order to participate in the training session or competition.
  - If student athletes are late for morning classes, decisions about participation in athletics will be made by the athletic director, the Health Center, and administration.
  - If students athletes miss classes because of illness, they will most likely not be permitted to participate in training or competition that day.
  - Student athletes may only be excused from attending practice by the Health Center.
  - If student athletes have missed part or all of the school day, but are not excused from practice by the Health Center, they must still attend the practice, but will not be permitted to participate in training or competition.
- Students must attend all training sessions with the following exceptions:
  - The Health Center may excuse student athletes. If student athletes are excused from participating in a training session, they must inform coaches.
  - Coaches may grant approval to miss a practice in conjunction with the Athletic Director.
- To participate in athletic contests, student athletes must be present at the previous training session, unless a pre-approved absence was granted by the coach and Athletic Director
- Missing a training session will be reported to the Dean of Students as an Unexcused Absence.
- If a student is unable to attend a training session due to illness, the Health Center will communicate this information to appropriate coaches prior to 4:00 p.m.

### **Independent Sports**

Permission to pursue an independent sports option is normally granted to a student who wishes to participate in an athletic activity not currently offered at Dunn. Examples include: participating in local ice hockey programs, swim teams, or organized horseback riding programs at a competitive level, etc. Activities must be structured and meet at least 6 hours a week. 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, permission to participate in independent sports / activities is not granted for taking "lessons" or going to the gym for a sport or activity. There must be a clear goal that includes a competition or performance that the student is working toward. The Dunn School Athletic Director will determine approval for independent sports.

### **Equipment**

Student athletes must purchase the equipment necessary for each sport. Owning equipment is essential to each student being able to fully participate and remain safe. Articles of equipment such as running shoes, tennis racquets, soccer cleats, need to be personal possessions of the participant. Team uniforms are provided by Dunn.

### **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. Decisions about games being canceled due to inclement weather will most likely be made in the early afternoon on a game day. If a game is canceled, most coaches will hold practice instead, but the time frame may vary from the originally scheduled game. In the event of inclement weather students should check in with their coach to see if practice is still on. Please do not assume that if there is bad weather practices are cancelled. If parents have questions, they can contact the Athletic Department. We always recommend checking the athletic calendar the day of an athletic event to verify the start time.

### **Pool Policies:**

Planned pool use requires a certified lifeguard. Two lifeguards are required if more than 30 participants are expected in the pool during the event.

### **Exceptions:**

A faculty member may oversee lap swimming if it is the only activity in the pool. A 1 to 3 ratio of faculty to students must be observed.

Athletic teams may use the pool if two coaches are present and oversee the pool. One coach must remain on the pool deck.

**Student Lifeguards:** When a current student is the lifeguard, a faculty member must be present to assist with the management of the students / pool.

**Dunn employees and school residents:** Dunn School employees may use the pool at their discretion. Dunn School employees may supervise their children and/or their friends in the pool without a lifeguard present. A ratio of 1 adult to 4 children must be maintained.

**Non-Dunn School Affiliated Users:** Individuals who are not employed by Dunn School--immediate family members who live with the Dunn employee are exempt--may not use the pool unless there is a lifeguard present unless they are a guest of a Dunn School employee. This includes any individual who has been granted permission (e.g., lap swimmers), and those in possession of a summer Pool Pass.

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## **LIFE OUTSIDE THE CLASSROOM**

The Dean of Students is responsible for the overall health and welfare of the student body. For boarding students this includes room assignments, driving permission, travel plans, weekend permissions, and disciplinary concerns. For day students, the Dean of Students regulates the means by which they arrive and leave campus, monitors attendance at all school commitments, and assists them with daily logistic and behavioral concerns.

### **Dunn School Boarding Policy**

Because much of the Dunn School experience happens outside the classroom, living on campus is an important part of student life. All students who are not living at home with parent(s) or immediate family relatives (grandparents, aunt / uncle, brother / sister over the age of twenty-five) are required to live in Dunn School dormitories; students may not reside with family friends. Boarding on campus provides students the opportunity to learn about themselves and prepare for college and life within the context of Dunn's carefully planned and purposefully designed residential program.



## **Residential Life at Dunn**

The dormitories are the students' homes away from home. It is the expectation that all students care for their rooms in a respectful manner and maintain the rooms 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 rooms at an acceptable level of cleanliness at all times.
- The school holds students responsible for all damage to their rooms. We recommend 3M products for attaching items to walls or doors: COMMAND Picture and Poster Hanging Strips, or General Use Masking Tape. **NO DUCT TAPE may be used.**
- The school inspects rooms regularly 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 materials must be treated with fire retardant. They may not be hung over windows or lights.**
- The school requires that students remain in their own dormitories from evening check-in until 6:00 a.m. If students wish to leave the dorm prior to 6:00 a.m. or arrive back on campus late, they must obtain permission from the House Head or Dean of Students.
- 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 campus after dark within the following boundaries: north of the road dividing the main part of campus and the athletic fields; west of the wall / fence separating campus from Highway 154, south of Santa Ynez Street (except to go to LOG), and east of the neighboring farms.
- Students may have computers, hair dryers, fans, clocks, and stereos in their rooms. **Halogen lamps and space heaters are not permitted in students' dorm rooms. Appliances, such as hot plates, rice cookers, televisions, or coffee pots are not permitted.** Students may have a small refrigerator.
- Computer technology is to be used as an educational tool (see the Digital Citizenship Agreement). **Computer screens must be no larger than 27 inches (measured diagonally).**
- 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 computer equipment and media.
- Students should refrain from playing video games from 8:30 am until 5:30 pm on school days. Video games should not be played during study hall.
- If a boarding student wishes to sleep in another boarding student's room, they must get permission from the on-duty faculty member. This may only happen on a non-academic, Friday or Saturday night. One guest is permitted per person in each room.
- **When any 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 students are found behind a locked door or in another student's room without permission, this is considered a major school rule violation, and the students will meet with the Dean of Students and their advisors. After lights out, residents of Senior Dorm are permitted to lock their doors.
- Students must wear helmets whenever riding a bicycle or skateboard.

## **Room Inspection**

Room inspection occurs on most school nights and is conducted by the faculty member on duty in each dorm. Additional room inspections may take place at any time during the day. It is the expectation that students will maintain their dorm rooms at an acceptable level of cleanliness at all times. Failed room inspections will be dealt with by the House Head. Students should ensure that the following are completed at the time of a room inspection:

1. Bed is neatly made.
2. Trash can is emptied.
3. Floor and outside walkway is swept and clean; no sports equipment outside of Senior Dorm rooms.
4. Dresser, desk, table, and closet are orderly.
5. No furniture or decorations near a heat source.
6. Flammable hangings such as tapestries or flags must be sprayed with a fire retardant. Dorms will have it on hand..
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 students 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. Candles, incense, lighters, edged blades, aerosols and matches are not permitted at any time in the dormitories.
11. 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 loveseats are not permitted in the dorm rooms.\*
12. Repeated room inspection failures will result in a meeting with the House Head and the Dean of Students.

*\*Changes must be approved by the Dean of Students.*

## **Roaming**

Sunday–Thursday nights from 8:00 pm until 10:00 pm, Seniors and Resident Assistants may “roam” to the following locations: the gym, the weight/cardio room, the library, the schoolhouse and/or the leadership center. Students MUST obtain the OD’s permission to roam, and roaming privileges will be revoked if a student abuses the system.

## **Laundry**

Washers and dryers are available for student use in the laundry rooms located in each dormitory. Please use high efficiency detergent. Students should not do laundry during study hall, and they should make every effort to remove their laundry as quickly as possible so that others may use the machines.

## **Los Olivos Grocery**

Students in need of supplies 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. Visiting this store is a privilege that must be respected. It is the expectation that if students go to the store during their free time, they will not be late for or miss any obligation due to a store visit. It is imperative that students respect the employees and other patrons while visiting the store.

## **Pet Policy**

Students are not permitted to have pets on campus with the exception of small fish that can live in a fishbowl. A Fish Contract must be signed by the student, the student’s advisor, the House Head, and the Dean of Students.

## **Cell Phone Policy**

1. Cell phones and earbuds/headphones may not be used on Upper Campus after 8:30 a.m. and before 3:45 p.m., Monday–Friday.
2. Cell phones may be used in classrooms only with explicit permission from a teacher.
3. Cell phone and earbud/headphone use is not allowed in the Dining Hall at any time on any day.
4. Cell phones and earbuds/headphones may be used on Munger Common (the area stretching from the back wall of the Dining Hall and the Schoolhouse across the back side of the Assembly Area/Bomb Shelter and down to the white fence that runs between Loy and Boone dorms).

Consequences for violation of the Cell Phone Policy: The first offense will result in a twenty-four hour confiscation of the student's phone. The second offense will result in a three day confiscation of the student's phone. The third offense will result in a seven day confiscation of the student's phone. The third offense will result in a disciplinary status of General Conduct Warning. Greater than three offenses will likely result in major disciplinary consequence.

## **Dunn School Activities Curriculum**

The Activities Curriculum provides experiences that enrich students' lives outside the classroom and athletic arenas, helping them to open their minds through cultural events and other social outlets. The activities program is aligned with Dunn's core values (Emotional Wellness, Physical Readiness, Intellectual Growth, Social Responsibility, and Moral Courage) and seeks to provide opportunities for students to develop in these areas in social and cultural settings. A tenet of the activities program is that students must have a framework in which to enjoy their free time just as they do for their academic pursuits. Off-campus trips are very popular and give the students a chance to take a breather from campus life. Students are given the freedom to be independent while being with a group and knowing a chaperon is never far away. Students also enjoy on-campus events, which are often free and close to home. All of the activities provided are open to boarding and day students and provide important opportunities for boarding and day students to mix in non-academic settings.

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## **CAR POLICY FOR RESIDENTIAL STUDENTS**

Having a car on campus is a privilege. This privilege will be extended to those students who demonstrate academic diligence, excellent citizenship, and maturity. Please note that the process listed here allows a student to have a car on campus. Students who qualify to have a car on campus must petition the Dean of Students. Dunn School reserves the right to review each petition and grant the privilege of having a car to those students who qualify. **The extent to which students may use their cars will be determined by the Dean of Students.**

### **Process for a senior or second-semester junior to have a car on campus**

- Seniors may petition to have a car on campus. Juniors may petition to have a car on campus starting in the second semester.
  - Student must maintain a 2.5 GPA
  - Students who are on a disciplinary status of Final Conduct Warning or higher may not petition to have a car on campus or may lose permission to have a car on campus.
  - Students who violate the car use policies may lose permission to have a car on campus.

### **Maintaining the privilege of having a car on campus**

Each student must sign a Motor Vehicle Student 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. Students who are

placed on Final Conduct Warning or 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. Students must have their cars registered and their Motor Vehicle Student Contract signed and submitted to the Dean of Students 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. Keys must be turned in to the Dean's Office whenever a student returns to campus.
3. Students may only use their cars with permission granted by the Dean of Students.
4. Students may only transport other students in the car in accordance with the Automobile: Riding & Driving Parental Permission forms. Day trips should only be within the Santa Ynez Valley.
5. Boarding students 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 regular intervals. The results of this review will determine continued use / nonuse of the car. The review may also result in additional car privileges.
6. **Students are never allowed to drive to or from Santa Barbara on Hwy 154.**

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## **DAY STUDENTS AT DUNN**

Day students are an essential 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 campus, they have a specific set of expectations:

1. Day students must attend all classes and sports obligations.
2. When day students are absent from school, their parents or guardians should call the Dean's Office -- (805) 686-0638 -- or send an email to [deansoffice@dunnschool.org](mailto:deansoffice@dunnschool.org) before 8:30 a.m. If a student is late to school in the morning, an email 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 Dean of Students Office.
3. When day students are absent from school due to appointments or other approved obligations or commitments, they must obtain the proper permission from the Dean of Students Office. In addition, the parents must email or call the Dean's Office (see above) 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 must grant permission for any exception.
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 Cindy Bronfman Leadership Center, the library, a classroom or a faculty member's home; day students should not be in the dorm areas at this time unless special permission is granted.
6. Day students are welcome on campus until 10:50 p.m. on Friday and Saturday nights. When on campus, day students should check in with the OD and obey normal school rules.
7. Members of the opposite sex must adhere to the dormitory guidelines listed in this handbook.
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. Any student who drives to campus must sign a Motor Vehicle Student 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. A day student driving a car that is registered with the school must have the appropriate parking permit displayed. Day students who drive their cars to school must park in the designated student parking area. 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 the student's final commitment. 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.
10. Day students are welcome to stay overnight on campus. To do this, day students must have their parents / guardians contact the Dean of Students at least 24 hours prior to the time of residence. Day students must complete the necessary form with the signatures of their advisors, their student hosts (if applicable) and the House Heads of the dormitories in which they wish to stay. In addition, on the night of residence, day students should check in with the OD in the dormitories. Day students who remain on campus overnight agree to abide by all boarding school rules.

**11. Day students are not allowed in the dormitories during the academic day.**

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## **LEAVING AND VISITING CAMPUS**

Students must complete the information required in the REACH Boarding System online app and contact the on-duty faculty member on the walkie-talkie when leaving campus. Students returning to campus must contact the OD on the walkie-talkie and arrange a face-to-face meeting to sign back onto campus. When leaving or returning to campus, all Dunn students are required to update their status in REACH. The sign-in / sign-out (SISO) feature in REACH is extremely important for the safety and management of our students. Students are always responsible for fulfilling any on-campus obligations whether during normal sign-out times or not (e.g., athletic contests and practices, meetings, jobs, etc.).

Normal sign-out times are:

- Friday from 5:30 p.m. to 10:00 p.m. (except on Community Nights)
- Saturday from 9:00 a.m. to 10:00 p.m.
- Sunday from 9:00 a.m. to 6:00 p.m.

If students fail to sign in and out using the process detailed above, this will inhibit their future ability to leave campus. Failure to sign out or a late return will likely result in a disciplinary response from the Dean of Students.

Students who will be off campus at times other than those listed above must receive special permission from the Dean of Students. If freshmen, sophomores, or juniors sign out after dinner on Friday or Saturday night, they must return to campus by 10:00 p.m. Seniors and residential leaders have the privilege to return by 10:30 p.m.

### **Boarding Student Travel, Weekend, & Overnight Permission**

The Dean of Students' office must have verification of student travel arrangements 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* an invitation from the host family submitted through REACH to the Dean of Students. When students sign off campus to a specific destination, they must arrive at that destination before departing for a subsequent destination.

When students leave campus for an overnight, it is the expectation that they will be chaperoned by an immediate family member or an approved person. Students may only leave campus with an approved person (as stated in the signed riding permission). Proper permission for all plans must be obtained from the Dean of Students.

**If students wish to leave for the weekend, the following must be submitted through REACH to the Dean of Students by the end of school on Thursday:**

1. Parental permission
2. Host invitation (if applicable)
3. Student destination: name, address, and phone number for where the student will be staying
4. Means of travel
5. Times and dates of departure and return
6. Appropriate school permissions given electronically through REACH

Students sign out using REACH Boarding System and the walkie-talkie in the office when they leave for an overnight. Students returning to campus must contact the OD (on-duty faculty member) on the walkie-talkie and arrange a face-to-face meeting to sign back onto 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.**

### **Boarding Students Visiting a Day Student's Home**

Boarding students may visit day student homes during normal sign-out times for meals or other activities. If boarding students are planning to stay overnight, the parent(s) of the day student must extend an invitation. Boarding students who wish to visit a day student's home overnight must follow the REACH protocol by the end of school day Thursday and have an invitation from the day student's parent(s) they are visiting.

### **Day Students Returning to Campus After The School Day or on Weekends**

Day students may visit or remain on campus during normal weeknight and weekend hours. When on campus, however, day students must be signed in on REACH and must abide by all the rules that the boarding students follow. Day students should make themselves known to the On Duty faculty member in such locations as the dining hall (for meal checks) or in the residence halls.

### **Vacations**

It is school policy that students do not leave for a vacation prior to the departure time specified by the school. It is the expectation that all students return on the day designated by the school. Please note that students are not released for summer vacation until after the commencement ceremony. Exceptions must be cleared through the Dean of Students.

**On the departure day of each break,** the campus closes and faculty supervision concludes at noon.  
**On the Monday after each break,** the campus opens at noon and students should return by 6:00 p.m.

**On graduation weekend, the campus closes approximately two hours after graduation ends,** and all dorms will be locked at that time.

Dunn provides complimentary bus transportation during the hours of 7:00 a.m. and 12:00 noon on scheduled departure days to the Santa Barbara Amtrak station (see important Amtrak restrictions below), airport, Airbus, and Central Coast Shuttle (in Buellton); and between the hours of noon and 5:00 p.m. on scheduled return days from the Santa Barbara Amtrak station, airport, Airbus, and Central Coast Shuttle. Tickets are the students' own financial responsibility, and Dunn does not make their reservations for them.

It is expected that boarding students will return to campus prior to 6:00 p.m. the evening before the resumption of classes.

Students departing or arriving at other times will need to make arrangements with the Dean of Students for paid drives by staff. Prices vary based on the distance of the drive, the time of day, and the number of students sharing the ride. Parents will be charged for any transportation that falls outside of the prescribed dates and times of Dunn's transportation.

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

Boarding students may not remain on campus during holiday periods. The school will make every effort to ensure the safety of students' 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 that 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. Dunn School is not responsible for items left in storage.

### **Community Weekend Night**

Community Weekend Night typically occurs on a designated Friday. Community Night events are required for all boarders, and students may only leave campus after the event has concluded.

### **Guests and Visitors**

All guests and visitors to the campus should check in with a faculty member on duty. Parents are welcome at any time. Non-family visitors should obtain prior approval to come to campus from the Dean of Students or the Administrator On Duty. Guests are welcome on the campus during the following times:

Friday 6:00 p.m. – 10:00 p.m.; Saturday Noon – 10:00 p.m.; Sunday Noon – 5:30 p.m.

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# DUNN SCHOOL TECHNOLOGY DEPARTMENT

## Digital Citizenship Agreement

(NOTE: This form is included in the *S/P Handbook* for reference only.  
Please use the form on the Dunn School website.)

### **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 a.m. to midnight. Dunn School is the sole owner of the Dunn School LAN. This includes usernames and passwords, all servers, cables, routers, switches, wireless access points, hubs, school owned computers, software, student and faculty email, 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:

1. 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.
2. Utilizing another user's credentials (i.e., username, password), giving your credentials to another user, or in any way attempting to disguise or falsify your identity.
3. Any unauthorized access to the Dunn School LAN, either physical or virtual.
4. 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.
5. Participating in any type of criminal activity, including downloading, copying or distributing copyrighted materials. Users are to respect the rights of and the intellectual property of others in accordance with state and federal copyright laws. Transferring copyrighted material to or from the school's computer without the express permission of the owner is a violation of Federal Law.
6. Committing an act of plagiarism.
7. Engaging in personal attacks, including prejudicial or discriminatory attacks.
8. Harassing another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop. Committing an act of cyber-bullying which is a violation of law and can be defined as: "when a 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."
9. To knowingly or recklessly post false or defamatory information about a person or organization.
10. To access, send, or retrieve pornographic material.
11. To gamble.
12. To agree to meet with someone that the user has met online.
13. To engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
14. To post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.

### **Communication is not Private**



Each student's online communication is a reflection of our school. Email to and from our school is like a postcard: it is not private and may be monitored as needed. Therefore, students have no right to privacy as it relates to use of the school's electronic resources. The school has the right to monitor all communications on its server and electronic equipment.

### **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 email messages, web searches, print jobs, and network storage is not anonymous.

### **Vandalism**

The entire community suffers when computer systems are disrupted. Students agree to refrain from vandalism, including the following: attempting to access the files or folders of others or to bypass the security software; revealing passwords to others; unauthorized installation, removal, or copying of any software or data files; modifying or circumventing any computer software or network settings; or changing any hardware connections or cabling.

### **Safety**

Students must promptly disclose to their teacher or other administrator any message they receive that is inappropriate or makes them feel uncomfortable.

### **Password Protection**

Students agree to respect others' privacy and not use another person's account or password, even with that person's consent. Students must also not disclose or allow others to use their passwords.

### **Copyright and Plagiarism**

Students are responsible for producing their own work in completing school assignments. Downloading and copying another individual's work from the Internet without crediting the author is plagiarism. Copyright violations include the copying of computer software or written materials without the permission of the author.

### **Misuse**

Students agree to report any misuse of the system to an appropriate staff member.

### **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**

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 online 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.

(NOTE: This form is included in the *S/P Handbook* for reference only.  
Please complete the form on the Dunn School website.)

### **Student Computer Guidelines**

Dunn Students are expected to use computers and the Internet for research, email, and to prepare class assignments, and must bring their own computers to school. Students' computers should meet the following guidelines:

- **Operating System:** Windows 10, Mac OS Mojave or Mac OS Big Sur
- **Hardware:** Minimum 4GB of RAM, 120 GB of storage, Ethernet Jack, Wi-Fi 802.11 b/g card
- **Software:** Microsoft Office; restoration media for Operation System (Installation or Recovery disks)
- **Backup:** External drive for backups
- **Account:** Local administrator credentials
- **Note:** If your computer does not have an ethernet jack, please bring a USB Ethernet Adapter.

Dunn School has contracted with CIO Solutions to serve as our IT Department. CIO Solutions is not a computer repair shop but will help students with basic troubleshooting to help get their computers on the network. CIO Solutions can 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 suppliers in the United States.

Please contact CIO Solutions at [cio@dunnschool.org](mailto:cio@dunnschool.org) with any specific questions.

\* **Note:** It is highly recommended that students who are purchasing new equipment purchase Apple products. However, our IT department will still support the PC platform.

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## **HEALTH SERVICES**

*Please note that the information below does not take into account any special provisions needed in order to mitigate the spread of the COVID-19 virus. If such measures are required, they will be outlined in a supplement to this handbook.*

### **Mission Statement**

The Dunn School Health Services' mission is to provide medical resources that enhance the physical readiness and emotional well-being of our students. These resources include an experienced Health Services staff under the leadership of a Registered Nurse (RN), and CPR/First Aid-trained faculty. In addition, we have liaisons with the Santa Ynez Valley Cottage Hospital, Santa Ynez Medical Associates, Family Therapy Institute in Los Olivos, local pharmacies, and various local specialists. Also available to the students are MFT and psychological counseling services in the Santa Ynez Valley and a pediatric / adolescent psychiatrist.

The members of the Health Services team are available for triage of medical concerns and illnesses, processing of proper and timely referrals, and the management of medications. The office also supplies first aid kits, maintains student medical and immunization records, and communicates special needs of students to the faculty.

The Health Services members encourage 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 Health Center is located near the Dining Hall on upper campus. Students who need medical attention when the office is closed should report to the ODs (on-duty faculty members) or to the AOD (Administrator on duty). 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 students 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, drives, or other health services.

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

If a student is unable to attend class, sports or other activity, they are required to remain in the Health Center. It is expected that the student will follow the directions of this office and that the student will remain in the Health Center until discharged.

- The Health Center is staffed Monday through Friday from 8:00 a.m. to 6:00 p.m. On weekends, the Health Center will be open from 9:00 to 11:00 a.m. and 4:30 to 6:30 p.m. (these hours are subject to change).
- When the Health Center is closed, a member of the Health Service staff is on stand-by for any emergencies that may arise.
- When overnight supervision of a student is required for medical reasons, a member of the Dunn School staff will oversee the night in the Health Center overnight. There may be a fee associated with overnight care.
- After hours, students should contact an OD (on-duty faculty member), House Head, coach, residential faculty member, or AOD (Administrator On Duty).
- Students may keep supplements and vitamins in their rooms, but they are not allowed to keep any other over-the-counter or prescription medications. In some cases, students may be allowed to keep medications, such as inhalers or EpiPens, as approved by the Director of Health Services.
- If students have questions or concerns about medications, please refer them to the Director of Health Services.

### **Required Health Forms and Immunizations**

Please log in to Magnus Health (<https://secure.magnushealthportal.com/>) to access required health forms and immunization information.

### **Sick Policy**

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

If students need medical attention during the night, they should inform an adult living in the dorm. If a student is not well enough to attend classes they are required to be evaluated by a member of the Health Services staff prior to the start of class.

Students who are sick are expected to report to the Health Center before the start of the academic day in order to request an excuse from classes. Upon being excused by the Health Services staff, students will:

- Spend the day in the Health Center. A member of the Health Services staff will check students periodically during their time in the Health Center. If students are unable to attend their classes, they will not be allowed to attend sports and/or evening activities. They must remain in the

Health Center until the end of scheduled activities. The determination about readiness to return to class will be made by the Director of Health Services.

- Attend dinner with the permission of the Health Services staff.
- Stay in their rooms for the evening as directed by the Health Services staff. No visitors are allowed.
- If students are restricted to the Health Center on Friday for the entire day due to illness, they may not participate with their athletic teams and may not leave campus on Saturday. The Health Services staff will provide specific orders to on-duty faculty regarding care for the student over the weekend.

### **Medications**

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

All students requiring prescription 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 Center when there is a change in the schedule for dispensing the medication or modification in the dosage.**

It is the students' responsibility to obtain their medication from the Health Center. Students may not possess any prescription medications, with the exception that in some cases, students may be allowed to keep medications, such as inhalers, EpiPens, etc. Routine medications must be refilled by parents. The Health Services staff will give two weeks' notice prior to refills being needed. The medications must be addressed to C/O Health Services, 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 (on-duty faculty members) 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 students leave their medication, it will be kept for one (1) week. After one week, all medications will be discarded.

### **Off-campus Appointments**

The Health Services staff will schedule off-campus appointments and arrange transportation for students to doctors' offices and clinics within the Santa Ynez Valley. Dunn School discourages appointments beyond the Santa Ynez Valley because they tend to cause students to miss an inordinate amount of class time. There will be a transportation cost associated with Dunn School transportation to off-campus appointments. **Dunn School cannot guarantee that there will be transportation available for appointments that are not scheduled by members of the Health Services staff.**

### **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 must go home for surgery and recovery. This will be considered an excused absence. 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. As possible, the student will be provided with opportunities to make up 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.

### **Mental Health**

A student who requires counseling / therapy due to emotional issues will receive support from a combination of people including: the Student Life and Concerns Committee and a therapist, psychologist, or psychiatrist. Depending upon the issues, the student / family may request, or be

required by the school, 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 among the therapist, student, family, and school officials.

### **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 and gynecological services, as well as referral and support, in the event of pregnancy. 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 determine 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.

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## **COUNSELING RESPONSIBILITIES**

### **Overview**

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

### **Information Flow**

- The Director of Health Services, the Head of School, Associate Head of School, and Dean of Students work closely with faculty and advisors to monitor students' well being.
- Some students may need to work with counselors or therapists for many different reasons. In these cases, the counselors or therapists and students' families enter into a formal relationship. There are several counselors who hold appointments on campus and several in the Santa Ynez Valley (please see information above about scheduling appointments).
- In the event a student misses a required counseling session, the therapist / counselor will call the Director of Health Services or the Dean of Students 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) may be charged for the missed appointment depending on the family's arrangement with the counselor.
- All therapists working with Dunn students will immediately call the Director of Health Services or Dean of Students to discuss any potentially dangerous situations. The Director of Health Services and/or Dean of Students 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 Services, the Dean of Students, the Associate Head of School, or the Head of School.

## BUSINESS OFFICE

### **Student Store and Earwig Café**

The Student Store and Earwig Café carry school and classroom supplies (including graphing calculators), personal toiletries (such as soap, toothpaste, shampoo, & laundry soap), Dunn School apparel (t-shirts, sweatshirts, hats, etc.), and snacks and beverages. The store is open generous hours using a self-checkout system which accepts debit, credit, cash and apple pay.

The Student Store and Earwig Cafe is managed by Dunn students as part of a business class called Earwig Incorporated. 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 work experience for interested students.

### **Transportation Charges**

Dunn School will provide courtesy transportation to and from the Santa Barbara Airport, Santa Barbara Amtrak station, Santa Barbara Airbus, and Central Coast Shuttle (in Buellton) for students returning home for regularly scheduled Breaks (see pages 40-41 for vacation details) and for some medical appointments.

Any other transportation not related to school breaks will be the responsibility of the family. The Dean of Students' office may help arrange ground transportation. If schedules permit, Dunn staff and vehicles may be available to provide local ground transportation based on the following rate schedule:

Santa Barbara, Santa Maria	\$60 - \$90
Los Olivos, Solvang, Buellton, Santa Ynez	\$20 - \$40
Extended transportation / Emergency travel	TBD
Wait time charge (per hour)	\$20

### **Dormitory Requirements**

Dormitory room keys and mailbox keys will be issued to boarders during registration. Day students have the option to have a mailbox. Each additional room key will cost the student \$25. Each additional mailbox key will cost the student \$10. At the end of the academic year, students will be charged for each missing key. Any dorm damage noted at the end of the year final room inspection will be charged to the student and the student's family.

### **Student Banking Options**

All boarding students attending Dunn should arrive with debit and/or credit card for expenditures off campus. Dunn School strongly discourages families allowing students to have large amounts of cash in their dormitory rooms, or on their persons. Using the banking system is a far safer and more efficient means of providing students with spending money.

### **On-Campus Student Spending**

On-campus student spending may include: Outdoor Education gear, athletic equipment, Spring Formal, yearbooks, student testing fees, health center charges, private drives, special activities, Earwig Café and Student Store purchases.

- **Boarding students are required, at the start of each year, to deposit \$1,500 to your campus incidental account. A \$500 deposit is recommended for day students. All on campus purchases will be deducted monthly from this account.**
- **You can use the Dunn School Parent Portal to make initial deposits, track your student's spending and make additional payments when necessary.**
- **Student accounts are not intended to be a bank account. Students should have access to their own cash for expenditures off campus.**

You will receive an email notification when your account has a balance due. Students should suspend all on campus spending until a payment has been made. Any remaining deposit balance for students who are not returning to Dunn will be refunded at the end of the school year. If your student is returning, the balance will be carried over to the following year.

## **ADVANCEMENT OFFICE**

### **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 were 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 Advancement Office is participation by all families.

### **Mission Statement**

The mission of the Advancement Office is to partner with parents, alumni, trustees, grandparents, foundations, and friends to educate them about 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.

### **Annual Fund**

Donations to the school have a direct impact on each person at Dunn School. The Annual Fund is the school's top fundraising priority. Gifts to the Annual Fund provide the critical, current-use, and unrestricted dollars the school needs to sustain the student experience, maintain our campus, support our faculty, and provide support to the area of greatest need.

### **Purpose**

The Annual Fund serves several purposes:

- Directly benefits school programs in the year in which they are given, including experiential learning, outdoor education, athletics and the arts
- Assists in securing the best educators for the school
- Provides opportunities for professional development for faculty
- Provides financial aid for students which promotes classroom diversity and equitable education regardless of economic background
- Maintains and improves campus buildings and grounds
- Builds a community of philanthropy

Each year, Dunn School strives for a high level of participation from the Board of Trustees, faculty, staff, and current parent communities. Parent participation in the Annual Fund makes an enormous impact on each student's experience and symbolizes the collective investment in Dunn School's excellence.

The Dunn School also solicits gifts from alumni, families of alumni, friends of Dunn School, and grand-friends to allow all constituents a chance to support the school. A gift to the Annual Fund may be tax deductible, while tuition payment is not. Unrestricted gifts to the Annual Fund give the school the greatest flexibility and are our number one fundraising priority. Restricted gifts are also wrapped into the Annual Fund if they benefit current use programming.

### **Benefits of Giving to the Annual Fund**

The basic reasons for giving to the Annual Fund include:

- To bridge the difference between tuition and the actual cost of education at Dunn School
- To provide the opportunity to see giving directly benefit ALL students
- Displays community cohesiveness. When Dunn School applies for grants or foundation support, these institutions want to see that the parent community is committed to the school. One key way they measure that is through Annual Fund participation.
- Contributions are tax deductible, tuition is not.
- There are psychological benefits of giving that are often prime factors in the success of an annual giving campaign. The non-monetary benefits of giving can include:
  - Involvement with and confidence in the school

- Show of appreciation for the school and its faculty
- Sense of ownership in and partnership with the school

### **Annual Fund Frequently Asked Questions**

#### *What is the Annual Fund?*

“Annual giving” is the term used to define all charitable donations made to Dunn School during a fiscal year. They differ from gifts to other initiatives, such as a capital or comprehensive campaign. Gifts can be unrestricted (giving the school the greatest flexibility to use those dollars where they are needed most), restricted (to benefit current programming), or in-kind.

#### *How are the Annual Fund dollars used and how do they benefit my child?*

Your Annual Fund dollars are put to use in the classroom immediately and throughout the academic year (July 1 – June 30). These dollars allow Dunn School to provide outstanding educational enrichment programs and employ quality teachers and staff who create the nurturing educational experience our students love. Specifically, contributions allow Dunn School to provide:

- Small class sizes which leads to greater teacher contact
- Materials for curriculum for every student
- Classroom technology integration
- Innovative enrichment and academic programs including Drama, Art, Music, Robotics, Science, Outdoor Education, Sports and more
- Teacher professional development classes and conference attendance
- Support for day-to-day operating expenses and improved compensation for our teachers and staff

#### *Why does Dunn School ask for donations when I already pay tuition?*

Dunn School students benefit from having talented and dedicated teachers, small classes, curricular resources and outstanding enrichment and elective offerings. While the tuition you pay gives your child access to an exceptional education, it does not cover the complete cost of their Dunn School experience. This year, tuition comprises about 80% of the school’s yearly operating budget. To bridge the shortfall between actual costs of a Dunn School education and tuition, we – like other independent schools – turn to parents, alumni, and other friends of the school to bridge the gap. Another way of putting it is that tuition covers what is taught in the classroom. The Annual Fund covers the activities that happen outside of the classroom, such as Outdoor Education, Athletics, Leadership Activities, and more.

#### *Why doesn't the school just raise the cost of tuition?*

Keeping tuition at relatively affordable levels (and competitive with nearby independent schools) allows us to make a Dunn School education accessible to more families and therefore keeps our classrooms diverse. Raising the cost of tuition to cover the full cost of educating a student would make attending Dunn School unobtainable for many families, and we want to offer an excellent Dunn School education to students regardless of their family’s economic situations.

#### *How much should I give to the Annual Fund?*

As with other independent schools, tuition alone does not cover the whole cost of educating each student. This year, the disparity in tuition dollars is approximately \$2,800 per student. We ask that families with the capacity to do so consider giving at least \$2,800 to the Annual Fund. We know that some families will give more and that some will not be able to give at this level. Gifts to the Annual Fund, regardless of the amount, are valued because they show support to the school’s mission and are a testament to its vision. And unlike tuition, gifts to the Annual Fund are tax deductible.

#### *What additional giving opportunities exist at Dunn School?*

Donors may also choose to give a restricted gift to the Annual Fund. These gifts, while counted in the Annual Fund’s overall goal, are earmarked for existing programs that donors would like to support.

### **Capital and Endowment Campaigns**

The school launches capital or comprehensive campaigns as needs arise. Campaigns fund specific initiatives, such as building projects, and gifts made to a capital project are restricted for a specific



use. Campaign gifts are usually larger in size than a Dunn Fund contribution, and may be pledged over multiple years. During a campaign, donors are asked to support both the Annual Fund and the campaign effort. This ensures that the school's operations are sustained as we embark on a major fundraising initiative.

### **The Role of the Parent**

#### 1) Donate to the Annual Fund

The generosity our school experiences is a result of leaders like you who know their giving has a direct impact for their child's education. There are several levels of leadership to participate in, each level adds essential value to Dunn School's pursuit of excellence and community. Each year Leadership Donors distinguish themselves by making Annual Fund gifts in the Visionary Circle range. As a Visionary donor, the impact of your extraordinary philanthropy is evident in Dunn School's commitment to increase faculty compensation, explore new technologies and teaching materials, add to our athletic program, and broaden our offerings in the arts. You will also enjoy an annual gathering with the Head of School and Trustees as well as the knowledge that you are at the forefront of Dunn School's most important fundraising project.

#### 2) Attend the annual Auction

The Auction is Dunn School's signature fundraising event. A committee of parent volunteers and administrators host this night for the community and friends of the school, which features a silent and live auction, food and drinks, and a festive atmosphere of gratitude and generosity.

The event is about building community and raising funds for Dunn School, and all are welcome. Funds raised for the Auction beyond the cost of the event support the Dunn School's annual giving goal.

#### 3) Give to the Faculty & Staff Appreciation Luncheon

Each year in May a group of parents organize an appreciation luncheon for the faculty and staff of Dunn School. They decorate the lunch area, provide a wonderful meal, and purchase or donate items for a raffle. Help show your appreciation to the community of educators by joining the parent volunteers in making this a special day for all.

#### 4) Join the Dunn Parent Community

Each parent plays an important role in building Dunn School's community. We are fortunate to receive both financial and volunteer support from parents. Whether your child is a boarder or a day student, there are many ways you can help create a culture of engagement by giving your time.

**How to Participate:** Contact the Director of Development for more details (805) 686-0654.

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

Advancement Office  
Dunn School  
P.O. Box 98  
Los Olivos, CA 93441

**Credit Cards** We accept Visa, MasterCard, Discover, and American Express. Gifts can be made on line at [www.dunnschool.org](http://www.dunnschool.org) or by calling the Advancement Office.

**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 Advancement Office.

**Securities** If you hold securities that 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 Advancement Office.

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 Advancement Office.

### **Staff Member Gift Acceptance Policy**

From time to time, grateful members of the Dunn community may wish to thank a specific faculty or staff member for the contribution that he or she made to their child or the school. While the intention of these gifts may be above reproach, the perception to an outside observer could be that the gift giver is attempting to influence decisions in the classroom, on the sports field, or in the boardroom. This perception, whether true or not, would severely damage the gift recipient and the school's credibility. In an effort to allow individuals an opportunity to show kindness and appreciation, while keeping in mind this perceived conflict of interest, we have created the following guidelines for staff member gift acceptance:

- Any non-cash gift (flowers, food, gift certificates, bottle of wine) with a value of \$100 or less can be accepted by the employee and need not be reported to Dunn School.
- Any non-cash gift (flowers, food, gift certificates, bottle of wine) with a value of more than \$100 may be accepted, but must be reported to the school (Associate Head of School). The Associate Head of School will consult with the Advancement Office to determine the appropriateness of this gift, the proper way to distribute its benefits, and send a formal gift receipt to the gift giver.
- Any cash gift (or check) of any denomination may not directly benefit employee(s). If offered a cash gift, the recipient(s) should accept the gift on behalf of the school and pass it on to the Advancement Office. The Advancement Office will send a formal gift receipt to the gift giver and determine whether any restrictions for this gift are appropriate (e.g., gift to art teacher may be restricted to support art department needs).

This policy is not meant to be punitive or devalue the appreciation that is being extended to employees of the school; rather, it is designed to protect employees and the school from any actual or perceived conflict of interest.

# **Policies Appendix**

## **ADULT INTERACTIONS WITH STUDENTS**

*Assembly Bill 500 (AB500), effective January 1, 2018, adds section 44050 of the California Education Code, which requires schools to provide a section on employee interactions with pupils in its code of conduct and to make that available to parents and guardians of enrolled students in writing and on the school's website.*

At Dunn School, we encourage close, warm, and considerate relationships between students and Dunn School Adults (employees, vendors and volunteers). The adults in our community serve as the students' role models, guides and mentors in learning as well as living. The bond of friendship between student and teacher is healthy. It is necessary, however, to maintain a balance between familiarity and mutual respect. Students have difficulty in recognizing these limits and thus each faculty member must be conscientious in their sensitivity to this balance.

The purpose of these guidelines is to give clear direction regarding appropriate conduct and boundaries between adults and students. The expectations for conduct set forth in this document are not intended to serve as an exhaustive list of requirements, limitations, or prohibitions on adult conduct and activities established by school. Rather, they are intended to:

- Alert staff to some of the more sensitive and often problematic matters involved in adult-student relationships;
- Specify boundaries related to potentially sexual situations and conduct that is contrary to accepted norms of behavior and in conflict with duties and responsibilities of adult members of our community; and
- Provide clear guidance in conducting themselves in a manner that reflects high standards of professionalism.

### **Student Behavior**

During a student's years at Dunn, the school expects increasing self-discipline, responsibility, and an awareness of the rights of others. Dunn School has developed specific expectations for behavior. Each member of the faculty is expected to respond to any breach of acceptable behavior wherever it occurs. Serious infractions should be reported to the Head of School, Associate Head of School, and/or the Dean of Students. Faculty members should be particularly alert to violations of the major school rules. All violations should be reported immediately to the Head of School, Associate Head of School, and/or the Dean of Students. There are established procedures for processing such situations, and faculty members should avoid making on-the-spot verdicts; established protocols should be followed.

It is important for the school to maintain a school-wide culture in which students and adults understand their responsibility to report misconduct without fearing retaliation. In order to prevent abuse and/or exploitation, students and staff must know that the Administration will support them when they report possible misconduct.

It is expected that faculty members, coaches, and ODs deal directly with students in an attempt to direct, and at times, modify behavior. We do not walk away from problems but instead, deal with them as immediately as possible. Certainly, there may be times when it is more effective to leave an emotionally charged situation, but we return to the student involved as soon as possible to direct, assist, and support the student. Advisors and/or administrators must be informed about issues with their advisees. When an advisor has problems with an advisee, the next line of discipline is the Dean of Students.

Faculty members chaperoning school trips should consider wherever they are as an extension of the school campus and, inasmuch as there is a twenty-four hour responsibility of supervision, the same conditions which apply on campus should be followed on such a trip.

The social interaction among faculty and students often extends beyond the bounds of the campus, and beyond the hours of the school day. This fact raises the legal issue of personal and school liability, which each faculty member should know. A faculty member's presence at a student gathering, with or without other adults, changes the nature of the gathering to a "school function." Use of illegal substances, alcohol, or drugs by students then becomes the responsibility of the faculty member and by default the responsibility of Dunn School.

### **Boundaries**

For the purpose of this policy, the term "boundaries" is defined as acceptable professional behavior by adults while interacting with a student. Trespassing the boundaries of an adult/student relationship is deemed an abuse of power and a betrayal of public trust. Each staff member is obligated to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One helpful standard that can be quickly applied when assessing whether your conduct is appropriate is to ask yourself, ***"Would I be doing this if the student's family or my colleagues or family were standing next to me?"***

Some activities may seem innocent from an adult's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of unacceptable and risky behavior is not to restrain positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct. Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behavior to their daily activities. Although good-natured, heartfelt interaction with students certainly fosters learning, student/staff interactions must always be guided by appropriate boundaries regarding activities, locations, and intentions.

### **Unacceptable Behaviors**

The following non-exhaustive list of behavior shall be considered violations of this policy.

- Giving gifts to an individual student that are of a personal and intimate nature;
- Kissing of any kind; any intimate physical contact, pinching, massaging, rubbing or brushing against the body; (Congratulatory hugs are allowed)
- Making, or participating in sexually inappropriate comments or conversations;
- Making sexual jokes, stories, or jokes/comments with sexual innuendo;
- Seeking emotional involvement with a student for your benefit;
- Discussing inappropriate personal troubles or intimate issues with a student

### **Risky Behaviors**

The following behaviors are inherently risky and should be avoided whenever possible.

- Intentionally being alone with a student away from the school without obtaining prior parental permission.
- Being alone in a room with a student at the school with the door closed
- Being alone in a vehicle with a student
- Sending emails, text messages, or letters to students if the content is outside the scope of your role at the school.

### **Care in communication**

The following describe expectations for professionalism in communications with and about students and colleagues.

- Discussions regarding students' progress, problems, and status on a formal or informal basis should be treated as confidential. This is not information that should be shared with other students' parents or with other students.
- In any community of people there is an active grapevine of rumor and gossip, and it feeds upon itself. If a faculty member has a question emanating from this grapevine, refer such questions to the Associate Head of School; encourage parents and students to do the same.

## THE AMERICANS WITH DISABILITIES ACT

Dunn School adheres to the requirements of Title III of the Americans with Disabilities Act, which prohibits discrimination against qualified individuals with disabilities in public accommodations. As part of this policy, students with qualified disabilities, or their parents, may request reasonable accommodations that would permit the student full and equal access to the goods, services, and operations of the school.

### 1. **Request for Accommodation**

Students with qualified disabilities who desire a reasonable accommodation in order to access the goods, services, or operations of the school, or their parents, should make a request in writing to the Head of School. The request must identify: a) the goods, services, or operations to which the student requests full and equal access; and b) the desired accommodation(s).

### 2. **Reasonable Documentation of Disability**

Following receipt of the request, the Head of School may require additional information, such as reasonable documentation of the existence of a disability.

### 3. **Interactive Process Discussion**

After receipt of reasonable documentation of a qualified disability, the school will arrange for a discussion with the student and the student's parents. The discussion may include other individuals who may be helpful for the school to better understand the student's disability or limitations or the need for accommodations. The purpose of the discussion is to work in good faith to fully discuss all feasible, potential, reasonable accommodations.

### 4. **Case-by-Case Determination**

Dunn School determines, at its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide. Dunn School will not provide accommodation(s) that would pose an undue hardship upon the school finances or operations, or that would endanger the health or safety of the student or others, or that would fundamentally alter the nature of the school or its goods, services, or operations, or that would cause undue burden to the school. The school will inform the student of its decision as to reasonable accommodation(s) in writing.

## **SEXUAL HARASSMENT POLICY**

Dunn School prohibits unlawful sexual harassment of or by any student by anyone in or from the school. Conduct which constitutes sexual harassment of students impairs the ability of students to make full and effective use of the school's instructional programs. Sexual harassment can cause embarrassment, feelings of powerlessness, reduced ability to perform schoolwork, and increased absenteeism and tardiness. California Education Code section 212.5 defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment, academic status, or progress.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
4. Submission to, or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Students who engage in sexual harassment are subject to disciplinary action up to and including suspension and expulsion from the school.

Any student of Dunn who believes that she or he has been the victim of sexual harassment is urged to bring the problem to the attention of any school administrator so that appropriate action may be taken to resolve the problem. Such reports should ordinarily be brought to the attention of the Head of School or Associate Head of School because they are responsible for maintaining a suitable learning environment on the school campus, are trained to investigate misconduct, and are authorized to impose appropriate disciplinary action. However, the school recognizes that, due to the possibly embarrassing nature of sexual harassment conduct, individual students may instead choose to make a report to another trusted adult employee such as a counselor, nurse, or teacher. Dunn employees who receive such reports are expected to take appropriate action to ensure that students are not subjected to sexual harassment. Additionally, should the sexual harassment constitute child abuse, reporting shall be made in the manner provided in the Employee Handbook.

All Dunn School staff involved in the receipt of, or investigation of allegations of sexual harassment are to hold such information in appropriate confidence to the extent possible so as to ensure the privacy of the individuals concerned.

## **ANTI-HARASSMENT POLICY**

Discriminatory harassment is a particular form of personal disrespect that Dunn School **DOES NOT TOLERATE** among students, among employees, or between employees and students. Dunn School is committed to providing an educational environment free of discriminatory harassment. This policy defines discriminatory harassment. Discriminatory harassment of a student includes harassment based on actual or perceived sex, race, color, religion, ancestry, religious creed, sex, national origin, ancestry, disability, medical condition, marital status, age, sexual orientation, or gender identity. Discriminatory harassment violates this policy and will not be tolerated. It is also improper to retaliate against any individual for making a complaint of discriminatory harassment or for participating in a harassment investigation. Retaliation constitutes a violation of this policy.

Students who violate this policy may be subject to disciplinary action, up to and including expulsion. Harassment can consist of virtually any form or combination of verbal, physical, visual or environmental conduct. It need not be explicit or even specifically directed at the victim. Sexually harassing conduct can occur between students of the same or different gender. No student shall create a hostile or offensive work environment for any other person by engaging in any discriminatory harassment or by tolerating it on the part of any student.

No student shall assist any individual in doing any act that constitutes discriminatory harassment against any student. All students shall report any conduct which fits the definition of discriminatory harassment, to the Head of School or other appropriate authority figure. All complaints or allegations of discrimination or sexual harassment will be kept confidential during any informal and/or formal complaint procedures except when disclosure is necessary during the course of an investigation, in order to take subsequent remedial action and to conduct ongoing monitoring.

All students shall cooperate with any investigation authorized or conducted by Dunn School into any alleged act of discriminatory harassment.

## **BULLYING PREVENTION POLICY**

Dunn School believes that all students have a right to a safe and healthy school environment. The school and community have an obligation to promote mutual respect, tolerance, and acceptance.

Dunn School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

Dunn School expects students and/or staff to immediately report incidents of bullying to the Head of School or designee. Staff are expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, Dunn School will provide staff development training in bullying prevention, and cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Dunn School has a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the Head of School or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Head of School. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- The procedures for intervening in bullying behavior include, but are not limited, to the following:
  - All staff, students and their parents will receive a summary of this policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school's notification to parents. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
  - Staff are expected to immediately intervene when they see a bullying incident occur.
  - People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.



## **MANDATED REPORTING POLICY**

Dunn School will not tolerate child abuse or neglect. This policy not only reflects our concern about children's safety in this society, but also our willingness and requirement to take steps toward halting child abuse and its detrimental effects.

California's Child Abuse and Neglect Reporting Act (California Penal Code §§ 11164-11174.3) requires certain professional and lay persons, who have a special working relationship or contact with children, to report suspected abuse to the proper authorities.

Under the law, mandated reporters must report suspected abuse. It is not required that employees making a report disclose their names to the school administration. The school takes all reports of child abuse or neglect very seriously and will work to the extent possible under the law to satisfy its reporting duties of any allegations of child abuse or neglect that may arise. The identity of the person who reports known or suspected child abuse is confidential and may only be disclosed to the child protective agencies and their counsel.

## **EMERGENCY PROTOCOLS AND PROCEDURES**

### **EMERGENCY CONTROL CENTERS**

The control centers on campus are as follows:

- Upper Campus daytime - Munger Common outside the Cindy Bronfman Leadership Center
- Middle School Campus daytime - field near DMS and tennis courts
- All Campus nighttime - Parking lot near Loy Dorm

In the event that an off-campus meeting place is needed, go to St. Mark's in the Valley Episcopal Church (2901 Nojoqui Avenue at Alamo Pintado Avenue, Los Olivos, 93441)

### **FIRE**

In the event of fire, first evacuate the room, activate the fire alarm, call 9-1-1, and then notify the Administrator on Duty (AOD).

During the school day, upon hearing the emergency evacuation alarm, everyone on campus should proceed to the appropriate control centers.

In the dormitories, upon hearing the fire alarm, students should dress properly (assuming no immediate danger is present) turn off the lights, close all windows and doors, get a blanket, put a pillow outside their doors, check the rooms to the left and right of their own to be certain the occupants have heard the alarm, and proceed immediately to the appropriate control centers where attendance will be taken.

### **LOCKDOWN**

In the event of a dangerous situation on campus that mandates all faculty and students remain inside a building, such as an active shooter or other immediate threat, the following procedures will apply:

- The lockdown alarm will sound.
- All faculty and students on campus should remain inside a building or run in the opposite direction of the immediate danger
- Outside doors and windows should be locked, shades drawn, and all people should sit / lie on the floor, out of direct line of sight from the outside.
- A member of law enforcement will clear all rooms on campus when it is safe to do so.

### **EARTHQUAKE**

#### **Before the Quake**

- Do not keep heavy objects on high shelves unless secured behind latched doors. Request that any tall or top heavy shelving, bookcases, mirrors, etc., be secured to a wall.
- The Director of Facilities has responsibility for knowing the location of utility shutoff devices. Assume that all utilities will be lost, at least temporarily.

#### **During the Quake**

If indoors, stay indoors. All persons should take cover under desks, tables, or any protective cover. If none exists, stay by walls near the center of the building or in strong doorways. Stay away from glass. Do not light candles, matches, or use a sparking device. Do not run through, or go near a building where there is danger of falling debris.

#### *Students Inside Buildings*

- Faculty, or other persons in authority, implement the action by saying, "DROP." Students and others in the room immediately drop to their knees, backs to the windows, under furniture if possible, fold arms on the floor as close to knees as possible with knees together, faces buried in arms, eyes closed. Students remain in this position until the person of authority gives the next instructions.

- After the tremor stops and there is no danger from falling objects, the person in charge moves students from any room hazards (e.g., windows, heavy suspended light fixtures, and bookcases). As soon as possible, the person in charge supervises the orderly removal of students from the building.

#### *Students Outside of Buildings*

- At the first sign of a tremor, students and personnel must move away from buildings, trees and utility wires.

#### **After the Quake**

- The emergency evacuation siren will sound. Everyone on campus should assemble in the appropriate control areas.

#### **MISSING STUDENT**

When a student is discovered missing from campus, the following procedure must be followed.

- Notify the Administrator On Duty (AOD).
- Check every dorm room on campus, visually checking each student, in an attempt to locate the missing student.
- Conduct a thorough search of the entire campus in an attempt to locate the missing student.
- After the dorms and the campus have been checked, report the results to the AOD.
- The AOD will determine a specific course of action after all available information has been gathered and reported.

Depending on the immediate circumstances, the Head of School, the Associate Head of School, and/or the Dean of Students will develop an action plan.

The action plan may include the following:

- Notifying the sheriff's office at (805) 686-5000.
- Notifying the student's family.
- Contacting the Director of Health Services for specific medical information.