



PREFACE

This handbook is not a contract between families of students and Maybeck High School and should not be interpreted as one. Rather this handbook is a guide to expected student behaviors and services provided. All aspects of this handbook are subject to change without notice.

MAYBECK'S MISSION

Maybeck, established in 1972, is a vibrant community dedicated to learning, where all forms of diversity can flourish amid mutual support, respect, and responsibility. Through our small classes, high expectations, academic excellence, and programs outside the school, students prepare for college and acquire the tools to engage actively and creatively in the wider world.

MAYBECK'S ORGANIZATIONAL STRUCTURE AND STAFF POSITIONS

Board of Directors

As a non-profit organization, Maybeck is governed by a Board of Directors. This group has ultimate responsibility for the school, but delegates the day-to-day management of Maybeck to the salaried staff. The Board works to advance the long-term goals of the school. If you would like to participate or know someone you think would be an asset to Maybeck, please contact the Head Teacher. A list of current Board members can be found on our website: www.maybeckhs.org.

Administration and Staff

As a teacher-run school, Maybeck places great emphasis on the autonomy of its teachers within the classroom. We believe that when teachers are encouraged to shape their lessons freely, they invest themselves fully in their teaching and engage their students most effectively.

Although Maybeck has no formal administrative hierarchy, we have several administrative staff members and standing committees to serve our school community. Please use the following list to determine whom to contact about what.

Head Teacher

The Head Teacher is the primary coordinator and spokesperson for the school. He or she represents the staff at school functions and at meetings with the Board of Directors, the Maybeck Parents' Association, and other organizations. The Head Teacher also chairs the staff **Personnel Committee**, which oversees staff performance.

Academic Counselor

The Academic Counselor supervises students' academic progress at Maybeck, ensuring that they take the classes they need in order to graduate and meet college entrance requirements. The Academic Counselor signs students up for classes and builds the academic schedule each semester, supervises the community service requirement, and coordinates independent study projects. The Counselor also chairs the **Academic Committee**, which reviews requests from students about academic matters.

Accounting Manager

The Accounting Manager prepares monthly statements and handles a variety of financial matters. Speak with him or her about tuition payments, textbook billing, financial aid applications, and other general bookkeeping issues.

Admissions Director

The Admissions Director oversees the application process for students and is in charge of recruitment. Students and parents are encouraged to participate in these outreach efforts and should contact the Admissions Director if they are interested in doing so.

Business and Finance Manager

The Business and Finance Manager works with the staff **Finance Committee** to develop and implement the school's budget, process financial aid applications, and (with the Accounting Manager) run the Business and Finance Office.

College Counselor

The College Counselor's primary task is to guide students through the process of selecting and applying to colleges. He or she meets with juniors and seniors throughout this process, and is available to younger students as well. The Counselor administers the PSAT, PLAN and Advanced Placement tests and helps students register for the ACT, SAT and SAT II tests.

Contact Teachers

Maybeck staff members serve as contact teachers for approximately eight students in a given grade. Students can talk to their contact teachers about any concerns they have—academic or personal—affecting their work at Maybeck. The contact teachers also serve as liaisons between students' parents and their teachers. Parents who have questions or concerns about their child's progress are encouraged to speak with his or her contact teacher. Course-specific concerns should be directed to the appropriate teacher.

Office Manager

The Office Manager facilitates communication, organizes mailings, and maintains the student database. Let him or her know about any updates in contact or medical information.

Psychological Counselor

We have a psychological counselor available for a limited number of hours each week to provide emotional support for students, and to advise students and their families about pursuing outside counseling.

Registrar

The Registrar maintains and distributes students' academic records and oversees students' enrollment in Special Programs. He or she also works with the Academic and College Counselors each semester to create the academic schedule. Contact the Registrar for transcripts and other requests related to student records.

Appeals to the Staff

Given our structure as a collectively run institution, individual staff members are not in a position to make decisions regarding exceptions to school policies; these must be considered by the appropriate staff committee or by the staff as a whole, depending on the nature of the appeal. Students or parents who would like to make a request of the school, or to appeal for an exception to a policy, should write a brief letter explaining their request and their circumstances. Requests regarding student academic matters (including scheduling concerns) should be addressed to the Academic Committee and submitted to the Academic Counselor; requests regarding financial matters should be addressed to the Finance Committee and submitted to the Business and Finance Manager. Appeals regarding dismissal are heard by the staff as a whole and should be submitted to either the Head Teacher or the Academic Counselor. In some instances, the Finance or Academic Committees may bring a family's request to the whole staff. Concerns regarding staff comportment should be addressed to the Personnel Committee via the Head Teacher.

THE YEARLY CALENDAR

Maybeck's academic year usually runs from early September to mid-June when we hold our graduation ceremony. Additional information is available on the online calendar accessible at www.maybeckhs.org.

Camping Trips

We have two all-school camping trips per year. These trips take place away from the Bay Area and are a required part of the school's curriculum. Students who do not attend these trips are not eligible to travel during the next Special Programs session. Occasional exceptions may be made for students who have a compelling reason to be absent and have previously demonstrated their traveling ability to our satisfaction. Bicycle enthusiasts—experienced and novice alike—may choose to join a group of students and staff who bike to the camp site.

◆ Beginning-of-the-Year Trip

We begin the year with a six-day retreat that allows students and staff to become acquainted in a relatively short time. Our usual destination is the San Jose City Tuolumne Camp near Yosemite or a similar site. We sleep in platform cabins with cots and have use of the camp lodge, kitchen, and dining hall. The camp has electricity and showers, and is a comfortable site for our retreat.

Classes and activities are centered on a theme related to the summer reading, ushering everyone into the school's creative, academic spirit. Teachers give presentations and show films; students take part in workshops and discuss the summer reading, films, and other topics. Students also learn about being a part of the Maybeck community by taking on camp duties: under staff supervision, they prepare and clean up after our meals.

◆ End-of-the-Year Trip

This three- to four-day program takes place during the week before graduation at one of the many National or State Parks in California. We sleep in tents on the ground and cook outside. Despite our more rugged accommodations, the trip echoes the one in the fall: students take part in workshops, watch and discuss films, play games, and help with meal preparation and clean-up.

Special Programs

For two weeks before spring break, the school suspends regular classes and conducts Special Programs. Students divide into small groups led by staff members, each pursuing its own activity. Each year, there are local, regional and international programs. Special Programs are a required part of our curriculum. They count for 5 units of credit and are graded P/NP.

Signing Up for Special Programs

A catalogue of program descriptions is published in the fall. Shortly thereafter, students must submit a slip signed by their parents or guardians that lists their first three choices. In the interest of fairness, we use a lottery system to place students in the programs. Students who do not turn in their program request slips on time have lowest priority in the lottery. Students who turn their slips in on time and do not get into their first choice program have priority in the lottery the following year.

Expenses

Expenses for Special Programs are in addition to tuition, and must be paid in advance. Fees for programs vary considerably depending on travel expenses, supplies and other factors.

Jeremy Harrison Memorial Fund Scholarships

We offer financial aid for travel Special Programs in the form of Jeremy Harrison Scholarships. These scholarships, which are endowed by the family of a former student in his memory and supplemented by the school, are available to students in their third or fourth year at Maybeck who are on reduced tuition and have not participated in a travel program. Students who qualify should see the Head Teacher for details. The application requires two essays and must be submitted before the Special Program request slips are due. Students who receive Jeremy Harrison Scholarships must write an account of their experiences during the travel program and a letter of thanks to the Harrison family. If they do not fulfill these obligations, they will not receive credit for participating in the program and will be asked to refund the scholarship money.

Travel Programs

Maybeck rules prohibit students who have been put on Rules Committee contracts since the previous Special Programs session to take part in travel programs. Students who have missed either of the most recent beginning- or end-of-the-year camping trips are also ineligible to travel without staff approval. Travel programs include all programs for which a significant number of nights are spent away from home, in or outside of California, and participation is at the staff's discretion.

SAC Days

Two days each year are reserved for activities planned by the Student Activities Committee. SAC has frequently used these days to sponsor school-wide outings, sports days, or film festivals. Although regular classes do not meet, student attendance is mandatory at these events. We consider them to be an important part of our community development.

Other Annual Events

New Parent Orientation

We hold an evening gathering for new parents before the beginning-of-the-year camping trip each fall. This session allows parents to meet each other, learn more about the upcoming camping trip, hear about the Maybeck Parents' Association, and review some important school policies with members of the staff.

Slide Nights

Twice each year, the whole school—students, parents, and staff—get together to hear about programs, see slides, and enjoy an array of potluck dishes. During the Fall Dessert Night, we share desserts and see slides from the beginning-of-the-year trip. At the Spring Slide Night, we share our favorite foods and vicariously take part in recently completed Special Programs.

Curriculum Night

Our Curriculum Night takes place in October. Teachers give an overview of their classes, explaining their objectives and teaching methods. Parents go through a mini school day using their child's schedule. There is not enough time this evening for individual parent-teacher conferences; these should be scheduled for another time.

Parent-Contact Teacher Meetings

In the fall there is a Parent-Contact Teacher meeting for each grade level, usually hosted by the family of a student in that grade. Parents are encouraged to come meet other parents and the Contact Teachers for their child's grade. The evening gives parents a chance to share their experiences with Maybeck staff and ask questions about school programs or policies.

Parent-Teacher Potluck and Silent Auction

We usually have one joint dinner each year early in the spring semester. It is a pleasant opportunity for staff and parents to socialize. This event usually takes place in the home of a Maybeck family and includes a silent auction planned by the Maybeck Parents' Association to raise funds for the school.

Film and Art Night

At least once each year, toward the end of the spring semester, the Maybeck community gathers for a showcase of student films, artwork, and performances.

School Plays, Spring One-Acts, and Musical Performances

At least once toward the end of each semester, and sometimes at other times during the year, student actors, directors and theater technicians combine their efforts in dramatic performances that are open to the public. Additional programs showcasing student talent may be scheduled during the school year, including a fall musical event. Please see the calendar for details.

Graduation

This special and most enjoyable event takes place after the End-of-the-Year Trip on a Saturday in June. Staff members introduce the graduates, and each senior has the opportunity to speak. Juniors help prepare the event and also give a farewell address to their peers. After the ceremony, there is a reception. Everyone is invited to this event.

Alumni Picnic

Maybeck holds an alumni picnic each year on the last Saturday in June. All graduates are welcome.

Parent Participation

Maybeck Parents' Association Meetings and Events

The Maybeck Parents' Association meets every month or two to plan events for the school. MPA members have been responsible for the Annual Giving Fund, for providing snacks for the longer weekly staff meetings, and for organizing the Parent-Teacher Potluck and Silent Auction and the annual Film and Art Night. The Head Teacher attends these evening meetings, which take place at the school or in parents' homes.

The MPA strongly encourages all Maybeck parents to contribute to the school each year, by giving to the Annual Giving Fund and by volunteering ten hours to help with an MPA-sponsored activity or other school need. The Annual Giving Fund provides Maybeck with important financial support. The MPA determines how a portion of each year's fund is used, so that parents can promote programs or goals that are important to them. Parents who join or work with the MPA provide invaluable support to their children's school and strengthen our educational community.

Open Houses

Maybeck holds several Open Houses each year to describe the school to prospective students and their parents. The Admissions Director works with other staff to give an overview of our program and the admissions process. The Open Houses include a slide show, a tour of the school, and a brief overview of Maybeck curriculum. We encourage current students and parents to attend these presentations, as their perspectives on the school are particularly valuable to prospective families. We also appreciate your encouraging potential new students to come learn about us.

Street Festival Booths and Other Recruiting Opportunities

We encourage current parents and students to help out at various street fairs and recruiting events to share their perspective on Maybeck with prospective families. Look out for emailed requests for such assistance and events on the calendar.

ACADEMICS

Maybeck is a college preparatory school, and as such has high expectations of its students.

Graduation Requirements

Maybeck's graduation requirements break down into three components:

- units of coursework
- distribution of coursework
- community service

Students must satisfy all three criteria to earn a diploma.

Seniors who have completed all but 10 units of work may petition the staff to participate in the graduation ceremony, provided they have made arrangements to complete the remaining work over the summer. They will receive their diplomas once they have completed their requirements.

Units of Coursework

Maybeck requires students to earn passing grades in 220 units of coursework during grades 9-12. Each semester-long class is worth 5 units; year-long classes are worth 10 units. Special Programs are also worth 5 units. Students who repeat classes other than art or PE will receive credit for them only once; transcripts will show both sets of grades. Students who apply to Maybeck for their senior year must complete a minimum of 55 units in order to graduate.

Distribution of Coursework

As part of their 220 units, students must also meet the following minimum requirements in each subject area:

English: 40 units, including Literature or its equivalent.

Math: 30 units, including Algebra I, Geometry, and Algebra II. Classes taken before 9th grade may count toward satisfying the course requirements but do not reduce the unit requirement.

Science: 25 units, including Biology.

Social Studies: 30 units, including World History, U.S. History, and 10 units of Advanced Social Studies electives.

Foreign Language: 20 units, including second year. Classes taken before 9th grade may allow a student to start at a higher level but do not reduce the unit requirement.

Visual and Performing Arts: 10 units.

Physical Education: 20 units, including Health.

Community Service

Maybeck requires each student to perform 60 hours of supervised community service. The service must be approved by the Academic Counselor in advance and should be completed before final exams in the student's last semester. Students do not receive course credit for this service. For the purposes of determining whether a student is eligible to participate in the graduation ceremony, however, it is considered the equivalent of 5 units' work.

Students must meet with the Academic Counselor before beginning service to review guidelines and pick up necessary forms. In addition to a handout that summarizes the community service requirement, there are several other valuable resources in the Counseling Office: information about a wide variety of organizations; past students' accounts of their community service; and handouts that list agencies where students have volunteered in the past. Students are expected to arrange their community service on their own, but the Academic Counselor can guide them as they choose the organization for which they wish to work.

Sequences of Courses

Students take different combinations and sequences of classes, based on their individual circumstances. However, there are some common patterns to the sequences of coursework.

English: Ninth-grade students take Composition. Tenth-grade students take either Intermediate Composition or Literature. Those who take Intermediate Composition in 10th grade take Literature in 11th grade. After Literature, students take semester-long Advanced English electives. Students who take Literature in 10th grade have demonstrated their strength as English students in the 9th grade. Students who enter Maybeck in 10th grade usually take Intermediate Composition; new 11th graders usually take Literature.

Math: Many ninth-grade students take Algebra I. Other students have completed this class in 8th grade and move directly into Geometry. Occasional accelerated 9th graders take Algebra II. From Algebra II, students progress to Pre-Calculus and AP Calculus.

Science: Most ninth-grade students take Scientific Investigations in Forensics, which is our introductory science course. Successful completion of the freshman science course and of Algebra I is a prerequisite for Chemistry, which students usually take in 10th grade. We encourage students to take Chemistry and another advanced science. Completion of Biology or Chemistry is a prerequisite for any Advanced Science class. To take AP Advanced Physics, students must have completed or be enrolled in Pre-Calculus.

Social Studies: Students usually take World History in 9th grade, U.S. History in 10th grade, and two semesters of Advanced Social Studies electives over the course of 11th and 12th grade.

Foreign Language: Most students begin with first-year French or Spanish during 9th grade. Some enter higher-level classes based on their past coursework. Students with weak language skills may benefit from waiting until 10th grade to begin a foreign language. The curriculum proceeds through French V and Spanish V, which are honors courses.

Art and PE: These courses can be taken in any order over the course of the student's four years. Students cannot take Health during their first semester at the school. Most art classes and all PE classes besides Health can be repeated for credit, though students who have not taken a given class before will have priority during scheduling. Students need to take a year-long art class to satisfy the University of California entrance requirements.

College Eligibility

As a college preparatory high school, Maybeck encourages students to meet the University of California (UC) and California State University (CSU) entrance requirements. For the purposes of graduation, students need only pass classes with a D- or higher. To meet university entrance requirements, however, students need grades of at least C-. In most cases, we expect students who earn D's in classes required for college eligibility to repeat those classes for higher grades. Students who repeat classes may not be able to graduate in four years; the Academic Counselor can speak with students about their progress toward graduation. Our graduation requirements meet or exceed university entrance requirements. Bear in mind, however, that these are *minimum* eligibility requirements. Because of the competitive nature of college admissions, students are encouraged to take more than the minimum requirements of math, science, and foreign language, and to strive for high grades.

Signing Up for Classes

Students sign up for classes twice each year, before each semester. Returning students sign up for fall classes at the end of term the previous spring. New students entering grades 10-12 meet with the Academic and College Counselor during the summer to review their transcripts and choose appropriate classes for the coming year. Entering freshmen sign up for classes at the Freshmen Orientation early in the summer. Students sign up for spring classes toward the end of the fall semester. Many classes are year-long, so often this is simply a matter of signing up for second semester electives. Students who are absent when their grade signs up for classes should contact the Counselor. Student schedules are distributed at the start of each semester.

How Many Classes Students Take

Students are required to take five classes each semester and may take six with the permission of the Counselor. Our graduation requirements are based on the assumption that students take five classes each term. Taking six classes one semester does not entitle a student to take four classes in a later semester. Occasionally, individual circumstances arise that require special consideration from the staff. A student who feels he or she cannot handle taking five classes should petition the Academic Committee to be exempted from this requirement.

How Students Can Change Their Schedules

During the add/drop period: Once a semester has begun, students have five class days during which they can add or drop classes. To do so, they should get an add/drop request form from the office and return it to the Academic Counselor. Their requests will be granted based on the space available in the classes they wish to add, the flexibility of their schedules, and the impact the changes have on their progress toward fulfilling graduation requirements. Students should continue to attend classes they have asked to drop until the Academic Counselor has notified them *in writing* that their requests have been granted.

After the add/drop period: Once the add/drop period has passed, students are expected to complete the courses in which they are enrolled. If they find themselves unable to do so, they should speak with the Counselor, who will advise them on their options. One option may be to request an **early F** in a class they have no potential to pass, so that they can stop attending the class and focus their energies on their other courses. If they follow this route, their transcripts will show an F. If exceptional circumstances arise, students can request to **withdraw** from a class, in which case their transcripts will show a W. Decisions

about such circumstances are made by the Academic Committee, to whom students should write a letter if they wish to pursue either of these options.

Academic Schedule

The first fourteen weeks of each semester are devoted to instruction. During the last week, we have final exams.

Weekly Schedule

The Maybeck school day runs from 7:30 a.m. to 5:00 p.m., though students are not in class all of this time.

Class meetings are scheduled in seven periods, designated A through G. We utilize a partial block schedule in order to facilitate a broad variety of classroom activities. On Monday, Tuesday, and Friday, all classes meet for 50 minutes. On Wednesdays and Thursdays, half of the classes meet for 100 minutes each. Additionally, all students are required to attend the weekly all-school assembly period on Wednesday mornings. See the graphic version of the weekly schedule for more details, which is posted around the school and accessible from the Maybeck website.

All students have at least one period free at some point during the day in addition to their lunch break. Maybeck has an open campus, and students are welcome to leave the building when they are not in class, but it is up to them to return in time for their next class. There is nearly always an empty classroom and additional space in common areas available for quiet study. We strongly encourage students to take advantage of their free periods to work with their peers on assignments and complete homework. Students may also socialize during free periods, but they must keep the halls quiet and respect the space of others who choose to use space for quiet study.

To help students manage their academic load, we assign each department two days per week for paper due dates and for tests. Classes can have quizzes or shorter assignments due any day of the week. This schedule applies to tests and papers, but not to quizzes or shorter writing assignments.

Final Exam Schedule

Final Exams are held over the course of five days at the end of each semester. The exam blocks are three hours long, and there is a morning and afternoon session each day. We generally devote a day to each academic subject (for example: English on Monday, History on Tuesday), so that most students have only one academic exam per day, with minimal exceptions. The exam schedule is posted a couple of weeks before Finals.

Progress Reports and Grades

Mid-Semester Reports

After the first quarter, students receive a narrative progress report for each class they are taking, except independent studies classes. These reports summarize the student's work in the class and identify any areas of concern about his or her performance. The reports may or may not include a grade for the work the student has completed, but they will give an indication of how well the student is doing.

Semester Grades

At the end of the semester, students receive report cards with letter grades for each of the classes they have taken. If a family's account is past due, the student's report card will not be mailed home.

Jeopardy Letters

A few weeks before the end of each semester, the school sends letters to the families of students who are doing poorly in one or more classes. We hope to identify students who are at risk of getting grades of C- or lower so that they can focus on improving their performance during the final weeks of class. Of course, it is not always possible to predict grades; students may earn poor grades even if they did not get jeopardy letters if their performance drops significantly at the end of the semester.

Homework Accountability Sheets

If students have difficulty keeping up with their homework, they and their parents may want to use accountability sheets. Each Friday, students take these sheets to the teachers of any classes in which they

are having difficulty. The teacher briefly summarizes the student's progress for that week, noting complete and incomplete assignments. The students then show the sheets to their parents. Accountability sheets can be useful tools for students as well as parents: they can serve both as helpful reminders of work a student has not done or of upcoming assignments, and as validation when a student has completed all work. Although teachers or Rules Committee may recommend that students use accountability sheets, it is up to their families to ensure that they do so regularly.

Academic Support

Teacher Office Hours

Each teacher has a designated weekly office hour during which he or she is available to work with students. Teachers' office hours are posted on classroom walls and school bulletin boards. Students should identify questions and concerns in advance in order to make best use of office hours, as other students may also need help. Office hours are not a venue for intensive one-on-one tutoring, but for clarifying questions or dealing with specific academic issues. Teachers or the Academic Counselor may recommend outside tutoring for individuals who require more extensive support.

Tutoring

Students who need ongoing help often benefit from working with tutors. Teachers will let families know when tutoring may be helpful. Sometimes students work with peer tutors, and we are sometimes able to arrange a limited amount of low-cost tutoring with Cal students. Speak with the Academic Counselor if you are interested in exploring either of these options. We leave it to families to arrange for private tutoring, but the Counselor may be able to make recommendations. For legal reasons, students may only meet with their tutors at school if the tutors have filed copies of their fingerprints with the Business and Finance Manager.

Student-Parent-Teacher Meetings

Students who find themselves struggling in a number of their classes often benefit from having a meeting with their parents, teachers, and contact teacher. These meetings allow all of the people involved with a student's work to understand each other's perspectives, discuss the student's progress and develop strategies to help him or her do better. Students or parents who are interested in arranging such a meeting should speak to their child's contact teacher. Maybeck staff may also initiate such meetings.

Accommodations for Students with Learning Disabilities

Maybeck seeks to support all forms of diversity and understands that some students have learning disabilities or developmental conditions that present them with additional academic challenges. In working with these students, our goal is to provide reasonable support without compromising the integrity of our academic program, and while promoting the independence and self-reliance we hope to encourage in all students.

Families of students with learning disabilities or other conditions that affect their academic performance need to alert the school during the application process or as soon as the condition has been diagnosed so that we may determine what accommodations the school can provide. The Academic Counselor will oversee the process of developing an accommodation plan. This plan will be necessary if a student later wishes to apply for extended time on SATs and other standardized tests. To be eligible for special accommodations, the family must submit a report written by a qualified Learning Specialist or Psychologist and completed within the past three years. This evaluation should include the following:

- the specific disability or condition that has been diagnosed
- a recommendation for specific accommodations, with an explanation of why the disability requires each accommodation requested
- relevant educational, developmental, and medical history of the student
- thorough documentation of the techniques or methods of evaluation
- test results and subtest scores
- the professional credentials of the evaluator (license, certification, area of specialization)

Because of Maybeck's small size, we have limited resources available for students with learning disabilities. Many students flourish at Maybeck simply because the small classes make the learning environment more focused and personal. Often, students with learning disabilities benefit from working with a tutor, who can provide additional support.

We expect all students to complete all assignments, but some students with learning differences may reduce their homework load by taking four rather than five academic classes per semester. Other possible accommodations include providing extended time on tests or allowing the use of laptops for note-taking and in-class writing assignments. We do not generally allow students to record lectures. All accommodations will be made on a case-by-case basis and will be reviewed annually.

We may not be able to provide all of the accommodations requested in the psychological evaluation. Our goal is to ensure the best fit possible between student and school. Some students with significant learning disabilities may find that Maybeck is not the best academic environment for them, in which case we will try to recommend schools that might better serve their needs.

Taking Classes Outside the Halls of Maybeck

Most of the classes students take at Maybeck are taught at the school by regular staff. However, because our small size necessarily limits the range of classes on offer, students can get a limited amount of credit for taking classes from other institutions or for doing supervised independent studies. Students who pursue these options have usually progressed beyond the level of coursework offered at Maybeck or are interested in a particular field that they cannot explore in classes offered at the school. Students are eligible to do independent studies after completing their first semester at Maybeck. They may take one class per semester at another institution or through independent studies.

Independent Studies Physical Education

Maybeck allows students to do independent studies in physical education (ISPE) because we want to encourage students to engage in athletic commitments outside of school. Students who pursue this option do PE outside of school hours under the supervision of non-Maybeck instructors. ISPE projects last one semester and earn 5 units of PE credit. The guidelines are outlined below.

- To sign up for ISPE, students should pick up an ISPE request form from the Academic Counselor and return the completed form to him or her by the last add/drop date of the semester. The form requires a description of the independent studies proposal and the signatures of the student, a parent, and the supervising instructor.
- Students must complete 70 hours of physical activity over the course of the semester.
- The physical activity should be spaced throughout the semester, with a minimum of 2 hours and a maximum of 8 hours per week. The average is 5 hours per week.
- Students must document their activity by completing a log and returning it to the Academic Counselor.
- Students must be supervised by an instructor for all hours that they log. This instructor will sign each entry on the student's log. Except for commute bicycling, immediate family members cannot supervise ISPE projects. Generally students enrolled in regularly scheduled classes or team sport practices will be eligible for ISPE credit, but projects such as working out at the YMCA will not usually be eligible.
- ISPE will be graded Pass (P) or Not Pass (NP).
- Students who receive an NP may not do any form of independent studies the following semester.
- False recording of any information on the PE log will result in a grade of NP and may be grounds for dismissal from Maybeck.
- Independent studies PE may be used for a maximum of 2 semesters of the PE requirement. Students who are involved in a competitive sports team or an ongoing course of training (for example, ballet classes) may receive 3 semesters' credit.
- ISPE credit is not available once the student has satisfied the PE graduation requirement.

Commute Bicycling: Maybeck offers 5 units (one semester) of PE credit for students who bicycle to and from school. This activity is supervised by the parents and a teacher at school, and is the one exception to our requirement that all ISPE hours be directly supervised. The student must live far enough from school

for the bike ride to take about 30 minutes each way. Maybeck requires all students to wear a helmet while bicycling.

Classes at Other Institutions

Students should speak to the Academic Counselor if they are interested in taking classes at other institutions or pursuing independent studies projects.

Academic Policies

Our academic policies are designed to encourage students to challenge themselves to do their best work. We want to recognize the accomplishments of the many students who do well in their studies. For this purpose, we have an honor roll and present a number of academic awards. We also believe that if students consistently perform poorly, Maybeck may not be the best school for them. Our academic probation and dismissal policies address this contingency. Most of our policies are based on the student's academic grade point average (GPA).

Honor Roll

Students will be included in the honor roll for any semester in which they achieve an academic GPA of 3.5 or higher and are taking at least 4 academic or art classes.

Students on the honor roll will find the words "Honor Roll" listed on their semester grade reports and on their transcripts for that semester.

Academic Awards

Each year, a number of students are recognized for exceptional performance on a significant project (such as the Lit paper) or for outstanding work in a discipline. These awards are presented at the Spring Slide Night, at a school meeting, or on the End of the Year Camping Trip.

Academic Probation

Academic probation is designed to warn students that they are not doing well enough and to encourage them to reevaluate their study strategies and improve their performance. Its criteria are as follows:

- A student will go on academic probation the following semester if, during any semester, she or he earns an academic GPA below **1.9**. Roughly speaking, this means avoiding grades of C- or lower.
- A student placed on academic probation will be dismissed at the end of the following semester if he or she earns **any D's or F's** that semester.
- A student on academic probation who does not get any D's or F's but who earns an academic GPA below **1.9** will remain on probation the following semester.
- Students placed on academic probation must submit a plan outlining how they will approach their studies during the coming semester. In developing their plans, they should consult with the teachers of any classes in which they performed poorly or with the Academic and College Counselors. We hope that planning for the next semester will help them identify strategies to succeed.
- A student who goes on academic probation for the **third** time may only remain at Maybeck at the discretion of the staff, which may choose not to offer financial aid.

Academic Dismissal

A student will be dismissed from Maybeck if, during any semester, he or she receives **2 F's**. If, for extenuating reasons, a student is enrolled in only 4 classes, he or she will be dismissed for receiving one F. This policy counts F's for all classes, both academic and non-academic, including grades of NP.

As outlined above, a student will also be dismissed if he or she earns any D's or F's while on academic probation.

THE COLLEGE APPLICATION PROCESS

The following is a timeline of steps to take toward college. Although students will start thinking about college applications in earnest during junior year, we encourage them to prepare for the process during ninth and tenth grade, also.

9th Grade

During freshman year, students should focus on adjusting to high school, getting to know their teachers and fellow students, and getting good grades. College planning should not yet be a concern. Not all colleges include freshman grades in GPA calculations, but all colleges will see these grades on students' transcripts.

10th Grade

In the sophomore year, students should begin to evaluate their overall plan for course choices. UCs & California State Schools (CSUs) only consider grades from sophomore and junior years, while private schools look at all four years. However, all colleges will expect students to take the most challenging course load possible. All students should be taking five core courses, along with an elective when appropriate. It is also important to explore extracurricular interests and skills, keeping in mind that serious dedication to a few activities will be more impressive than scattered "resume building."

While sophomores are encouraged to take the PSAT, this test is primarily designed for juniors, who are eligible for the National Merit Scholar programs. Sophomores will take the PLAN, a practice ACT, in the spring.

Sophomores enrolled in US History or Biology should consider taking the SAT Subject Test in June, while information is fresh in their minds. If students are truly passionate about a subject matter and committed to studying on their own, they should consider taking an AP test.

Maybeck will hold a College Night for sophomores and their parents in the spring. While it may be too early to visit colleges, it is worthwhile to walk around and get a feel for nearby campuses. Sophomores are encouraged to attend at least one of the lunchtime meetings that Maybeck schedules with college representatives.

11th Grade

Junior year is the most important year for college preparation. It is crucial to maintain a good GPA this year, as many colleges will place the most weight on junior grades.

This is the time to start exploring and researching colleges. Students should develop a list of 20 or 30 interesting schools; some good resources in this process are the college counselor, parents, older siblings and friends, guidebooks, websites, and college fairs. It is also a good time to begin visiting colleges on holidays or long weekends to get a feel for the campuses, take notes and gather materials.

Junior To-Do List:

- Attend College Night in February
- Meet with college counselor to discuss college plans.
- Take an interest inventory survey.
- Research & visit college campuses.
- Create a list of 20-30 schools.
- Attend meetings with college representatives on the Maybeck campus.
- Discuss finances and scholarship opportunities with your parents.
- Attend PSAT prep meeting.
- Take the **PSAT** in the fall. Review your scores online and with the college counselor.
- Register, prep, and take the **SAT or ACT** in March, April or May. Two SAT & two Subject Test fee waivers are available for those who cannot afford test fees. Additionally, fee waivers may qualify a student for application fee waivers at many colleges. See the counselor for more information.
- Register for and take the **SAT Subject Test and AP Tests** in May and June. AP tests are rigorous and require hours of individual preparation, but a good score impresses admissions officers and can earn college credit.
- Focus on your final exams by planning your test-taking strategy in advance. If possible, take the SAT first (April/May), then take SAT II/AP Tests later when you've completed the curriculum (May/June), then take your finals (June). For your own sanity, avoid clumping them all together in one month.
- Test prep will raise your scores (commercial, tutor, on-line or individual).
- Ask your favorite sophomore/junior teacher if they would write you a college recommendation next year.
- Register with NCAA Eligibility Center if you plan on playing DI/DII athletics.

- Plan a meaningful summer. Investigate one or two of your passions in depth (internship, travel, study, work, sports, theatre, art, dance, language, school leadership, community service).
- Attend an essay-writing workshop. Start crafting your essays.
- Research and refine your college list over the summer. Complete your student resume.

12th Grade

Balancing schoolwork with college applications is important during senior year. Students need to be careful to avoid senioritis, as colleges do sometimes rescind acceptances if senior grades are poor. Fall will be a busy time: most of students' college to-do lists should be finished by December 1. Now is the time to pare down college lists to ten schools (3-4 safeties, 4 targets, and 2-3 reaches), to visit more campuses, and to show interest in top choices by introducing yourself through email or at college fairs. Parents should attend Maybeck's Financial Aid Night and visit finaid.org/ calculators to get an idea of their likely financial responsibility.

Senior To-Do List:

- Register and retake SAT/ACT/SATII by the November date to assure that your scores will be available on time. It is your responsibility to send your scores to colleges.
- Finalize your college list.
- Complete your student resume.
- Schedule a gush session with the college counselor to help with the recommendation.
- Attend college rep visits, college fairs, and receptions.
- Research, request application materials, and show interest in Top 10.
- Create a matrix/calendar with application deadlines for each school (required test scores, transcripts, essay, supplements, teacher rec., counselor rec., interview, AP tests, FAFSA/CSS Profile).
 - Decide on Early Decision/Early Action plan and add to matrix/calendar. These applications are usually due in November and have specific restrictions that you need to know (privates and impacted CSUs).
- Work on your personal statement and supplemental essays.
- Complete and submit applications. Apply for housing, if suggested.
- Complete and submit scholarship applications (FASFA/CSS Profile/Cal Grant GPA Verification).
- Request transcripts to be sent to Top 10.
- Kindly request letter of recommendation from the teacher you already asked. Give him or her a stamped, addressed envelope or details for online submission if the school requests recommendations by email.
- Complete SSR (Secondary School Report) form and request counselor recommendation well before deadline.
- Turn in two addressed envelopes for each college so that Maybeck can send out mid-year grades & transcripts.
- Schedule interviews if required or requested.
- Try to patiently await decision letters (UCs & CSUs will notify in mid-March; private schools will notify in March and April).
- Mail deposit to one school and notify the others that you're not attending on or before May 1st.
- Take AP exams and finals, graduate, and ask your counselor to send final transcripts.
- Write thank-you notes to your teacher and counselor.

STUDENT ACTIVITIES

While students are encouraged to pursue initiating and/or joining an ever-changing variety of staff-sponsored clubs at Maybeck, they can also take part in the regularly scheduled activities listed below. Students may also want to run for election to the Rules Committee; details will be announced at the beginning of the school year and an election held near the end of September.

Student Activities Committee

The Student Activities Committee (SAC) meets weekly to organize events for the school. There are two SAC days each year, during which regular classes are suspended and the school takes part in an activity of SAC's choice. Often, the group sponsors school-wide outings, sports days, or film festivals. SAC also plans

Halloween and Valentine's Day activities, a Secret Santa gift exchange before Winter Vacation, the Prom, and several theme days.

Student Productions

There is a strong dramatic tradition at Maybeck. In addition to the plays produced by the fall and spring Theater Production classed, student-produced one-acts are showcased at winter performances. Students can also use our filmmaking equipment and the school computer lab to make independent digital films. Drama productions take place in local theaters and on campus, and we show student films at school film festivals and events. Each year, the Maybeck Parents' Association sponsors a Film and Art Night to celebrate student work. Besides directing and producing the plays and films, students also design costumes and do the technical support for our dramatic ventures, so almost everyone who is interested in taking part in a student production can do so. Students who are interested in producing a play or film should speak with the drama teacher, who can offer support and explain the school guidelines.

Yearbook

Maybeck's Yearbook is student-produced under the guidance of a staff supervisor. Students take photographs over the course of the year and meet to plan and lay out the yearbook. The project is coordinated by a team of core editors, but anyone can work on the yearbook: the school seeks contributors and photographers from all grade levels, as we aim to produce a yearbook that reflects all of the facets of Maybeck.

Theater Outings

Each year we take the whole school to matinee productions at the Berkeley Repertory Theatre and at Cal Performances. However, some students want to take further advantage of the wealth of theatrical offerings in the Bay Area. We encourage them to join any or all of our evening outings to watch plays in local theaters. Each year, we reserve discounted tickets to the productions on stage at the A.C.T. in San Francisco. All students are invited to attend and can sign up a few weeks in advance of each performance. The drama teacher also takes his classes to plays at the Berkeley Rep, Aurora, and Shotgun Players. These outings are open to other interested students as well. Announcements are made at school meetings and posted on bulletin boards.

Full Moon Club

Each semester, a group of interested students, staff, and parents go on a backpacking trip in parks such as Emigrant Wilderness, Big Sur, and Point Reyes. Beginning hikers are welcome, and the only fees are for food and campground expenses.

Bike Club

The school has a long and proud cycling tradition: one graduate who started riding while at Maybeck has ridden from Vietnam to India, and others have competed in national cycling competitions. When Maybeck goes camping, rather than ride the bus with the rest of the school, students may choose to take part in a three-day bike trip to the camping destination.

BEHAVIORAL EXPECTATIONS

Maybeck seeks to promote a positive, stimulating academic environment in which students can develop socially and intellectually. We are dedicated to respecting students and teachers as people, and rely on the participation and cooperation of all members of our community. The school is governed by five essential rules, which reflect our concern for the integrity of our educational goals and environment. We also have numerous campus and community policies designed to maintain our friendly and supportive relationships with each other and with those who surround us in the building and neighborhood. Infractions of our rules and policies are handled by the Rules Committee (see the Rules Committee section in this handbook for more details).

The Five Essential Rules

These five rules are in effect throughout the school day, during Maybeck events, on camping trips, and during Special Programs. Some of these rules are discussed in greater detail after the Campus and Community Policies.

1. We do not tolerate physical or psychological violence.
2. We do not permit the use of drugs, alcohol, or tobacco.
3. We require regular attendance.
4. We expect a sincere involvement in the school on both an academic and a social level.
5. We do not tolerate cheating or plagiarism (the theft of other people's thought or work), forgery, or other instances of dishonesty.

Campus and Community Policies

Students should also know the following policies and general information, listed alphabetically:

Audio Players: You may listen to music on your audio player outside, during lunch, and in quiet study areas during your break(s), as long as it does not disturb others. You need to unplug yourself completely at all other times with your headset out of sight. Your audio player must not be visible during school trips; you may use it only at night once you are in bed. Audio players will be confiscated if you use them inappropriately. You will need to retrieve them at the next meeting of the Rules Committee.

Bicycles: Maybeck encourages students to ride their bicycles to school and requires that they wear helmets and bring kryptonite locks to secure their bikes to the racks on the patio. Please do not bring bicycles inside the building as there is no space to store them.

Bottled Water: Maybeck supports St. John's "No Bottled Water" policy and encourages students to use reusable water bottles filled with tap water rather than disposable plastic bottles.

Bulletin Boards: Check the bulletin boards at the top of the main stairs daily for announcements. Class information, event posters, student meetings, petitions, and other announcements are posted under the days of the week above the staircase. Sign-up forms and other activities materials are posted on the board next to the front office door. Rules Committee and Special Program information may be found around the corner at the entrance to the administrative hallway. The student bulletin board on the concrete pillar in the common study area is available for staff and students to post messages for students; information from the College Counseling office is on a different face of that same pillar. Finally, the bulletin board in the computer lab is a place for miscellaneous extracurricular postings by students and staff. Please do not tape announcements or flyers to windows.

Cell Phones: Cell phones must be turned off during the school day and must not be visible inside the school building. Students may use cell phones outside only. The one exception: when it is raining, students may make brief and quiet phone calls from inside the Garber Street doors, but not on the stairs or landing. Cell phones will be confiscated if used inappropriately and students or parents will need to retrieve them from the Office Manager at the end of the day. If a cell phone is confiscated more than once, a parent may need to come and get it from the Office Manager. Students may not use cell phones on school trips except during the final stretch of our ride home to alert your family of our arrival time.

Clean-up: Students are expected to keep the school neat and clean. Pick up after yourself at the end of each class and after eating lunch. If you spill anything, please clean it up promptly. Cleaning supplies are kept in the locked broom-closet next door to the women's restroom.

Decorum and Attire: Maybeck is open to visitors, shares space with St. John's Presbyterian Church, and participates in various aspects of the University of California neighborhood. Language, behavior, and clothing in the halls, the classrooms, and the vicinity of Maybeck must be in keeping with the standards of an educational community. While creative expression is encouraged, students must dress in a manner appropriate for a work and study environment. Students are also required to wear shoes at all times and to maintain a reasonable standard of personal hygiene.

Drop-off Procedures: Please do not make U-turns on or stop vehicles in the middle of the streets adjacent to Maybeck. If you are being dropped off on Garber Street, have your parent pull into the underground parking area to let you out and turn around if necessary.

Entering Maybeck: Please use the Garber Street entrance or the door off the patio near Sproul to enter and leave the building. Use the main stairway near those doors rather than the narrow carpeted stairway next to the St. John's offices on the first floor.

Free Period Rooms: There is a room available for use by students who are not scheduled to be in class during most periods of the day. You may eat in the quiet study rooms so long as you keep them tidy and clean. Please do not leave your belongings in these rooms: use your locker.

Gum: Students may not chew gum in the building.

Hallways: Help maintain a smooth flow of traffic in the halls. Please do not sit or place your bags on the hallway floors or in the stairwells. Students may not linger or chat in the hallways while classes are in session, and are encouraged to go to a quiet study room to work or outside to socialize.

Laptop Computers: Students may bring laptops to school to work on assignments during free periods or in class with the teacher's permission. Students should put their laptops away in the hallway and must not use them to generate music or other noise in classrooms, hallways or quiet study rooms. Please note that Maybeck cannot assume responsibility for the security of your computer.

Lockers: Use your locker to store your books, backpacks, and other valuables. Be sure to close its lock every time. Because the building is open to the public all day, there is a risk of your belongings being stolen if you leave them unattended. Unattended and unsecured items also make our space a target for theft. Report any suspicious strangers to the office staff, and remember to keep your valuables with you or in your locker. You may decorate your locker, but all decorations must be removed at the end of the year. If you do not restore your locker to its original condition, your family will be charged a fee for restoring it.

Lost and Found: Lost and found items can be retrieved from the Lost and Found Box, which can be found on the table beside the student message pillar. Periodically and with due warning, we give away unclaimed items, as we do not have much room to store them.

Neighborhood: Our neighborhood is primarily residential, and College Avenue is a busy through street. Please do not impede traffic or disturb neighbors by congregating on the sidewalks or the corners. Remember, if you go to a local café, you will be expected to order something.

Office and Administrative Wing: Please take care of your office business during lunchtime or during your breaks. Use the 'Put it Here' mailbox on the left of the office entrance for your absence notes and tuition checks. Short messages for teachers can be clipped on the teachers' message board in the office. Papers and assignments should be put in the teacher's box in the office. The staff offices are workplaces, so please be respectful and do not assume that .

Parking: Students who wish to utilize the underground parking area must make arrangements directly with the St. John's office; parking is not free and does not belong to Maybeck. Most street parking in the area is 2-hour parking only; we request that students honor parking restrictions and avoid parking on the street when possible. Students are encouraged to use public transportation if possible.

Personal Messages: Messages to students from teachers, parents, and/or the office staff are tacked to the student message board near the office. Check it throughout the day and tell your friends when they have received a message. Please remove your messages as you see them.

Quiet Study Area: The quiet study area outside the office includes the hexagonal table, small desks, and tall table outside of Room 204. This area needs to remain quiet when classes are in session so that those in nearby classrooms and offices may focus on their work. If you wish to socialize, you must go to a free period room or outside.

Recycling: We recycle all aluminum, glass and plastic bottles, and paper. *Empty* beverage containers should be quietly deposited in the containers at each end of the long hallway. Paper goes into the blue bins in each classroom. Do not put trash, tissues, or other non-recyclables in any of the recycling bins.

Skateboards: Please show good skateboard etiquette by carrying them when inside the building and being careful where you place them in classrooms or the hallways. Ride safely and yield to pedestrians, bikes and vehicles. Students are welcome to use the St. John's half-pipe only with adult supervision and a permission slip signed by a parent or guardian (available from the office).

Smoking: Smoking is not permitted anywhere for any Maybeck member during the school day, or at any Maybeck event, activity, camping trip, or Special Program.

Visitors: Past students are welcome to visit Maybeck occasionally so long as they check in with the office, follow Maybeck rules, and in no way disrupt activities or students. The staff reserves the right to limit or bar specific students' visitation. Other visitors should check in with the office or arrange to meet their friends outside. In general, visits should take place during the lunch hour. If a student wishes to bring a visiting friend to class, he or she should arrange the visit with the office and the teacher(s) in question.

Harassment

Maybeck affirms the right of all students to engage fully in their academic studies and the school community. Any form of harassment interferes with this right by jeopardizing students' sense of safety and security at school. Harassment is a form of violence and includes unwelcome verbal, physical, visual, electronic, and/or sexual conduct that creates an intimidating, offensive, or hostile environment or that interferes with any student's ability to participate in school activities.

Harassing behavior can include: racial, ethnic, gender-based, or sexual jokes, insults, threats, or innuendoes; sexually suggestive gestures or unwelcome touching; photographs, pictures, or objects that convey offensive or sexually suggestive content; unwelcome or offensive email, phone calls, or websites.

Any incidents of harassment will be dealt with seriously. If a student feels he or she is being subjected to harassment by students or staff members, he or she should speak with any member of the Rules Committee or the staff.

Attendance

Regular attendance is critical to a student's success at Maybeck. Students who have been absent face additional pressure after their return to make up missed assignments and learn material covered while they were gone. Even so, if a student feels ill, he or she should stay home. If possible, please schedule medical and dental appointments outside of class hours. If a student will have a series of appointments during the school day, try to schedule them at different times, so that he or she does not miss the same class repeatedly.

Excuse Notes

Students who are absent must turn in excuse notes to the mailbox in the office as soon as possible. Parents are encouraged to copy and use the template available on our website and in the front office. If they cannot do so, personally composed excuse notes are welcome, but they must be clearly legible and written on paper at least 8.5" by 5.5". Excuse notes must include the following information:

- The student's first and last name
- The date(s) of the absence
- The classes missed (not the periods or hours)
- The reason for the absence
- A parent or guardian's signature

The school Rules Committee monitors students' attendance. If a student does not turn in an excuse note promptly, he or she will be asked to meet with the Rules Committee. The Rules Committee may also meet with students and their parents if students are absent too frequently or if the reasons listed for absences do not seem adequate.

Petition for a Non-Medical Absence

Students who anticipate being absent for longer than a day should pick up a petition for a non-medical absence from the office (please see the sample on page 44). Students should fill out the top of the form, show it to their teachers to ask for assignments, and then give a copy to the Rules Committee. Please give teachers plenty of notice of your absence, as they may need time to figure out the assignments for the days you will miss.

If a family plans for a student to be absent for more than three days, they should also write a letter to the Academic Committee explaining the circumstances of the anticipated absence and requesting approval. Please do so as soon as you know of your plans and at least two weeks in advance, so that the committee has enough time to respond to the request. The committee may not endorse all proposed absences.

The 20% Rule

There is no substitute for the lectures, discussions, labs, and studio time that make up the day at Maybeck. A student's participation in class is severely compromised by frequent absences of any nature. Any student who misses 15 days or 20% of a class (whichever is less) will automatically receive No Credit for the course (an NC will appear on the transcript). This policy applies whether the absences are excused or not. If there are extenuating circumstances that warrant consideration, a student can write a letter of appeal to the Academic Committee.

The Rules Committee

Infractions of our rules are handled by the Rules Committee, which is composed of two staff members, who serve on a rotating basis, and two students, who are elected by their peers. The committee meets weekly with students and, if necessary, their parents or guardians to discuss matters of attendance and behavior. Initial meetings with students take place at lunch; meetings with parents are often scheduled later in the afternoon.

The Rules Committee List

Students are responsible for checking the Rules Committee list posted on the bulletin board each week, even if they think they will not be on it. For example, students who have been absent and turned in notes should make sure that their absences have been cleared. It is important not to miss Rules Committee meetings, as they are our primary way of communicating with students about their attendance and behavior records. The second time a student misses a Rules Committee meeting, the Rules Committee will schedule a meeting with his or her parents or guardians, and the student may be suspended until that meeting takes place.

Parent Meetings

If initial meetings with a student do not resolve the issue addressed, or if an infraction is of a serious nature, the Rules Committee will arrange a meeting with the student and his or her parent(s) or guardian(s). Depending upon the severity of the issue, the student may be given a contract warning, put on a contract, or dismissed.

Rules Committee Contracts

The Rules Committee uses a system of contract warnings and contracts to address ongoing or serious behavior issues. A Rules Committee contract is a signed agreement by the student and his or her parents or guardians that the student will resolve the area of concern. A student who breaks a contract risks expulsion from the school.

Steps Toward Going on a Contract

If a student continues to have difficulty with behavior, attendance, or homework, the Rules Committee will issue a **contract warning**; usually this will take place at a meeting with the student's parent(s) or guardian(s). If the matter is still not addressed, the student will be placed on a **contract**. The Rules Committee may put a student on a contract for behavior, attendance, homework, or some combination of the three.

Contract warnings are issued as a courtesy to students and their families. The Rules Committee may skip this stage and move directly to a contract if it feels a given infraction warrants this response.

Consequences of Going on a Contract

Each of the consequences listed below has a significant effect on students, who should take Rules Committee contracts very seriously.

Step Toward Dismissal: Being placed on a contract is a significant step toward expulsion. By signing the contract, the student agrees to correct the problematic behavior; a student who breaks a contract may be dismissed from the school. The Rules Committee will hold expulsion hearings with the parents or guardians of students who have broken their contracts, and each infraction will be evaluated carefully.

Special Programs: Students who are placed on a contract cannot travel during the next Special Programs session.

Carry-Over Contracts and Warnings: A student who goes on a contract during the last 20 days of a semester will remain on that contract for the following semester. Contract warnings for homework, behavior, and for some instances of attendance also carry over to the next term if they are issued during the final 20 days of a semester.

Repeated Contracts: A student who goes on a contract of any type for the second time will only receive financial aid for the following semester at the discretion of the staff. A student who goes on a contract of any type for the third time may only return to Maybeck the following semester at the discretion of the staff.

Infractions of the Five Essential Rules

It is important for families to be aware that the Rules Committee will respond to student behavior with the level of severity it deems appropriate. **It may skip contract warnings and may even move directly to an expulsion hearing.** These serious measures are usually taken when a student breaks one of the five essential rules. Although the response of the Rules Committee may vary depending on the circumstances of individual cases, families can generally expect the following.

Physical and Psychological Violence

The use of violence or incidents of harassment will result directly in a contract meeting or an expulsion hearing, depending on the severity of the incident.

Drugs and Alcohol

An essential policy of Maybeck High School is that students must be fully engaged in their educational process and in the Maybeck community. Drug use precludes complete involvement in learning and raises concerns about students' health and safety. For these reasons, Maybeck prohibits the use of alcohol and drugs during school hours or community events.

Maybeck staff and students collaborated to create the following policy: Students may not use, possess, or distribute illegal drugs (including controlled substances for which they do not have a prescription), alcohol or any related paraphernalia during the school day, at any Maybeck event, or at any time on the Maybeck campus. Misuse or distribution of prescription drugs is also prohibited under Maybeck policy. If a student is found in violation of Maybeck's drug policy, or if there is reasonable suspicion that a student is in violation of the policy, the student will be suspended until a Rules Committee meeting with the student and the student's family can be called. Reasonable suspicion includes, but is not limited to, smelling of drugs or alcohol or exhibiting behavior indicative of being under the influence of drugs or alcohol.

For a student who has violated Maybeck's drug policy for the first time, the Rules Committee will mandate drug education or a counseling program and place the student on a contract for a period to be determined by the Rules Committee, but not exceeding one year. After Rules Committee mandates drug education or counseling, families will have ten days from the meeting to enroll their child in a suitable program. After ten days, if the family has not found a program, Rules Committee will re-suspend the student until a program is found.

In some cases, the Rules Committee will determine that the student must be dismissed for his or her first offense. Possible causes for dismissal on the first offense include, but are not limited to, selling or distributing drugs or alcohol; a student will also be dismissed if Rules Committee determines that the student's substance abuse renders him or her a danger to him or herself or to other members of the Maybeck community.

If a student is found in violation of the drug policy a second time at any point during his or her enrollment at Maybeck, the student will be dismissed.

Smoking

An isolated instance of smoking will usually result in a contract warning. If a student is found smoking a second time, he or she will be asked to enroll in a smoking cessation program. The student will also be put on a contract and may be given other assignments. A third offense will lead to an expulsion hearing.

If we have reasonable grounds for suspecting a student is smoking, we will contact his or her parents or guardians. Provided they have not been found smoking, students seeking advice for themselves or for friends regarding the use of tobacco will not be subject to disciplinary action.

Attendance

Please note the 20% rule about attendance outlined above. The staff takes attendance very seriously. Although most dismissals for attendance occur after a student breaks an attendance contract, a sudden, sustained failure to attend classes can result directly in an expulsion hearing.

Dishonesty

Incidents of cheating, plagiarism, and forgery will normally result in a student's going on a contract. The student will also receive a formal warning about dishonesty that will go in his or her file. Further instances of dishonesty at any point during his or her tenure at Maybeck will likely result in dismissal.

Incidents of cheating on major assignments or exams (for example, Lit papers, final exams, or other assignments worth 10% or more of the semester's grade) will result directly in an expulsion hearing.

FINANCES

If you have any questions about the procedures outlined below, please contact the Business and Finance Manager. Appeals or requests regarding financial policies or other financial matters should be addressed to the Finance Committee.

The Finance Committee

The Finance Committee is a group of core staff members who meet with the Business and Finance Manager and/or the Accounting Manager to discuss financial policy, formulate financial proposals for the staff, prepare the annual budget, determine financial aid awards, review unpaid bills, administer the Jeremy Harrison Memorial Fund Scholarships, and oversee other financial matters for the school.

Educational Expenses

Families will be billed for four types of expenses:

- **Tuition:** The tuition covers the broad cost of your child's education. Most of it is used to pay for teachers' salaries and the expenses of running the school. Families that qualify for financial aid pay reduced tuition; their level of tuition is determined by the Finance Committee. A few students qualify for full academic scholarships and pay no tuition.
- **Annual Fee:** This fee covers the cost of all school trips, printing and mailing costs, ID cards, graduation fees, transcripts, class and office copy, yearbooks, and other classroom expenses. With the exception of a few students on full academic scholarships, all families must pay the fee, whether or not they qualify for reduced tuition.
- **Expenses:** Expenses for books, art class materials, and field trips are charged separately as they occur and are itemized on the bill. All families must pay for these expenses.
- **Special Programs:** Because of the wide range in the cost of Special Programs, these are billed separately from tuition. A student whose family has not paid the cost of his or her program by the time it begins will not be allowed to participate in it. Financial aid for travel Special Programs is available to some students. Please see the section on the Jeremy Harrison Memorial Fund Scholarships under Special Programs, above.

Please note that **all payments are owed for each entire semester**, regardless of late entrance, voluntary withdrawal, or removal at the request of the school. In the event of withdrawal or dismissal, any unpaid expenses become immediately due.

The tuition and fee will likely increase 5-12% each year, depending on our operation costs.

Tuition and Fee Payment Schedules

Students who attend Maybeck for one semester only are charged 60% of the yearly tuition. In order to simplify our billing process, all families are charged 60% of the tuition for the first semester and 40% for the second.

Families may choose between two payment schedules for the tuition and annual fee. The semi-annual plan includes two payments, one for each full semester, due in July and December. The ten-month plan includes

ten installments paid between July and April. Families on financial aid automatically participate in the ten-month plan. Book and material expenses are billed as they occur.

Paying the Deposit and Choosing a Payment Plan

A non-refundable tuition deposit for the following year is due in March for returning students and at the time of acceptance for new students. For families paying full tuition, the deposit amount is 10% of the annual tuition. For families applying for tuition reduction, the deposit amount is 5% of the annual tuition.

Returning Students: Families of returning students send in their deposit with their Intent to Return Form, due in March. At this time, they indicate which payment plan they prefer for the following year. Families on the ten-month payment plan may defer their March tuition payment until May, so as to avoid an extra burden when the deposit is due. Families that apply for financial aid by the February deadline will receive their grant decisions before the Intent to Return Forms are due.

New Students: Families of new students decide which payment plan they prefer and request financial aid application materials as part of their child's application to the school. Their deposit is due when they accept the school's offer of enrollment for the following year.

Financial Responsibility and Payment Schedule Forms and the Registration Payment

The Accounting Manager sends two copies of a personalized payment plan (the Financial Responsibility Form) to each family in the Registration Packet, which is sent out at the beginning of the summer. This form details what payments are due on which dates, based on the payment plan chosen by the family and the amount of tuition owed. Families are required to sign one copy and return it to the school with their registration materials and their first payment. They keep the second copy for their records.

Payment Procedures

Writing Checks and Money Orders

Please write out all checks and money orders paid to the order of Maybeck High School. The school does not accept cash or credit cards.

Please write your child's name on the memo line of every check or money order.

A separate check or money order must be written out for payments in each of the following categories:

- Payments for items billed on monthly statements (tuition, annual fee, Special Programs, class and activity expenses)
- Payments for BART ticket orders
- Donations to the Annual Giving Campaign
- Payments for silent auction items or other fundraisers

Credit for Returned Books

Some hardback textbooks may be returned to Maybeck at the end of the school year for a partial credit on their use fee. The school does not issue a return credit for paperback books, which students generally keep.

Late Payments and Overdue Accounts

Due Dates and Fees

Tuition and fees are billed and due on the first of the month and are considered late after the 15th. A \$20 fee will be charged for late payments unless arrangements have been made in advance with the Accounting Manager. If you experience financial difficulties, please contact the Accounting Manager.

Overdue Accounts

Accounts are considered delinquent when payments are 60 days past due, at which point a student may be suspended from the school until payment in full has been received or an acceptable payment plan has been worked out with the Accounting Manager.

Students whose accounts are severely delinquent may not receive the following records until their accounts are paid or other acceptable arrangements have been made with the Business and Finance Manager, as teachers will stop grading due to nonpayment for services:

- mid-semester reports
- semester grades
- diplomas

Financial Aid and Academic Scholarships

Maybeck allocates at least 15% of each year's tuition revenue to financial aid. Approximately 40% of students receive some tuition reduction. In addition, there are a number of full scholarships available to students who have demonstrated financial need, who have academic promise, and who would contribute to the cultural diversity of Maybeck's student body.

Families must apply for financial aid **every** year by going through **all** of the steps outlined below. A family that receives financial aid one year will not be automatically eligible for aid during subsequent years.

The Financial Aid Application Process

In January, families that currently receive financial aid from Maybeck will be mailed an application for the following year. Completed materials are due back by mid-February. Other families that wish to apply for financial aid may request an application at any time, but are encouraged to meet the February deadline.

We use the School and Student Service for Financial Aid (**SSS**) in Princeton, New Jersey to help us evaluate a family's need. Families must complete the SSS form and submit it to the agency either online or via US mail. Families must also provide copies of their most recent **income tax forms** and **W-2's**.

Please note that in order to meet the February deadline, families will need to complete their tax return forms early in the year. Families may submit additional information they feel is relevant to the committee's decision process. **The Finance Committee cannot process incomplete applications.**

All completed applications received by the **February deadline** will be considered in the **first round of grants**, and families will be told their grant decisions before the Intent to Return Forms are due for the following year. Grants will be made based on the recommendation of the SSS and our available funds. Families may request financial aid at other times of the year, but we will have less money available after the first grants have been made.

Academic Scholarships

To apply for an academic scholarship, a student's family must complete a financial aid application. In addition, the student must provide recommendations and write an application essay. The families of students who receive full academic scholarships pay no tuition and may or may not be charged the annual fee, depending on their need. In addition, the student receives a \$200 grant each year toward the cost of Special Programs and may be eligible for a larger Jeremy Harrison Memorial Fund Scholarship in his or her senior year. To remain eligible for an academic scholarship, the student must maintain a 3.0 academic GPA and stay off Rules Committee contracts. A full description of the scholarship application process and requirements is available from the office or online.

Circumstances That Jeopardize a Family's Eligibility for Aid

A student who goes on a Rules Committee contract of any type for the second time will only receive financial aid for the following semester at the discretion of the staff.

A student who goes on academic probation for the **third** time may only remain at Maybeck at the discretion of the staff, which may choose not to offer financial aid.

Fee Waivers for the College Application Process

Fee waivers for the SAT I and II tests, fee reductions for AP tests, and fee waivers for up to four college applications are available to students in financial need. Students who think they may qualify should ask the College Counselor.

MISCELLANEOUS OFFICE MATTERS

The office oversees the distribution and collection of the following items:

Intent to Return Forms

Each March, families are asked to specify whether their children will attend Maybeck the following year by submitting an Intent to Return Form. It is important for families to hand in this form even if their children will not return to Maybeck. Returning families pay their tuition deposit and specify which tuition and fee payment plan they want the next year. Families that apply for financial aid by the February deadline will receive their grant decisions before the Intent to Return Forms are due.

Registration Forms

The Registration Packet is sent to families at the beginning of summer each year and is due by mid-July. All materials in it must be completed **every year**. **Students who have not turned in all the documents will not be able to attend school (including the camping trip) in the fall.** The first payment for the fall tuition is due with the registration materials.

Student Lockers

Student lockers are assigned on the first day of school. Students who lose their locks will be charged a replacement fee. Students whose lockers need to be cleaned, repainted or replaced at the end of the school year will be charged a fee to cover the expense.

Student ID's

Photographs for student ID's and the school Directory are taken on the first day of school, and the ID cards are printed and distributed as soon as possible.

School Directory

A directory listing addresses and phone numbers for students, their families, and staff members is distributed each fall semester.

Work Permits

Students younger than 18 must have a work permit in order to hold a job. In order to get a permit, the student must first arrange for the job. Once it is lined up, he or she should talk to the Registrar, who will write a letter stating the student's GPA and will give the student a work permit request form. The student must complete the request form and take it and the Registrar's letter to Berkeley High School to receive the work permit.

Transcripts

Students must request transcripts **at least a week** in advance of when they need them. Seniors are responsible for requesting all transcripts that they need for the college application process. Students who request a transcript with less than a week's notice will be charged a \$40 rush fee.

STUDENT SAFETY

We take all possible measures to ensure student safety. All staff members take refresher courses in CPR and First Aid every two years. The school holds fire drills each semester and explains to students what measures to take in case of an earthquake or other disaster situation.

Field Trips

We frequently take students on excursions around our neighborhood: to museums, the UC Berkeley campus, or the Berkeley Repertory Theatre. We do not use field trip forms for these short trips.

Students may also take part in overnight or day-long field trips. The teachers planning these trips may have parents or guardians sign and return a consent form if they feel this is appropriate. In general, however, we consider the signed four-page Entrance Authorization Form to be a blanket consent form for students to take part in field trips with school classes or clubs. Teachers who lead excursions that extend

beyond school office hours carry participating students' emergency release forms with them, so that they have critical medical and contact information on hand.

Earthquake and Disaster Response

In the event of a major earthquake or other disaster in which transportation and telephone communications are disrupted, we will keep students at school and tend to their wellbeing. We will release students from school only according to the arrangements designated in their Emergency Release Forms. Parents or guardians may opt to have their children released on any of the following conditions:

- to the parents or guardians only
- to the parents or guardians or to other specified relatives or adult family friends
- to any Maybeck parent
- on their own, if they live within walking or easy bicycling distance from school

Students who are off campus when an emergency occurs should return to campus and tell the school staff of their arrival.

Please note that we cannot change these arrangements at the time of the emergency situation.

If a student is seriously injured, we will make every effort to contact his or her parents or guardians or other listed emergency contacts. We request that all families list one out-of-state emergency contact.

Please do not try to contact us by phone or cell phone, as staff will be busy with assigned emergency response tasks.

Child Abuse Reporting

By California law, we are required to report to legal authorities any reasonable suspicion of physical, emotional, or sexual abuse; deprivation; or neglect. Though we may let families know that we are making such a report, we are not required to do so, and will act in what we consider to be the best interests of the child.

We are grateful to the Head-Royce School for allowing us to draw on their policies regarding accommodations for students with learning disabilities and earthquake and disaster response plan.