

PURPOSE AND PHILOSOPHY

Welcome to the 2012-2013 school year. This handbook has been prepared for all members of the College Prep community to give us a clear understanding of the principles, policies, and procedures that govern the daily workings of the school.

College Prep was founded in 1960 to provide a challenging and stimulating academic experience for college-bound high-school students. Such an experience can take place best in an atmosphere of friendly consideration of others, mutual trust, and personal responsibility. The rules and procedures compiled here are meant to foster that atmosphere for students, faculty, and parents working together.

The school is governed by a Board of Trustees, which delegates day-to-day responsibility for the operation of the school to the Head of School, Monique DeVane. The administrative staff also includes Assistant Head/Academic Dean Sharona Barzilay, Dean of Students Steve Chabon, and Chief Financial Officer Jane Carney.

High academic and personal standards are preeminent at College Prep, and to reach them we rely primarily on the integrity and sensitivity of our students. To ensure maintenance of these standards, the school will, if necessary, place on probation, suspend, or dismiss any student whose attitude, conduct, or scholastic record does not reflect them. Such a decision is made with consideration for the individual, the situation, and the school and is made by the Head of School in consultation, as appropriate, with the assistant head and the student-faculty Judiciary Committee.

The following principles are paramount:

- Respect and consideration for the rights, feelings, dignity, and privacy of others
- Honesty
- Adherence to the rules agreed upon by the community

We have found that governing our behavior by these principles promotes an atmosphere that encourages growth of both intellect and character.