College Prep Handbook
2019-2020
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PURPOSE AND PHILOSOPHY

Welcome to the 2019-2020 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 best take place 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 David Kojan, Dean of Students Steve Chabon, and Chief Financial Officer Thanh Tran.

Our Mission
At College Prep we believe in the foundational importance of scholarship, the value of dialogue, and the need for academically curious young people to belong to a kind, creative, diverse, and joyful community. We challenge our students to engage deeply in learning, appreciate one another, and grow into adults who are intellectually adventurous, ethically sure-footed, and generous of heart and spirit.

Our Philosophy
Guided by Mens Conscia Recti, “a mind aware of what is right,” College Prep develops each student’s strengths and capacities through an education based on ten core beliefs.

1. We value the individuality of our community members and our egalitarian school culture.

2. We believe that high expectations, kindled curiosity, and dedicated effort encourage students to discern excellence and strive to do their best.

3. We affirm that deep learning requires patience, creativity, reflection, and practice.

4. We cultivate an awareness of self and others that is rooted in respect and empathy and emphasizes the importance of taking responsibility for one’s impact and actions.

5. We work in a collaborative environment that gives young people opportunities to take risks, express themselves, and appreciate the perspectives and gifts of others.

6. We embrace the variety of backgrounds and life experiences within our community and recognize that the rich expression of diversity is essential to a meaningful education.

7. We integrate work and play, helping students recognize the elements of a balanced life.

8. We foster an understanding of interdependence and stewardship that starts with care for our open-air Oakland campus and extends to our greater community.
9. We prepare students to make a positive difference, encouraging engagement in a full array of school activities, and service and learning opportunities in the broader world.

10. We dedicate ourselves, as teachers and mentors, to our own ongoing development, modeling commitment to learning and growth.

*adopted by the Board of Trustees, June 2013*
ACADEMIC INFORMATION

Students should refer all questions concerning the academic program to their advisors or Academic Dean, David Kojan. Non-academic school issues should be referred to the Dean of Students, Steve Chabon, or Director of Experiential and Community Based Learning, Trinity Thompson. After consulting with their advisors, students choose a course of study before each school year begins. Individual class schedules are prepared by Schedule Administrator, Lisie Harlow, and made available to students before each semester begins. 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. Upon entering, the freshmen are assigned to advisors in our Freshman Connections and Advisory Program. In our Connections and Advisory Program (CAP), ninth graders meet weekly in small, freshman-only groups that are led by their advisors. During these meetings, students discuss a variety of topics in support of their academic and social development at College Prep. After freshman year, students are assigned a new advising group with a mixture of sophomores, juniors, and seniors. These students typically remain in their new advising groups after the sophomore year, 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.

**Graduation Requirements**

**Course Units**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Arts</td>
<td>1 (a)</td>
</tr>
<tr>
<td>World Languages</td>
<td>3 (through Level III) (b)</td>
</tr>
<tr>
<td>History</td>
<td>3 (c)</td>
</tr>
<tr>
<td>Math</td>
<td>3 (through Level III)</td>
</tr>
<tr>
<td>Science</td>
<td>3 (d)</td>
</tr>
<tr>
<td><strong>Total Units Required</strong></td>
<td><strong>17</strong></td>
</tr>
</tbody>
</table>

**Non-Credit Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman Connections and Advisory Programs</td>
<td>9th grade</td>
</tr>
<tr>
<td>Sophomore Wellness and Decision-Making</td>
<td>10th grade</td>
</tr>
<tr>
<td>Life Prep</td>
<td>11th and 12th grade</td>
</tr>
<tr>
<td>Intraterm</td>
<td>Four years (e)</td>
</tr>
<tr>
<td>Recreation, Health &amp; Fitness (RHF)</td>
<td>6 semesters of RHF/Dance or 4 seasons of interscholastic sport</td>
</tr>
</tbody>
</table>

(a) May be taken as four ¼-unit classes or two ¼-credit classes plus a ½-unit course. Participation in at least two arts disciplines is required. Please note that the University of California (UC) system, and thus College Prep 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.


(d) Physics, Chemistry, Biology or AP Biology

(e) Students may petition, as juniors, to substitute a college trip/tour for one year of Intraterm. Students asking to go on a college tour must include a detailed plan of their visit schedule and what they hope to gain from the experience.
Courses are offered and given credit on a semester or yearly basis. Each year-long academic course receives one unit of credit. Semester academic courses earn ½ unit per semester, and most arts courses earn ¼ 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. Freshmen are not allowed a six solid load. For older students, 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, 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 or more of the following ways:

1. participating in interscholastic athletics
2. participating in the dance program
3. enrolling in Recreation, Health & Fitness (RHF)
4. OAR (Outside Athletics/Recreation) 9th graders must first complete one semester of Recreation, Health & Fitness, or Dance, or one season of an Interscholastic Sport.

Students are permitted to participate in gender-segregated RHF activities and sports in accordance with the gender identity the student asserts within the School community.

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

**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 SAT or the ACT in April or May of their junior year (a very 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, and AP Statistics. 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 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/Program 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/Program 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 who wish to take more than one Independent Study in a given semester must seek permission from the Assistant Head/Academic Dean. Permission to do so is granted very rarely.

**Intraterm**
Intraterm is a week-long experience in the spring semester where traditional classes are canceled and students enroll in a single, intensive week-long course of study. Intraterm is a week designed for intellectual risk-taking, an ungraded opportunity to stretch academic boundaries and try new ideas. Intraterm courses offer students the opportunity for experiential learning and the mastery of practical skills, and the chance to learn something that falls outside the scope of the traditional classroom. Classes may also include community service opportunities, internships, and trips. Depending on the particular courses that a student takes, there may be additional charges. Please note, family trips do not fall within
the scope of the Intraterm experience and are not permitted as a replacement for the week. Annual participation in Intraterm is a graduation requirement for all students. All attendance rules and school rules apply. Absences due to illness must be excused by a parent or doctor’s note. 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 blocks 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.
ATTENDANCE

All sophomores, juniors and seniors 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: First Semester

- Must be on campus at the start of the first teaching block and must remain on campus through the end of the day and later if they have classes or activities scheduled.
- Must sign in at the main office upon arrival if they do not have a class during the first teaching block.
- May go off campus only at lunchtime and only after receiving permission to leave from a member of the office staff. They must sign out prior to departing and sign in again upon their return.

Ninth-grade students: Second Semester

- Ninth grade students who do not have a class during the first teaching block, and who do not have appointments with teachers, advisors and other supporters, will no longer be required to arrive at school for the first teaching block.
- May go off campus only at lunchtime and only after receiving permission to leave from a member of the office staff. They must sign out prior to departing and sign in again upon their return.

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 am 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 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 as a result 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 CPS 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. Students 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.

**Attendance, Tardies, and Cutting Class**

All students are expected to attend and be on time for all classes, assemblies, Common Classrooms, X-blocks, Compass meetings, advisor meetings, class meetings, and special events. Students who are late to school must sign in at the Main Office. Unexcused absences will result in detention. The fourth tardy in any one class during a grading period results is an automatic detention. Three detentions in a semester may result in a one-day in-school detention. If a student is tardy to their first class because of a BART/traffic/medical appointments, etc., a parent/guardian may excuse it. If a student is tardy to class or meeting any other teaching block of the day, only a doctor’s note or a teacher may excuse the tardy.

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 Students 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.

**Extended Illness/Multiple Absences**

Students who are absent, for any reason(s), more than seven 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 illness, 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, and if such a request is made, it must be approved in advance by the Dean of Students. Please see the graduation requirements section of this
handbook for further information.
STUDENT LIFE

Rules, Community Guidelines, and Common Expectations

High academic and personal standards are preeminent at College Prep, and to reach them we rely on the integrity and sensitivity of our students. The rules, community guidelines, and common expectations 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 principles are paramount:
- Respect and consideration for the rights, feelings, dignity, and privacy of others
- Honesty and integrity
- 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.

Violation of the following rules 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 any 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. We require all school-sponsored events to be drug and alcohol free, and we expect 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 School Counselor 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, using the internet to seek test or quiz answers, 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 pocket knife 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.

4. Discrimination and Harassment

Harassing conduct by a student, teacher, school employee, or guest is contrary to the spirit of community, which is an essential strength of College Prep. Harassment is unwelcome conduct that may include, but is not limited to, bullying, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Harassment may legally be considered a form of discrimination.

Discrimination is the unequal treatment of individuals and groups based on, but not limited to: appearance, citizenship status, disability, gender, gender identity, marital status, mental condition, national origin, physical handicap, race, religion or sexual orientation, or citizenship status may also be prohibited by local, state, or federal law. Discrimination is an act and is distinct from prejudice, and attitude. Discrimination 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 may also be prohibited by local, state or federal law.
College Prep will not tolerate harassment or discrimination 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 or discriminated against should promptly report the facts of the incident(s) and the name(s) of the individual(s) involved to the Head of School, Assistant Head, Dean of Students, School Counselor, another staff person, or a teacher. All allegations of harassment or discrimination will be investigated promptly, in a serious, sensitive, and confidential manner. A description of the School’s response protocol is available from the Dean of Students office. College Prep will take appropriate action with respect to any person who is determined to have violated the school's policy. Such action may include exclusionary restraint of the parent and expulsion of the student. Retaliation against a complainant or witness will not be tolerated and will result in greater disciplinary consequences.

Anonymous Reporting Hotline

Students may report allegations of any suspected violation of laws, rules, and regulations that govern the School. Anyone reporting any detected or suspected violation must act in good faith and have reasonable grounds for believing the information provided. The School will take complaints seriously.

The anonymous reporting methods listed below are available for any student who wishes to disclose genuine concerns without feeling fear of retribution.

Website: [www.lighthouse-services.com/college-prep](http://www.lighthouse-services.com/college-prep)
Toll-Free Telephone:
English speaking: 833-490-0007
Spanish speaking: 800-216-1288
Email: reports@lighthouse-services.com (must include school name with report)
Fax: 215-689-3885 (must include school name with report)

Vision for Diversity and Inclusion

*Mens Conscia Recti* inspires us not only to be aware of what is right, but also to act on our beliefs. As a dynamic and engaged learning community, we believe that excellence stems from our members’ diverse backgrounds and life experiences. In our everyday interactions, policies, practices and programs we aspire to be an inclusive school that lives its commitment to equity, empathy, cultural competence and respect.

Names, Pronouns, and Official Records

We address all persons by a name and pronoun corresponding to the identity that the person asserts within the School community. Students are not required to obtain a court order to change their official records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender. The requested name will be included in our student information system, in addition to the student’s legal name, to inform our community of the desired name and pronoun to use.

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/Vaping**
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, vaping, or using any 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.

**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, good taste and dress appropriately for a high school setting in which different cultures and people coexist. 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 their family, we hope to encourage growth and learning that will preclude the student from making similar missteps at College Prep and thereafter.

**Detention**
Students placed on detention will be required to spend three hours at School. Detention usually takes place on a Saturday morning, 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.

**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 School 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.
Suspension
Suspension is a mandatory leave of absence assigned to a student in response to a major school rule infraction. The goal of a suspension is not a temporary separation from the School and community, but to provide a moment of reflection for the student involved in the infraction. A suspension can last anywhere from one day to a few weeks, during which time the student is not allowed to attend regular lessons.

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.

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 Dean of Students and 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.
GENERAL INFORMATION – Student Activities

The Retreat Program
Class retreats are an integral part of the College Prep experience. The Dean of Students and the Director of Service and Community-Based Learning 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. Through our student CAP leadership program, our senior leaders are trained to organize and co-lead the overnight retreat with the support of a few key faculty members. Activities include community-building activities 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, our P.H.I.R.E seniors facilitate discussions with the assistance of the Dean of Students and the School Counselor.

Junior Retreat: This retreat focuses on leadership training, risk taking, team building, and trust and includes group discussion and a high and low ropes course.

Senior Retreat: Focusing on closure, the senior retreat addresses the transition from high school to college or gap year, and the decisions one needs to explore when planning life beyond College Prep.

Overnight Lodging
We generally assign overnight lodging and travel accommodations based on the gender identity a student asserts within the School community. However, if there are student or parent concerns regarding overnight assignments please contact the trip organizer to discuss your concerns, needs and available accommodations. Lodging accommodations could include, but are not limited to:

- Communal sleeping areas
- Individual room assignments
- Mutual selection of room and roommates

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 class representatives (two from each class), two co-presidents, secretary/treasurer and four/five members of the Student Activities Committee (Spirit). The class representative positions are semester-long while all other positions are yearlong. Elections are held for tenth, eleventh, and twelfth-grade representatives, Student Activities committee, 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 and community service reps take place in January. College Prep has high expectations of all Student Council members and their behavior at all school events must be exemplary. If a StuCo member breaks any major school rule, they will be automatically removed from their position on the Council. 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, Technology, 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.

**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. Please see the Club section on the School website for a club application and to apply for the club grant program.

**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.

**Publications**

At College Prep we have a yearbook produced chiefly by the students and is offered as a course for credit. Students in yearbook receive P/F credit for a 2-day a week class. There is a school newspaper, The Radar, for which student editors and staff have the chief responsibility for content, layout, and regularity of publication. We also offer an art and poetry magazine, ArtsMag, in which all material is produced and published by our students.
GENERAL INFORMATION – Life on and off Campus

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 giver 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.

Off-Campus Conduct
Students are expected to behave off campus in accordance with generally accepted standards of good conduct. While taking into consideration the 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.
Lost and Found
There are lost and found areas by the Language Office and the Main Office. 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.

Books
College Prep students may buy their course books online from Follett Virtual Campus at http://www.college-prep.bkstr.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.

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

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.

Counseling and Support Services

Counseling

College Prep believes high school should be a joyful blend of robust learning, creativity, athleticism, compassion, and emotional health. Toward that end, our School Counselor aims to help students live genuinely balanced lives – full of friendships, mindfulness, and an abiding sense of community.

At College Prep our full time Counselor is available to the entire School community. Every fall, the Counselor meets once with all freshmen and incoming students, helping them acclimate to their new learning environment. The Counselor has an open door policy for all students, and welcomes referrals by teachers, advisors, administrators, and parents. Additionally, the Counselor coordinates the Sophomore Wellness and Decision Making class, and helps supervise the retreat programs for all grades. The Counselor works closely with members of the Student Life Team, helping to create and sustain a position social and emotional environment on campus.

To ensure that your child is cared for in the best way possible, please inform the School Counselor if there are any existing or newly occurring mental health issues or stressors that impact the family. Concerns such as a job loss, family illness, change in family status, or a death in the family can impact students in many ways. “Consent to Release Information” form is required for the Counselor to release any family and student information to an outside party.

Please feel free to contact the School Counselor or the School administration, with questions regarding Counseling Support Services.

College Counseling

Martin Bonilla and Kate Kordich advise students on the entirety of the college application process, beginning with school research and essay drafts and continuing through application submissions and final decisions. Their comprehensive coaching begins during the spring of the students’ junior year. Until then, students are encouraged to stay focused on their high school experience, but the counseling office does communicate general information about the college application process starting in the ninth-grade year. Extensive material is available in the college counseling center and on the School website (www.college-prep.org).

During senior year, students should expect to meet with some of the visiting college representatives. If those meetings take place during class time, students must complete the College Visit Form (available from the college counseling center) and talk over the planned absence with the teacher of the affected class at least 24 hours in advance. Should there be an exam or other important event during class, the student should inform the counseling office that they cannot attend the college meeting; we will find a way for the student to make contact with the representative in an alternate fashion.

College Visits

Once they’ve researched and identified promising schools, students sometimes visit colleges during their junior and senior years. Ideally, these visits are made during the summer and/or school holidays. If, however, 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. Permission for the absence may be denied if a student is not up-to-date on course work.
GENERAL INFORMATION – Facilities

**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 am to 5:00 pm for research, school work, leisure reading, and independent projects. A librarian is available on site to provide help with research questions, technology issues, and other library-related activities. 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. For safety reasons, the gym and the fitness center are available for student use only when supervised by a member of the staff. No food or drink is allowed in the fitness center.

Students should request the athletic department for an assigned locker in the desired locker room. 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 do not incur charges for repair and cleaning. The School cannot assume responsibility for items left in lockers after the last day of school. The School will provide a lock for each locker. Only athletic department issued locks may be used.

**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.
**xLab**

Students are free to work in the xLab during its operating hours, daily from 8:00 am - 3:30 pm. If there is no adult supervision available, or if there is a class meeting in the room, students are not permitted to use the space. Students can utilize the xLab for studying, working on collaborative projects, or working on projects that use the variety of maker tools provided. xLab tools can be reserved on the calendar for school projects. Students can also meet with the Ed Tech Lead for help with technology questions or assistance with any of the maker tools in the xLab.

**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. The School will provide a lock for each locker. Only school issued locks may be used.

**Locker Rooms and Dressing Areas**

All persons may use the locker rooms and dressing areas that correspond to the person’s identity asserted within the School community. We do not limit or prohibit students to use locker rooms or dressing areas based on their appearance, citizenship status, disability, gender, gender identity, family status, mental condition, national origin, physical handicap, race, religion, or sexual orientation. The School will make every effort to provide locker room and dressing area accommodations at any school related event or activity. Based on availability and appropriateness, such accommodations may include, but are not limited to:

- Use of a private area to change; such as, training room, restroom, etc. by any person who desires increased privacy, regardless of the underlying reason.
- Use of separate changing schedule
- Use of a private area within a multi-use space; such as, a curtained or otherwise partitioned stall in a multi-use restroom.

**Restrooms**

All persons may use the restroom facilities that correspond to the person’s identity asserted within the School community. The School will also provide such accommodations at any school related event or activity. Based on availability and appropriateness, such accommodations may include, but are not limited to:

- Use of a single stall bathroom by any person who desires increased privacy, regardless of the underlying reason.
- Use of a gender-neutral bathroom.
- Use of a curtained or otherwise partitioned stall in a multi-use restroom.
Food on Campus
College Prep is a “brown bag” school and many students bring their lunches from home. We also supplement with a variety of nice lunch options for our students. The Cougar Café has several vending machines that offer healthy meals, snacks, and beverages. In the café, students have access to a refrigerator and six microwaves. College Prep also works with an online lunch delivery program, Choice Lunch. We also periodically have food trucks on campus from which students can purchase food.

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 composting, and containers are provided. Anyone who notices a facilities problem or defect should report it promptly to the main office.

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.
SAFETY, TRANSPORTATION, EMERGENCY PREPAREDNESS

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 surround the buildings. 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 a reasonable level 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, this includes team sport activities. 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.

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 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, carpool, bicycles, and their feet to get to and from school.
School. 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 an hour before the end of the last teaching block 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 rollerblades may not be used on campus.
- The license numbers of any car(s) that students drive to School must be listed with the Dean of Students.
- 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.

**Procedures Following an Earthquake or Other Disasters**

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. College Prep will run multiple drills throughout the school year including: fire, earthquake, and intruder on campus.

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, Monique DeVane, 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 house students and faculty at school for up to three days if necessary. College Prep will supply all emergency supplies including food, water, rescue supplies, and first-aid.

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.
TECHNOLOGY

Use of School Computers
The School has a 1-1 laptop program and provides network access throughout the campus. With innovations in technology, new issues such as copyright infringement, access to offensive material, cyber-bullying, viruses, and plagiarism have emerged. The School addresses these concerns in its Acceptable Use of Technology Policy (AUTP). Before students may use any device on the school network, they must read and sign the AUTP (see below). Parents must also read and sign the AUTP via Online Forms in the Parent Portal. Students who fail to follow both the School’s AUTP 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.

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 Students’ office and will result in a phone call to the student’s home.

Acceptable Use of Technology Policy
Overview
The College Preparatory School provides computing resources to facilitate teaching and learning both in and beyond the classroom. Technology tools offer nearly unlimited potential for academic study, but they also present seductive possibilities for distraction and misuse. While College Prep is proud to offer these tools to our students, their use must be governed by a commitment to maintain an atmosphere of consideration, trust, and mutual responsibility. In light of this and the fact that our resources are finite, school computing resources must always be focused on 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 both at school and in their online interactions with the school community. Teachers can set additional rules on computer use in their classrooms, which 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 use school network resources or are disruptive to others
- installing or using any file sharing program while on the College Prep network including all torrent programs as well as P2P sharing services (if such file sharing access is needed for legitimate academic use, consult the Director of Technology Operations before initiating use)
- conducting any illegal activity (including violations of copyright laws)
using computers or other network devices during assemblies, forums, or class meetings unless specifically instructed to.

- accessing the data or account of another user

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 Twitter, or wherever the school community or its name is invoked (please refer to the Off-Campus Conduct section of the Handbook for more information). While we address such misuses and abuses in our community, we strongly recommend that parents also discuss appropriate computer usage with their student(s).

**Monitoring and Enforcement**

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

- tracking application usage, including school email accounts
- tracking internet destination logs on our internet gateways
- monitoring of student screens while on campus

The Dean of Students and/or the Judiciary Committee will determine consequences of violations of these acceptable use policies.

**Responsibility for School Property**

The acceptable use of school technology resources carries with it an expectation of proper care. In signing this Acceptable Use of Technology 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 in the Student Laptop Program Agreement. This document is available online at [www.college-prep.org](http://www.college-prep.org) > Student Life > Student Laptop Program.
FEES AND EXPENSES

Tuition for 2019-20 is $46,000. College Prep partners with FACTS Tuition Management Company to manage our tuition and non-tuition (incidental) fees. All College Prep 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. Doing so allows you to manage your account, check your balance, see what payments are scheduled to be paid, or to make payments online.

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; Payment Plan 2: three installments, on May, August, and November; or Payment Plan 3: eight installments beginning May through December. 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.

Families are billed for incidental (non-tuition) charges annually. 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-$1,200. Retreats are included in the tuition cost. Families will not be compensated if their student does not attend a retreat.

All students will be equipped with MacBook Pros imaged with a standard set of software and tools that enables seamless cooperation on projects. This facilitates easy communication between teachers and students, and ensures school-provided support of machines.

The cost of the laptop program is spread over four years and families pay an annual technology fee (estimated now at $580/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 $110/year) to cover a share of the program infrastructure, startup, administration, and loaner-pool costs.

All laptops are covered by a manufacturer extended 4-year warranty (AppleCare). This warranty covers manufacturer’s defects only (i.e. defective keyboard, malfunctioning hard drive, defective screen, failing hard drive, etc.).

All other major repair or replacement costs not covered by AppleCare are the family’s responsibility, as detailed in the Laptop Computer Use Agreement families sign. This includes, but is not limited to, accidental damage from liquid spills, power surges, drops, falls, collisions, theft, loss, vandalism, flood, fire, smoke, wind, and earthquake, as well as damage to or loss of batteries, power adapters, and laptop cases. We are asking that you consider this financial obligation and decide on the insurance plan that works best for you.

We strongly recommend purchasing a laptop insurance policy to cover accidental damage not covered by the AppleCare warranty, as we do see many cracked screens or liquid spills.
We require families to select one of 3 insurance options:

1. Safeware Policy: We partner with Safeware Insurance Agency, the nation’s largest provider of specialized insurance programs, to offer a comprehensive policy with a $0 deductible, a premium price of around $100-135/per year for the $1,500 laptop replacement value. We highly recommend purchasing the Safeware policy each year. Here are some of the highlights to enrolling in Safeware.

   (i) College Prep’s Tech Department coordinates the diagnosis, repair and payment with our preferred computer repair vendor and Safeware on your behalf.

   (ii) Safeware’s policy covers: accidental damage, theft, robbery, burglary, drops, falls, collisions, cracked screens, liquid spills, submersion, power surges, vandalism, flood and fire.

   This policy does not, however, cover damage from neglect or abuse. More information on the Safeware laptop insurance can be found at www.safeware.com/Education.aspx.

2. Add to Homeowner’s / Renter’s Insurance: Another option would be to purchase a rider to include the student laptop in the families’ homeowner’s policy. Most homeowner’s insurance policies have a “Content Replacement” coverage that covers damage or loss for items within the household. This rider could be purchased to cover the student laptop. Again, replacement cost should be valued at $1,500 and may have exclusions for coverage.

3. Self-Insurance: A family could decide to waive the options for additional insurance, realizing that they will have to incur the full replacement cost of $1,500 if the laptop is lost, stolen, or damaged in a way that AppleCare will not cover. This choice is not recommended.

Questions about financial matters should be directed to Director of Finance Graciela Benito, 510.420.2328 or Chief Financial Officer Thanh Tran.

Financial Aid

College Prep has a generously-funded financial aid program designed to bridge the gap between the full cost of tuition and a family’s ability to pay. Through our need-based financial aid program, College Prep is committed to providing financial aid to families who qualify and complete the financial aid application process by the stated deadlines. In the 2019-20 school year, 22% of the student body receives need-based financial aid.

Families seeking financial aid must complete the financial aid application process which consists of submitting both the Parents’ Financial Statement (PFS) and uploading copies of federal tax documents from the previous calendar year to the School and Student Service (SSS) online portal. The amount of financial aid awarded is based on a family’s demonstrated financial need using the guidelines and methodology employed by SSS as well as the School’s ability to fund the student.

Financial aid awards must be renewed every school year and the Financial Aid Committee requires all aid recipients to complete and submit a new PFS every year aid is requested.

Students and families with questions about financial aid, including support for non-tuition expenses, are
invited to contact the Admission Office.
A CLOSING NOTE

The rules, standards, and expectations outlined here are minimal guidelines. No community can survive for long or well unless its members are 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.
Employee-Student Code of Conduct

College Prep cultivates a school environment in which all members of the community feel valued, safe, and part of something greater than themselves. Employees work to understand the developmental needs of adolescents, support their emerging identities, and promote their healthy growth. They embrace the responsibility to provide a clear and consistent structure for students and to engage them in conversation about our community standards.

Employees must be alert to the power imbalance in their relationships with students, and be especially attuned to ways in which others may perceive their words or actions given that imbalance. They must be mindful of the power they have in their various roles at School and comport themselves accordingly, always avoiding intimidation and abuse of authority.

Employees must not lean on students for emotional support, share personal information with students to an inappropriate degree, inquire about overly personal details, share jokes that, whether sexual, cultural or otherwise, could be considered inappropriate, or engage in any behavior that blurs the lines between adult and student. All employees should refrain from giving students personal gifts, and meeting with individual students off campus, socially or otherwise.

Employees must be conscious of their choices regarding language, dress and physical touch, understanding that their choices affect others. Employees should refrain from ambiguous touching or hugging of students. Except when a student’s privacy needs to be preserved (such as meeting with the school’s counselor), meetings between individual students and employees should be in locations that are accessible and visible to the public.

Employees must refrain from establishing or continuing online friendships via social media with current students, parents of current students, and recent alumni. Similarly, employees should refrain from publishing to the social media of current students, parents of current students, and recent alumni. Emailing from their school account is the preferred method of communication when conversing with individual students. Employees should avoid private telephone calls or text conversations with students. If texting is necessary for student safety while off campus for a class or other school sponsored activity, employees should consider including another adult in the messaging.

College Prep employees have an obligation to model through both language and behavior the values and expectations of the School. Because we all have ownership in creating a safe learning environment, we expect any member of our community, and require all faculty and staff, to report a concern about a potential violation of this Code to the Head of School, the Assistant Head of School, the Dean of Faculty or the Dean of Students. The School has the right to investigate adult compliance with this code of conduct even if no report has been made.

1 In fulfillment of California Law AB 500