

COMMUNITY EXPECTATIONS

Harassment

Harassment is unwelcome conduct, whether verbal, physical, or visual, directed toward another person, be it a student, teacher, school employee, or guest. Harassing conduct is contrary to the spirit of community, which is an essential strength of College Prep. Harassing conduct based upon a person's gender, gender identity, color, race, appearance, ancestry, religion, national origin, age, physical handicap, mental condition, disability, marital status, sexual orientation, or citizenship status is also prohibited by law.

College Prep will not tolerate harassment of students, faculty, employees or others in our midst, either on or off school grounds, by anyone, including their peers, superiors or subordinates, parents of students, visitors, or guests. Harassment using a computer or other technological device is also unacceptable. Students who believe they have been harassed should promptly report the facts of the incident(s) and the names of the individual(s) involved to the Head of School, the Assistant Head, the Dean of Students, the Health Educator, another staff person, or a teacher. Students who believe they are the subject of harassment are not required to inform the person engaging in such conduct that the conduct is unwarranted, offensive, and must stop, but they are encouraged to do so.

All investigations of allegations of harassment will be handled promptly, in a serious, sensitive, and confidential manner, and the school has established procedures for such investigations. College Prep will take appropriate action with respect to any person who is determined to have violated the school's policy against harassment. In the case of a student or parent of a student, such action may include exclusionary restraint on the parent and expulsion of the student. Retaliation against a complainant or witness will not be tolerated and will result in greater disciplinary consequences.

Class Attendance, Lateness, and Cutting

All students are expected to attend and be on time for all classes, assemblies, forums, advisor meetings, class meetings, and special events. Students who are late to school must sign in at the office. Unexcused absences will result in detentions. The fourth tardy in any one class during a grading period results in an automatic detention. Three such detentions in a grading period may result in a one-day in-school detention.

Cutting class hinders the academic progress not only of those students who cut but also of other students in their classes. Students cutting class will be referred to the Dean of Student's office, which may seek the advice of the Judiciary Committee to determine the proper action. Cutting will result in such disciplinary actions as detention, suspension, or expulsion. Work missed through cutting class may not be made up and will be marked as a zero.

Please see the attendance section of this handbook for issues regarding absences, extended illness, and leaves of absence.

Good Neighbor Policy

The school is located in a residential area, and we are committed to maintaining the quiet character of the neighborhood. On and around the campus we try to keep unusually loud noises to a minimum. Students are expected to stay off neighbors' lawns and steps and in every other way to be courteous to

those living near or passing by the school. In particular, students must not park in front of neighbors' houses (see Traffic and Parking Around Campus).

Smoking

Students are encouraged not to smoke in their private lives because of numerous health risks and federal law. While at school or school-sponsored events, students are prohibited from smoking or using nicotine-based products. College Prep actively enforces the non-smoking policy within 300 feet of the nearest school boundary.

Cell Phones

Cell phones must be turned off during classes, assemblies, special events, in-class assessments, and final exams. Please be courteous when using cell phones and set them to "silent" when in the library. Failure to comply with the cell phone policy may result in confiscation of the phone or other disciplinary action.

Laptop Computers

Laptop computer use during in-class assessments and final exams is limited to those students who have documented learning differences that require their use. Teachers may request, on a case-by-case basis, that other exceptions be made. Laptop computers left outside/unattended will be secured in the Dean of Student's office and will result in a phone call to the student's home.

Student Dress and Appearance

The school expects its students to appear in clothing appropriate for academic work. Such clothing should be neat and clean. In selecting clothes for school, students should be governed by common sense and good taste. For health and safety reasons, students must wear shoes while on campus.