



The College Preparatory School

Handbook

2012 * 2013

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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.

ACADEMIC INFORMATION

Students should refer all questions concerning the academic program to their advisors or Academic Dean Sharona Barzilay. Non-academic school issues should be referred to Dean of Students Steve Chabon, or Director of Service and Community-Based Learning Amanda Luckey.

After consultation with their advisors, students choose a course of study before each semester begins. Individual class schedules are prepared by Schedule Administrator Lisie Harlow and given to students before the opening day of each semester. Although we do our best to accommodate student course requests, students are not guaranteed their schedules, teachers, or electives of choice. At times, balancing of section sizes may necessitate schedule changes between semesters. No change of schedule can be made without the approval of the teachers concerned, the advisor, the Schedule Administrator, and, in some cases, the department head and the Academic Dean.

Advisors

The purpose of the advisor system is to guarantee each student regular, close, and supportive contact with a faculty or staff member. The advisor serves to give prompt and individualized attention to each advisee's questions, problems, and concerns, and to help advisees design programs that serve them well and keep them progressing toward graduation. Students and parents should contact advisors when questions arise about a student's performance, progress, or program. The Academic Dean assigns each new student an advisor. Returning students normally continue with their original advisor, but students may request a change in advisor by consulting with the Academic Dean. Parent-teacher conferences may be arranged by contacting the Academic Dean.

Grading System and Reports

The school year is divided into two semesters and grade reports are issued in the middle and at the end of each semester. Mid-term grades are progress reports only; unlike semester grades, they do not appear on student transcripts. For ninth-graders whose courses run the full year, all grades are progress reports until the end of the year, when a final grade is given for the entire course. In addition to the letter grade, grade reports include teachers' analysis and advice.

Grading is on the standard A through F basis. A grade of D- or better is passing; however, in foreign languages, mathematics, science, and English, a grade of C- or better must be attained before a student may advance to the next level. Students who end the year with a D+ or lower in one of these disciplines will be required to do approved summer work or to repeat the course. Summer work may be done through school-approved tutoring. Such work should be documented with a report by the tutor for the student's file. Students who receive grades of D+ or lower in any discipline are strongly encouraged to take graded, credit-earning courses at local high schools, colleges, or online. Doing so may help mitigate the impact of the D on their transcripts. Official transcripts from such courses should be sent to the school for placement in the student's file. To be eligible for student government and for interscholastic athletic competition students are expected to maintain a grade point average of C or better.

Assignments submitted late, after excused absences and teacher-granted extensions have been taken into account, will lose credit according to department and course policies specified in course descriptions. Special circumstances may force a student to take an "Incomplete." An incomplete must be replaced by a grade within a specified time established by agreement between teacher and student, that completion date not normally to exceed August (for spring semester courses) or June (for fall semester courses) following the granting of the incomplete. Failure to complete work by the agreed-upon date will result in no credit for the missing work.

Commendations

Commendations are made and written by individual teachers and program directors and are based on student performance in a specific course (both yearlong and semester courses) or in a particular activity. Commendations are given for extraordinary participation in, contribution to, or achievement in a particular course or for extraordinary leadership of and/or contributions to activities outside the classroom. Any of these elements is sufficient, assuming that the student has not detracted from the course or activity or from their development in other areas. There is no minimum grade requirement for commendations. Teachers and program directors are strongly encouraged not to commend more than 15% of the students in a given course or activity. Copies of commendations are sent to families with end-of-semester grade reports.

Cum Laude Society

Established in 1906, this national honor society maintains chapters at schools whose academic standards it approves. Its aim is to recognize high scholarship and sound character in students of member schools. The College Prep chapter was installed in June 1973. Rules of the society limit membership to no more than 20% of any graduating class. Factors considered for election include the length of the student's enrollment in the school, the degree of challenge provided by the student's courses, and the grade point average.

Graduation Requirements

Course Units

English	4
Arts	1 (a)
World Languages	3 (through Level III) (b)
History	3 (c)
Math	3 (through Level III)
Science	3 (d)
Total Units Required	17

Non-Credit Requirements

Freshman Foundations	9th grade
Sophomore Health	Spring semester 10th grade
Intraterm	Four years (e)
Recreation, Health & Fitness (RHF)	Three years or four seasons of sports (f)

- (a) May be taken as four $\frac{1}{4}$ -unit classes or two $\frac{1}{4}$ -credit classes plus a $\frac{1}{2}$ -unit course. Participation in at least two arts disciplines is required. Please note that the University of California (UC) system requires that students complete a single arts course in a yearlong sequence.
- (b) In rare cases, this requirement may be met by two years each of two languages.
- (c) World Civilizations, Western Civilization, U.S. History.
- (d) Physics, Chemistry, Biology.
- (e) Students may petition, as either juniors or seniors, to substitute a college trip/tour for one year of Intraterm.
- (f) Sophomores, juniors and seniors may petition the Athletics Department to have an outside physical activity satisfy the RHF requirement.

Courses are offered and given credit on a semester or yearly basis. Each yearlong academic course receives one unit of credit. Semester academic courses earn $\frac{1}{2}$ unit per semester, and most arts courses earn $\frac{1}{4}$ unit per semester. A minimum of 17 units, distributed as outlined above, is required for graduation. Students entering College Prep after the ninth grade will normally receive credit for courses taken elsewhere. Work done in their previous schools will be considered in placing students at the appropriate level and in determining which specific departmental graduation requirements must be met at College Prep. In addition to credit-earning courses, students are required to take the non-credit courses/activities outlined above.

The minimum load a student may carry is four academic courses; a typical load includes five academic

courses. A program with six academic courses is very heavy and almost never advisable. Such a load will be allowed only after consultation with and the support of a student's teachers, advisor, and the Academic Dean. When students request six academic classes, their advisor and current teachers are polled about the advisability of undertaking such a load. If one or more of those polled vetoes a student's request, the request is denied. Typically, only a handful of students each year are allowed six academic classes. In order to graduate, seniors must pass all courses in which they are enrolled in the spring semester.

Semester-long courses include English III and IV, language IV and V, Math Analysis & Introduction to Calculus, Applied Mathematics, Math V, AP Statistics, upper-level science courses, arts courses, and several electives offered from semester to semester. All other courses are offered, for credit, only on a yearlong basis.

A student who drops a course receives no credit for that course. In the case of a yearlong course, a student must successfully complete the year for any credit to be given.

Recreation, Health & Fitness (RHF)

As a graduation requirement, a student must participate in six semesters of the Recreation, Health and Fitness (RHF) program. This may be accomplished in one of the following ways:

1. participating in interscholastic athletics
2. participating in the dance program
3. participating in activity classes each week
4. weekend adventure trips offered several times per semester
5. OAR (Outside Athletics/Recreation) (10th – 12th grade only)

A detailed description of the RHF system can be accessed on the College Prep website.

Senior Option

As a means of addressing added demands placed on seniors by the many responsibilities associated with the college application process, the faculty offers the senior option, a way of helping seniors plan, make choices, and learn to manage their time independently. For fall semester courses only:

- Seniors are allowed either to (a) drop from each of their courses one assignment from a list of eligible assignments given out at the beginning of the semester, none of the assignments on the list to exceed 15-18% of the final grade. Typical assignments might include essays or tests. Or (b) to drop the lowest grade among eligible assessments.
- Seniors are required to notify teachers two days before they plan to exercise option (a) above.

Standardized Testing

Students take the PSAT in October of their junior year. Most students also take it, entirely for practice, in their sophomore year. Most students take either the ACT or SAT Reasoning Test in April or May of their junior year (a small handful take both); however, test-taking patterns can be variable, and it may sometimes make sense for a student to sit for these exams at another time. The SAT Subject Tests are typically taken in June of junior year, but can also be taken at various points, depending on the student's program. Please see the SAT Subject Test Guide and the college counseling website for more details. Detailed information about planning the sequence and timing of tests is also available from the student's advisor, the college counselors, and the Academic Dean. Students are strongly

encouraged to seek planning advice from these sources before sitting for any of these exams.

Dropped Courses

Students wishing to drop courses should consult with their advisors and complete the necessary forms before the drop deadline (usually the fourth week of classes). If a course is dropped after the deadline, the course is entered on the student's transcript with the grade WP (Withdrawn Passing) or WF (Withdrawn Failing).

Advanced Placement

Advanced Placement examinations, national exams that may earn college credit, are generally the culmination of Advanced Placement courses. These courses include: language IV or above, Math V (Calculus AB or BC), AP Biology, AP Chemistry, AP Physics, AP Environmental Science, AP Music Theory, AP Statistics, and AP Studio Art. (These courses are not all taught every year.) These courses are taken primarily in the junior or senior year. There are, however, several exams that students may decide to take with some additional preparation outside of class. Examples are European History (at the end of the sophomore year), English Literature, and U.S. History (at the end of the junior year). AP exams are different from SAT Subject Tests and are not a required part of college applications. Students should see their college counselors with any questions about how AP exams relate to college admissions. Students are strongly encouraged to check with their teachers, faculty advisors, and the college counselors about the advisability of taking these exams.

Independent Study

Seniors who are strongly motivated to study areas and topics not covered by our curriculum may pursue independent study as one-quarter unit courses with the prior approval of a faculty sponsor, their advisors, the curriculum committee, and the Academic Dean. Independent Studies are not taken in lieu of "solid" courses. Any senior wishing to take on such a project should, in the semester before they expect to do the work, present a full proposal to the curriculum committee. The specific requirements will be set by the faculty sponsor in collaboration with the student. As a rule, the requirements will include substantial research, reading and writing, assessments, presentations and regular meetings with the sponsor. Seniors who want to do an independent project in the arts should consult with the head of the Arts Department for more specific information and requirements. Seniors are encouraged to take a standard five-solid course load. Seniors scheduled for the independent study option must be scheduled for a minimum of four "solid" courses in addition to the independent study. Seniors may undertake only one independent study per semester.

Intraterm

Intraterm, which consists of special courses, field studies, community service, and trips during one week of the school year, provides students with opportunities for personal growth over and above those that the regular curriculum can accommodate. Depending on the particular courses that a student takes, there may be additional charges. Annual participation in Intraterm is required of all students. See the section on graduation requirements for more information.

Learning Center

The Learning Center is a resource for students interested in seeking extra academic help. The staff members are available several periods of each day for one-on-one work with students and review sessions at various times throughout the week. The Learning Center is also a place for students to

receive assistance with study skills, learning strategies and organization/time-management. The Learning Center staff members oversee College Prep's peer tutoring program. If a student works with an outside tutor, we ask that parents coordinate that tutoring with the teacher of the related subject, or with the Learning Center.

Academic Probation

A student with at least one grade of D+ or lower at the end of a grading period may be placed on academic probation, which may involve restrictions on participation in school activities, loss of open campus and other privileges, and/or regular consultations with teachers. In certain cases, an advisor may recommend that a student be placed on probation during a grading period. The status of a student on academic probation is reviewed after four weeks by the student's advisor and the Academic Dean.

A student who receives two or more Ds at the end of a semester or who is repeatedly on academic or disciplinary probation may be asked to leave the school.

RULES

The rules are based on fundamental principles of honesty and respect and are only an outline to aid us in learning to abide by and to apply our guiding principles.

The following rules are of such importance that violation of them may result in suspension and/or expulsion from school. A second violation will result in immediate expulsion.

1. College Prep seeks to be a school free from the influence, effects, and abuse of chemical substances, including alcohol, illegal drugs, and controlled substances. Consistent with the goal of providing an environment that best promotes learning:
 - a. Sale of illegal drugs or alcohol on campus or at a school event will result in immediate expulsion.
 - b. Possessing, distributing, or otherwise facilitating the use of drugs or alcohol on campus or at a school event will lead to immediate suspension with the possibility of expulsion. This rule also applies to the use or abuse of controlled substances. Students should not ingest medication that is not prescribed for them or distribute prescription medication to other students.

The rules above refer to all school-sponsored activities, i.e., ones to which the student body or student groups (the senior class, athletic teams, etc.) are invited or which are announced using the resources of or presented under the auspices of the school. All such school-sponsored events are required to be clean and sober, with the expectation that students will encourage and foster a respect for community standards and all school rules.

If the school has reason to believe or suspect that a student has been using drugs or alcohol at school, or has a drug or alcohol problem that is interfering with his or her achievement at school, the school may require that student to receive a professional drug assessment as a condition of remaining at College Prep. The family must sign a release permitting the Dean of Students and the Health Educator to consult with the person performing the assessment and to be informed of the results. If the assessment indicates a need for individual or family treatment, the school will require that the student and family successfully complete the

treatment plan in order for the student to remain at College Prep.

2. Plagiarism or cheating: plagiarism and cheating in all forms are unacceptable at College Prep.

Plagiarism is presenting another person's ideas or phrasing as one's own without citing the source of that idea. Regardless of whether that person is a friend, a parent, the author of a book or article, or whether the idea/phrasing is taken from electronic media, proper identification of the source must always be made. The school may use software such as turnitin.com to educate students about standards and to validate original work.

Cheating is copying or getting help from another person during individual testing, looking at one's own notes or books without permission during a test, conversing about a test before everyone in a course has taken it, or submitting work not actually done in a test situation or according to test instructions. For example, teachers may instruct students not to work with other people on certain assignments, and disobeying such instructions is cheating. In addition to course penalties specified by the teacher, the teacher will inform the Dean of Students if cheating is suspected. Using a cell phone or camera during a test will also be reported to the Dean of Students. The Dean may require disciplinary action and/or counseling.

3. Violence and possession of guns, knives, and other weapons: the use of violence or physical intimidation is unacceptable on campus and at all school-sponsored events. Beyond acts of physical violence, any student who uses the threat of violence or encourages an atmosphere of violence through their actions, language, or behavior will be considered in violation of this rule. Weapons are wholly inappropriate in a school environment; they create a climate of violence as well as the potential for accidental harm. Anything out of the ordinary, for example, an antique sword brought in for display or for a drama project, may be brought to school only with the prior permission of the instructor involved and the Dean of Students. Requests to carry a small pocketknife must be made to the Dean of Students. If a student chooses to use or treat a common object as a weapon, the school will consider that object a weapon too.

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.

DISCIPLINARY INTERVENTIONS

College Prep will discipline students as needed, but through discussion with the student and his or her family, we hope to encourage growth and learning that will preclude the student from making similar missteps at College Prep and thereafter.

Detention and Suspension

Students placed on detention will be required to spend three hours at school. Detention usually takes place on a Saturday morning (9 a.m. to noon) but is occasionally scheduled during a day of no classes. Failure to attend detention will result in an additional detention. Students may be assigned an in-school detention as a consequence for more serious infractions. In-school detentions take place within normal school hours. In more complicated disciplinary cases, the Judiciary Committee will convene. After its investigation, it will make a recommendation to the Head of School as to appropriate action. If a student is suspended from school, he or she cannot come on campus.

Citizenship Watch

Inappropriate and disruptive behavior in classes and around school may result in a student being placed on citizenship watch. A student on citizenship watch will be required to meet with the Dean of Students (and, if appropriate, the Health Educator/Counselor) who will arrange a meeting with the student's parents. Citizenship watch may involve additional restrictions such as restricted computer access, limited participation in school activities and loss of open campus or other privileges. The need to continue citizenship watch will be reviewed at the end of four weeks by the student's advisor and the Dean of Students. The Dean of Students will write a letter to the student and his or her family outlining the expected behavioral changes. If the student does not make appropriate improvements in behavior, the Head of School will consider and discuss with the parents whether the student should continue at College Prep.

Judiciary Committee

The Judiciary Committee is an advisory body comprised of students and staff who convene when called upon by the administration to hear cases that involve infractions of school rules. The student members and the staff members have equal voices in discussions and in making recommendations. The committee meets with the Dean of Students and the student whose case is being considered. A faculty or staff member, for example the student's advisor, may accompany the student at these meetings. The student cannot be accompanied by a parent. Once the committee has had a chance to learn the details and facts of the matter, it considers the available options, and ultimately makes a recommendation to the Head of School about any consequence(s) of the infraction. The committee works with the utmost respect for the confidentiality of all parties involved.

Dismissal

If the behavior of students or parents is contrary to community values and standards, the Head of School may apply exclusionary policies to the parent and/or to the student, including dismissal.

Discipline and Colleges

Although we do not normally report a student's first-time infraction of school rules to colleges, we do report all serious breaches of community standards or potentially harmful patterns of behavior that result in suspension or dismissal from school. Explanatory letters written by a student will be verified by the Dean of Students and provided to the college counseling office. Such verified letters will then be submitted to colleges by the college counseling office.

FEES AND EXPENSES

Tuition for 2012-13 is \$33,800. College Prep partners with FACTS Tuition Management Company to manage our tuition and non-tuition (incidental) fees. Commencing with the school year 2012-13, all families are required to enroll and make use of FACTS payment services for tuition and non-tuition payments. You can establish a username and password for online account access via:

<https://online.factsmgt.com>.

A nonrefundable registration deposit is due in March before the year of enrollment. Tuition, less the non-refundable deposit, is payable as follows via FACTS Tuition Management: Payment Plan 1: one installment, on May 5, 2012; Payment Plan 2: three installments, on May 5, 2012, August 5, 2012 and November 5, 2012; or Payment Plan 3: eight installments beginning May 5, 2012 through December 5, 2012. Please refer to your enrollment agreement to see which payment plan you selected. Bills are due when presented and/or on the aforementioned dates. Students whose accounts are in arrears may not be considered for re-enrollment until their accounts have been settled in full and may experience an interruption in student services, including a hold on the release of their grades and/or an incomplete transcript.

At the end of each semester, families are billed for incidental (non-tuition) charges. These incidental charges are independent from your tuition obligation and are payable via your FACTS Tuition Management account. These additional charges amount to approximately \$850-\$1,100. Retreats are included in the tuition cost. Families will not be compensated if their student does not attend a retreat.

In the 2012-13 school year, all 9th, 10th, and 11th graders will be equipped with MacBook Pros imaged with a standard set of software and tools that enables seamless cooperation on projects, facilitates easy communication between teachers and students, and ensures school-provided support of machines. Each entering class in the years to come will join the laptop program; thus, the entire student body will be on the Laptop Program from the 2013-14 school year on.

The cost of the laptop program is spread over four years and families pay an annual technology fee (estimated now at \$500/year) via their FACTS Tuition Management account. Families may opt out of the school-purchase plan if they have other ways of acquiring an Apple computer of equal or superior specifications. Families who choose this option will be assessed an annual technology fee (estimated now at \$100/year) to cover a share of the program infrastructure, start-up, administration, and loaner-pool costs.

Questions about financial matters should be directed to Chief Financial Officer Jane Carney or Director of Finance Graciela Benito, 510-420-2328.

Financial Aid

College Prep has a generous financial-aid program, and in 2012-13, 23% of the student body is receiving financial assistance. Families requesting aid are asked to complete a Parents' Financial Statement, which is then submitted to the School and Student Service by NAIS. The amount of aid awarded is based on guidelines provided by this service as well as the ability of the school to fund the student. The school cannot be certain of its ability to meet the full need of all admitted candidates in any particular year. Once awarded, financial aid will continue through graduation, provided that financial need continues and all application deadlines are met. Awards are made annually, however, and the Financial Aid Committee requires an application and financial statement every year.

GENERAL INFORMATION

Student Government

Student government at College Prep is responsible for organizing student activities and representing student opinion in school-wide matters having to do with rules, events, and programs. Beyond these purposes, it has the larger responsibility, shared with student-faculty committees, of providing the leadership necessary to further the school's goals.

The Student Council is made up of eight elected representatives (two from each class), two co-presidents, and the chairs of four committees. The co-presidents appoint the positions of secretary and treasurer. The class representative positions are semester-long while all other positions are yearlong. Elections are held for committee heads (Dance/Activities, Spirit, Fundraising, and Community Service), for tenth-, eleventh-, and twelfth-grade representatives, and for the co-presidents in the spring semester for the following fall. Ninth graders elect their representatives about two weeks after school has begun. Elections for second-semester class reps take place in January.

College Prep has high expectations of all Student Council members. They must follow all school rules, in particular those requiring clean and sober events. Attendance at the weekly Student Council meeting is open to all students, faculty, and staff interested in voicing their opinions or in observing student government at work.

Student-Faculty Committees

Student-faculty committees specialize in different areas of school life and are devoted to preserving and promoting the vitality and harmony of the community. This year, the committees include Curriculum, Intraterm, Technology, Diversity, and Judiciary. The procedures for selecting student members are determined by each committee, and students are sought on the basis of their interest, energy, character, and capabilities.

Publications

There is a school newspaper, with student editors and staff holding the chief responsibility for content, layout, and regularity of publication. A yearbook, also produced chiefly by student editors and staff, is published in June, and an arts magazine is put together by students and published in May or June.

Health Education and College Counseling

The school offers the services of a full-time Health Educator/Counselor, Ayize Jama-Everett, who coordinates the health curriculum. Students may meet privately with the Health Educator/Counselor on their own initiative or as a result of referral by faculty and staff. The Health Educator/Counselor offers brief consultations, not therapy, and appropriate referrals.

Martin Bonilla and Devery Doran advise students on the college application and selection process. They begin meeting individually with students in their junior year, although from the ninth grade on they send out general information about the college application process. Extensive material is available in the college counseling center, and on the school website (www.college-prep.org). Further information on colleges may be obtained from the college representatives who visit the school throughout the year and on the colleges' websites.

Students who plan to meet with a visiting college representative during class time must complete the College Visit Form available from the college counseling center and give it to their teacher at least one day in advance of the visit.

College Visits

Students may choose to visit colleges during their junior and senior years. These visits should be made during the summer and/or school holidays. If school must be missed for such visits, the school allows a limited number of "excused" absences for this purpose. At least one week prior to a student's departure, the student must request, in writing, permission from both the main office and all of their teachers. Teachers' signatures must be obtained on a form available from the main office. If a student is not up-to-date on course work, permission for the absence may be denied.

Assembly and Special Events

All-school assemblies are usually held twice a week and all students must attend unless prior permission not to attend has been granted by the Dean of Students. Special events, usually performances, lectures, and other special presentations, occur occasionally and also require everyone's attendance.

Buttner Auditorium

Some classes meet in the auditorium, and students are not allowed in the building while classes are in session. The backstage area is off limits to students except when supervised by a teacher. In bad weather, students may study in the auditorium as long as they do not disrupt classes.

Bernhard Library

The library is open to students from 8:05 a.m. to 5:00 p.m. for reference work, homework, reading, and independent projects. A librarian is on duty to answer questions and give special help when needed. No food or drink may be consumed in the library, with the exception of water in a closed container. Cell phones must be set to "silent" mode, and portable audio devices must be used with earbuds or headphones so as not to disturb other library users. Gaming in any form is not permitted in the library, as it is disruptive to a quiet study setting. Infractions of library rules may result in disciplinary action. All library materials must be returned by the end of the academic year.

Baldwin Gymnasium

Unless permission has been granted, use of the gym is restricted to current College Prep students only. No food or drink is allowed in the gym. For safety reasons, the gym and the weight room are available for student use only when supervised by a member of the staff.

Students should bring locks with them to secure their gym lockers during RHF classes and athletic events.

Bancroft Music Building and Art Building

Students are welcome to use the Bancroft Music Building or the Art Building when classes are not in session or meetings are not taking place. If doing so, students should always respect the space, specifically remembering that instruments, art works, and supplies should not be used or handled without permission.

Imbrie Student Center

The Imbrie Student Center, located on the ground floor of the Scott MacPherson Stapleton World Languages and Culture Center, is available for general student use except when reserved for meetings by student council or student groups, or for college meetings. All users of the student center should help maintain it as a neat and clean environment.

Food on Campus

The school has several vending machines that offer snacks and beverages, but most students either bring their own lunch or buy from one of the groups selling food for fundraising purposes. Students are welcome to eat in the Cougar Café but they are responsible for keeping it clean.

Registered student groups are eligible to sign up for food day fundraising on campus. Groups must register for fundraisers in person with Dean of Students Steve Chabon in the main office. Only one group is allowed to fundraise per day.

Use of School Computers

The school provides computers and network access in one computer lab, the library, and elsewhere on campus. With innovations in technology, new issues such as copyright infringement, access to offensive material, cyberbullying, viruses, and plagiarism have emerged. The school addresses these concerns in its Acceptable Use Policy for Information Technology (AUP). Before students may use any school computer or the network, they must read and sign the AUP (see below), which will be kept on file in the Tech Office. Parents must also read and sign the AUP. Students who fail to follow both the school's AUP and the law with respect to computer usage will be required to meet with the Dean of Students. Intentional misuse of school computers or networks will result in disciplinary consequences ranging from warnings to suspension of network privileges to, in extreme cases, suspension or expulsion from school. In cases of violation of state or federal law, expulsion is likely.

Each member of the College Prep community has access to an email account. The addresses for these accounts follow this generic form: `firstname_lastname@college-prep.org`. For example, you can e-mail Edwin Kirimi using the address `edwin_kirimi@college-prep.org`.

Acceptable Use Principles for Information Technology

Overview:

The College Preparatory School provides computing resources to facilitate teaching and learning both inside and outside the classroom. Technology tools offer nearly unlimited potential for academic study, but they also present tempting possibilities for distraction and misuse. While College Prep is proud to offer these technology tools to our students, their use must be governed by a commitment to maintain, in the words of the school's mission, an "atmosphere of consideration, trust, and mutual responsibility." Additionally, since our resources are finite, it is necessary to set priorities on how those resources are used. Whether in the labs, in the library, or in the courtyards, **school computing resources must always be marshaled in support of academics over recreation**. It is not our intention to narrowly define acceptable and unacceptable use, but based on our school's mission and priorities, the following is an outline of policies that govern the use of student laptops and network resources* at College Prep.

**Network resources include all aspects of College Prep's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email accounts, internet services, servers, network files and folders, and all other technology-related equipment and services.*

Student Behavior:

Students are expected to abide by the principles of the Acceptable Use of Technology Policy in their everyday behavior at school. Classroom teachers can set additional rules on computer use in their classrooms, rules that will take precedence over the following. Given sufficient cause, the Dean of Students will investigate inappropriate student usage of computer resources. Inappropriate use includes, but is not limited to:

- playing or downloading games that utilize school network resources.
- installing or using any file sharing program while on the College Prep network including all bittorrent programs as well as P2P sharing services such as Limewire or Frostwire. (If such filesharing access is needed for legitimate academic use, consult the Director of Technology Services before initiating use.)
- using the school network to download, stream or listen to internet-based music, video, and/or large image files not required for school work, as this slows the network for all users.
- altering, adding or deleting any files that affect the configuration of any school computer apart from those laptops assigned for personal use.
- conducting any illegal activity (including violations of copyright laws).
- using computers or other network devices during assemblies, forums, or class meetings.
- accessing the data or account of another user (altering files of another user's account or computer is considered vandalism).

Our computer resources may not be used to access and/or publish defamatory, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal material. Students who knowingly bring such materials into the school environment will be dealt with according to the school's discipline policies as stated in the College Prep Handbook. These expectations extend to social networking sites such as Facebook and MySpace, or wherever the school community or its name is invoked (please refer to the Off-Campus Conduct section of this Handbook for more information). While we address such misuses and abuses in our community, we strongly recommend that parents discuss appropriate computer usage with their student(s).

These rules apply to use of computer resources at home and at school.

Monitoring and Enforcement:

The administration of College Prep can use any of the following methods to investigate possible violations of acceptable use policies:

- referral to the Dean of Students
- tracking application usage on student machines
- tracking internet destination logs on our server
- real-time monitoring of student screens and computing activity on school's network

Responsibility for School Property:

The acceptable use of school computer resources carries with it an expectation of proper care. In signing the Acceptable Use of Computers agreement, students who use school laptops affirm that they will abide by the definition of proper care, as outlined in the Standards for Proper Laptop Care document (available on the College Prep website).

Lockers

Each student is assigned a locker to be used for storing books and other personal belongings. The school accepts no responsibility for any items left in lockers, including laptop computers, and strongly advises students to put their names in each of their books, to keep their belongings locked up, and not to leave valuables in lockers overnight.

Students are expected to keep lockers in good condition, not to write on or post stickers on the outside of their lockers, and to report any damage promptly. They must leave their lockers empty and clean at the end of the year so that they don't incur charges for repair and cleaning. The school cannot assume responsibility for items left in lockers after the last day of school.

Lost and Found

There are lost and found areas in the food room, library, and gym. They should be checked regularly for misplaced belongings. Lost valuables are taken to the main office. Unclaimed items are donated to charity.

Telephones

Students may use office telephones in case of an emergency. As a courtesy to others, cell phones must remain silent during class time, in assemblies, and in the library, and they must be turned off during tests and final exams. Text messaging and answering non-emergency calls during class is disruptive, is not permitted, and may result in disciplinary action.

Messages

The office will place messages for students on the message board located in the window of the office. All arrangements for doctor and dental appointments should be made before school. It is not possible to deliver messages in person during the school day.

Books

College Prep students may buy their course books online from Follett Virtual Bookstore at

www.efollett.com. Students who have been awarded financial aid funds for books will receive a code to use during the online payment process. This code will enable College Prep to pay for part or all of the order.

Students are not required to buy books through eFollett. To get a list of the books needed for courses, go to Textbook Services on the school website at www.college-prep.org. Students who plan to buy books somewhere other than eFollett should note that each book bought elsewhere must have the same ISBN listed on the eFollett and College Prep websites.

For students who wish to buy or sell used course books from other College Prep students, the College Prep BookSwap site helps buyers and sellers find each other. Students should go to surveys.college-prep.org/bookswap for listings of books for sale and instructions on how to sell used books. Students are encouraged to sell their used books independently.

Student Identification Card

Student I.D. cards are issued to each student at the beginning of the year. The I.D. card may be useful as identification for the SAT, ACT, snow trip, and other occasions. Lost identification cards cannot be replaced, but the Dean of Students can provide alternate identification.

Guests on Campus

Students are welcome to have friends visit classes with them, but should always obtain permission from the office and their teachers at least one day in advance. Guests must be brought to the office to sign-in and be given a nametag.

ATTENDANCE

The rules concerning sign-out/sign-in have been designed with both education and safety in mind. The sign-out/sign-in sheets are located near the main office.

All students must:

- Be on campus at the start of their first class, assembly, or event.
- Sign out when leaving campus before the end of the school day and sign in upon their return.

Ninth-grade students:

- Must be on campus from the beginning of first period through sixth period and later if they have classes or activities scheduled.
- Must sign in at the main office if they have no first period.
- May go off campus only at lunchtime and only after receiving permission to leave from a member of the office staff.

Students in classes with multiple sections may not skip the section to which they are assigned and make it up by attending another section unless the teachers involved have approved the change before the sections meet.

Students who do not follow these rules should expect an appropriate penalty, ranging from a stern reminder, to detention, to an appearance before the Judiciary Committee.

Absences

If a student is not well enough to attend school, a parent or guardian should telephone school before 9:00 a.m. at (510) 420-6180. Students who are ill should get sufficient rest and remain home, certainly until they're not contagious. A student who becomes ill at school should report to School Secretary Lisie Harlow in the main office, who, if necessary, will notify parents and arrange for transportation home. Under no circumstances should a student who is ill leave campus without first consulting the office. A student who signs out because of illness must have a parent call the main office or bring a note from a parent upon returning to school. Without such a note or phone call, the absence will be considered unexcused. While in most cases the school will excuse student absences that are due to illness, it will not excuse those absences in which a student missed class because of sleeping in. All unexcused absences will be subject to disciplinary action.

If students are not feeling well but come to school late, they must be present in at least four subsequent classes or, on days such as International Day, at least four hours of activities before they are permitted to participate in after-school activities such as athletics or arts rehearsals or performances.

Medical appointments should be scheduled outside of school hours. When not possible, a parent must call or send a note to the main office, signed by a parent or doctor, stating the date, nature and time of the appointment. The student must sign out when they leave and sign in when they return. An appointment does not excuse the student from completing all work due on that day and the student should be sure to see each teacher whose class was/will be missed.

Extended Illness/Multiple Absences

A student who is absent, for any reason(s), more than ten days from any course in any quarter may lose academic credit for that quarter and may jeopardize their place in the school. Exceptions are made: a) when the student is under the direct care of a doctor or a therapist and arrangements have been made to continue school work at home; and b) when leaves of absence have been arranged in advance with the Head of School.

Leaves of Absence

A leave of absence is identified as being excused from school for reasons other than illnesses, emergencies, medical appointments, etc. Such absences may occur in connection with family problems or unchangeable plans. Because such absences may seriously affect a student's academic standing or may cause an unreasonable hardship on the faculty, the school insists on the following:

1. Parents must notify the main office in writing at least one week in advance that a leave of absence is desired and what the dates of the absence will be. Forms for this purpose are available in the main office. Under no circumstances should a student be absent without prior notice for any reason other than illness or an emergency.
2. If permission is given for such a leave, students should notify their teachers and arrange to make up missed work.
3. If permission is not given for a leave, no work missed during an absence may be made up.

Following approved leaves of absence, the initiative and effort necessary to keep up with missed work are entirely the responsibility of the student and family, not of the school. Leaves of absence during Intraterm are not usually allowed. Please see the graduation requirements section of this handbook for further information.

STUDENT LIFE

School-Sponsored Field Trips

The school sponsors a number of field trips, retreats, and off-campus community service programs to both serve the community and take advantage of its resources.

These events require the full cooperation of the students involved and all school rules and standards of behavior apply. Students who violate school rules while on a school-sponsored trip may be sent home after consultation with the family and at the family's expense. Students who violate the rules on retreats will not be permitted to go on the school-sponsored snow trip. Participation on the snow trip is a privilege earned by good behavior. For any overnight trips, signed permission slips are required. Signed permission slips are also agreements to pay for the student's fees for the activity.

The Retreat Program

Class retreats are an integral part of the College Prep experience. The Dean of Students, Director of Service and Community-Based Learning and Health Educator/Counselor run the retreat program with the non-academic development of the student in mind, offering experiences and guided reflections that help build consideration, trust, and mutual responsibility. For this reason, all students are required to attend retreats. The cost of retreats is included in tuition. See the Fees and Expenses section of this handbook for more information.

Freshman Retreat: The goal of this retreat is to facilitate both class bonding and the transition into the College Prep community. Activities include community-building activities, name games, relay races, and more!

Sophomore Retreat: This retreat focuses on self-esteem and wise decision-making. The main team-building activity is a rafting trip on the South Fork of the American River. Following the rafting component of the trip, the Health Educator/Counselor facilitates discussions with the assistance of trained upperclassmen.

Junior Retreat: This retreat focuses on leadership training and includes group discussion and a "ropes course." The Health Educator/Counselor leads the discussion component.

Senior Retreat: Focusing on closure, the senior retreat addresses the transition from high school to college or a gap year.

Off-Campus Conduct

Students are expected to behave off campus in accordance with generally accepted standards of good conduct. While taking into consideration circumstances that might lead a student to violate these standards, the school reserves the right to discipline students who, by their conduct, damage the school's reputation. These standards may include student conduct online or anywhere on the web, where the name or likeness of the school or its members is included.

Parties and Dances

Socializing with other members of the school community promotes the quality of student life. Throughout the school year there are many social events, including non-school sponsored ones that

involve College Prep students. In order to ensure the safety and well being of everyone in the school community, we recommend the following standards for all social events:

- All students should behave in a manner appropriate to school standards of good conduct. At all times, respect for oneself and one's community must be of the greatest and most immediate concern.
- Under no circumstances should alcohol or drugs be available to or consumed by students. Students under the influence of alcohol or drugs should not attend and students should not take to a dance any students or guests who are under the influence of alcohol or drugs.

At school-sponsored dances and events, whether they occur on campus or off, these additional guidelines strictly apply:

- All school events will be chaperoned by at least one staff person.
- The Student Council or other student group sponsoring the event will help at the door and do both set up and clean up.
- There are no in-and-out privileges. Once someone has left a dance or party, that person may not return.
- A student may bring one guest whose name must be on a pre-approved guest list and the host must introduce that person to the chaperones. The College Prep student is responsible for the conduct of his or her guest.
- The school reserves the right to use a breathalyzer at any time.

Families organizing parties on their own should consider following these guidelines when planning an event that includes College Prep students. We recommend that:

- Students have their family's approval for the event prior to extending invitations.
- The party be by invitation only and only to people known to the student. Do not have an "open party."
- There be a time limit for the party. Keep in mind appropriate hours for the age group involved.
- All participants agree on ground rules ahead of time. These should include no alcohol or drugs and no in-and-out privileges.
- Parents of the party give be at home throughout the party and parents consider including other adults, perhaps parents of other students in attendance, to provide company as well as assistance.
- The host parents expect to receive calls about party arrangements from other parents whose children have been invited.

Student Clubs

College Prep offers and encourages a wide variety of student clubs on campus. In order to gain club approval from the Dean of Students, a group must select a faculty moderator, draft a statement of purpose that explicitly welcomes participation by all students, and register with the Dean of Students. Benefits of registered clubs include the use of campus facilities for meetings, fundraisers, and special events. Student groups that do not meet club status will not be allowed any of these privileges. Clubs may also apply for small financial stipends from the school, meant to facilitate specific off-campus events. Please see the Dean of Students for more details. The club's faculty moderator must handle all funds and transactions associated with each club.

SAFETY

Safety on Campus

For the sake of safety and community well being, observe the following:

- All medical forms and the liability waiver must be completed promptly. Students may not attend school without having these forms on file in the main office.
- Running and horseplay on the stairways and decks are inappropriate and potentially dangerous and therefore not permitted.
- Under some weather conditions, such as frost and rain, portions of the decks and stairways become quite slippery and caution is required.
- Students should not sit or stand on the guardrails on the decks.
- Use of balls, Frisbees, golf clubs, scooters, and other sports equipment is limited to the gully, basketball court, or gym.

The architecture of our campus is designed to encourage socializing on decks and in the courtyard areas that the buildings surround. Unfortunately, shouting or loud conversations directly near or beneath classrooms can make concentration difficult for students and teachers. Be considerate of others and keep conversation to reasonable levels throughout the campus.

Transportation for School Events

Students will be transported by the school to and from school events in authorized vehicles only. Such vehicles include school cars and vans, chartered buses, faculty cars, and cars supplied by parents. We encourage students to carpool to and from school; however, for liability reasons we do not permit students to drive other students to or from school events. In rare cases and only when written permission has been obtained from parents and the school, students may drive alone to and from school events.

Parents who drive school vehicles must take a driving evaluation and fill out the driver information sheet, which gives details of their driving record, and provide copies of both their driver's license and current insurance coverage to the Business Office. For additional information, please contact the Dean of Students.

Traffic and Parking around Campus

Parking and traffic have a significant and unacceptable impact on the neighborhood around College Prep (see Good Neighbor section).

- Drop off: The rear gate to school is closed to access and not available for student drop-off.
- Neighborhood parking: There is absolutely no school parking or drop-off on Eustice or Brookside Avenues adjacent to campus.
- Walk/bike: Students may receive Health, Fitness & Recreation credit for walking or biking to school. Contact the Athletic Department for details.
- Many students take BART to school. Discounted BART student tickets are available through the Parents' Association. There is a shuttle from/to the Rockridge BART station before and after school.
- Carpooling: Only students who bring at least two other people to school will be permitted to park in the student section of the lot (space permitting). See Dean of Students Steve Chabon for a parking permit. Be sure you comply with any provisional license restrictions (the first

twelve months you have your license for those under 18 years of age).

We encourage students to use public transportation, carpools, bicycles, and their feet to get to and from school, but if they must drive, the following rules apply:

- Parking is permitted on campus for faculty and registered student carpools, on Broadway beyond the school driveway, or on Golden Gate Way or Golden Gate Avenue underneath the freeway.
- Students who are not driving a carpool may not park on campus until half an hour before the end of the last class period of the day.
- Student drop off/pick up should be done at the yellow loading zone in front of the gym; parents dropping students off or picking them up should not block the normal traffic flow.
- Drivers must use special caution inside the school parking lot.
- Because of the threat of car break-ins and thefts, students should never leave any items of value visible to anyone looking into the car. The school does not assume responsibility for any cars or their contents when parked on or near campus or at any school function that may be held off-site.
- Students using mopeds, scooters, and bicycles must, by law, wear helmets. Mopeds, scooters, and bicycles may be parked on campus but should not be ridden on campus.
- Skateboards and roller blades may not be used on campus.
- Students who park on campus illegally may have their car “booted.” An automatic consequence of being booted is detention.
- The license numbers of any car(s) that students drive to school must be listed at the main office.
- The school reserves the right to determine who may park on campus.
- During busy drop-off and pick-up times, the school’s driveways can become blocked. To facilitate the flow of traffic, please make a right turn onto Broadway when exiting the parking lot.

Please note: Cars approaching the school along Broadway are often traveling faster than is legal or prudent. Student drivers and their parents should be especially careful when entering or leaving the school driveway. To cross Broadway on foot, students should use either the overhead walkway or the traffic signal at Broadway and Keith.

Campus Clean Up, Maintenance and Recycling

Care of the campus is an integral part of the school’s concept of community service and is the responsibility of all students and staff. We encourage recycling and containers are provided. Anyone who notices a facilities problem or defect should report it promptly to the main office.

Composting

The green bins next to the garbage containers are for materials that can be composted. Anything put in them will be brought down to the school’s compost bin twice a week and deposited so that it will decay. This reduces waste and turns these scraps into fertile material for the school gardens. Please put any food scraps containing bread, vegetables, fruit, grain, or egg into the tubs, as well as any unbleached, unwaxed, or undyed paper (paper napkins, towels, bags, and some cups and plates), bioplastic utensils or cups, grass clippings, coffee grounds, tea bags, or dead or spent flowers. Please do not deposit anything with meat or bones (this attracts rodents), plastics (these do not decay), cardboard (decays very slowly and is better recycled), paper that cannot be composted (chemicals,

waxes, dyes, and bleaches can poison microorganisms), or animal feces (these can carry diseases).

Asbestos

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1986, College Prep has conducted extensive testing to detect any asbestos present at the school. Very little asbestos has been detected and that asbestos is tightly sealed in floor tiles, is not friable, and presents no danger. Our management plan for the asbestos includes regular inspection by both trained staff and professional inspectors. A copy of the school's management plan is available for inspection in the main office.

Procedures Following an Earthquake or Other Disaster

In the event of a minor earthquake or other disaster, our guiding principle is to continue to operate as much as possible as if it were a normal day and to dismiss school at the regular time.

In the event of a major earthquake or other disaster, the Head of School, in consultation with senior administration, will determine the advisability of closing the school. If an earthquake is major and has created extensive damage, aftershocks are likely to occur. Everyone should stay outdoors in the parking lot or other designated location until the Emergency Coordinator, Steve Chabon, gives further instructions.

Under no circumstances should students leave campus until the Emergency Coordinator gives permission. In the event of a major earthquake damaging freeway overpasses and bridges, our plan is to keep students at school. Our approach will be one of caution before releasing students and we will keep families informed if at all possible. We are in a position to keep students at school for up to three days if necessary. Students will make use of their disaster boxes at this time.

If students are sent home, the Emergency Coordinator will activate the automated telephone system to inform parents whether there will be school the next day. Parents who are not called should call the school for an answering-machine message. Information will also be given to KCBS Radio (AM 740 and FM 106.9) for broadcast.

A CLOSING NOTE

The rules, standards, and expectations outlined here are minimal guidelines. No community in history has survived for long or well unless its members were willing to abide by such rules of conduct. Every community that has achieved greatness owes its successes to the many who lived to do better and to give more than the minimum required. College Prep has been fortunate in having many such people in its community and we invite you to count yourself among them.