



## 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.

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# SCHOOLWIDE LEARNER OUTCOMES

Every Maybeck graduate will be:

**1. An Academically Engaged and Sophisticated Student**

- a. strong writing, discussion, and public speaking skills
- b. sustained and thorough independent research
- c. mastery of note-taking, organization, and time management skills
- d. self-direction in learning
- e. comfort with a range of perspectives and interpretations
- f. ability to look for meaning below the surface
- g. creative, complex, and logical reasoning
- h. preparation for and admission to four-year colleges

**2. An Independent, Confident, and Inspired Individual**

- a. leadership skills
- b. contribution to shaping the school's program
- c. resourcefulness and risk-taking
- d. strong communication skills
- e. distinctive voice and expression of his or her own views
- f. sense of confidence in who they are
- g. self-reliance, self-discipline, and responsibility
- h. strong work ethic

**3. An Explorer of Places and Ideas**

- a. national and international travel
- b. comfort with the outdoors
- c. comfort in an urban environment
- d. political awareness and understanding of current events
- e. academic curiosity
- f. innovative thinking and problem-solving
- g. desire to grow through new experiences & move past comfort zone

**3. An Active and Respectful Community Member**

- a. involvement in and commitment to community service
- b. respect for other viewpoints
- c. compassion for others
- d. embracing of diversity and cultural differences
- e. collaborative learning and team work
- f. exposure to non-hierarchical ways of functioning
- g. dedication to conserving the environment

**5. A Well-Rounded Person**

- a. physical and emotional well-being
- b. participation in and appreciation of the visual and performing arts
- c. engagement with hands-on activities
- d. pursuit of individual passions

# ACADEMICS

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

## Graduation Requirements

### Units of Coursework

We require students to be enrolled in at least 6 classes each semester, unless specifically approved by the Academic Dean. 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:** 30 units, including Biology and Chemistry.

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

**Foreign Language:** 20 units, including third 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, 2 semesters. The 2 semesters must both be from the same category of Arts (Visual Arts, Performing Arts, or Interdisciplinary Arts).

**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 Dean in advance and should be completed before final exams in the student's last semester.

**Other Notes:** 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.

## Common Sequence of Courses at Maybeck

	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>English</b>	Composition	Intermediate Composition	Literature	Electives
<b>Math</b>	Algebra I*	Geometry	Algebra II	Statistics or Pre-Calculus (Calc offered)
<b>Social Studies</b>	World	US	Electives	Electives
<b>Science</b>	Conceptual Physics	Chemistry	Biology	Electives
<b>Other</b>	Electives**	Electives	Electives	
<b>Foreign Language</b>	Complete 3 years (20 credits)			

\*students can place into a higher math

\*\*Students need to complete 10 units of Art (a full year), 15 units of PE, and 5 units of Health

**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. Art classes and 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 (in visual arts, music or theater) 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.

## Advanced Placement Examinations

In order to show our values of student-centered learning and depth over breadth, Maybeck has moved away from AP courses. That said, students interested in studying for and taking Advanced Placement (AP) exams are welcome to, and a number of Maybeck students do so each year. Students who study for AP exams on their own while taking a Maybeck course related to the topic have the potential to do well on these exams. We typically recommend considering AP exams for very strong students in a particular subject area, who are curious to learn more and ready to commit a fair amount of time to outside preparation. Our college counselor coordinates AP exams, and students and families who sign up for AP exams can contact her for further information.

## Signing Up for Classes

Most students take 6 classes a semester. Students can choose to take a free block, or a full schedule. Seniors may take 5 classes if that matches their post-high school plans as approved by the college counselor. Most 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 usually 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.

## **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. 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 Dean 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 Dean, 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:** Please see the Maybeck website for a copy of the weekly block schedule.

### **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. The exam schedule is shared a few weeks before finals.

## **Progress Reports and Grades**

### **Mid-Semester Reports**

After the first quarter of each semester, 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 their 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.

## **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 Dean 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 occasionally able to arrange a limited amount of low-cost tutoring with Cal students. Speak with the Academic Dean if you are interested in exploring either of these options. We leave it to families to arrange for private tutoring, but the Dean 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 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 the Academic Dean. Maybeck staff may also initiate such meetings.

### **Parent, Teacher & Administrator Contact**

For high school students to succeed, it is important for all adults in their community to work together, to support each other, and to clarify ways to best communicate with each other.

We strongly believe that developing student's self-advocacy and independence is one of the most important roles of a high school education. To that end, we recommend that when possible, parents take a coaching role when their child runs into an issue, and coaches their child on how to best reach out themselves to the teacher or staff member in question.

At the same time, there is often valuable information that a parent has about a student that would be helpful for Maybeck staff to know. Giving context about anxiety, a high stress situation at home, avoidance, or even a concerning pattern of behavior or emotions at home can be incredibly helpful to teachers and staff.

For questions or concerns about academics, contact the Academic Dean

For questions or concerns about social-emotional needs, contact Director of Counseling and Student Life

For questions or concerns about learning accommodations, contact the Learning Specialist

For other questions or concerns, contact the School Director.

In some cases, it makes sense for parents to reach out directly to a teacher. Email information for teachers is listed in the syllabus for each course, as well as on the website.

### **Accommodations for Students with Learning Differences**

Maybeck seeks to support all forms of diversity and understands that some students have learning differences 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 differences 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. Our Learning Specialist 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 learning difference or condition that has been diagnosed
- a recommendation for specific accommodations, with an explanation of why the student 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)

Many students flourish at Maybeck simply because the small classes make the learning environment more focused and personal. Often, students with learning differences will also benefit from working with a tutor, for additional support.

We expect all students to complete all assignments, but some students with learning differences may reduce their homework load by taking fewer academic classes per semester. All accommodations will be made on a case-by-case basis. 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 differences 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.

## **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 Dean 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 60 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 Dean.
- 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.

**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 at least 3 miles from school. Maybeck requires all students to wear a helmet while bicycling.

## Classes at Other Institutions

Students should speak to the Academic Dean if they are interested in taking classes at other institutions.

## 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).

### Maybeck Email

Students are assigned a Maybeck email account, and should check it regularly.

### Late Work Policy

Maybeck classes may accept late work utilizing the extension request form provided by the teacher. Please see individual class syllabi for details. Students and parents will be notified if a pattern of late work begins to develop and appropriate next steps will be taken, which may include one-on-one conversations with the student; a dialogue with student, parents, and teacher; and/or mandatory office hours.

### 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 Dean and College Counselor. 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

College counseling at Maybeck is a very personalized, student-centered process which begins in earnest in January of the junior year. As freshmen, students are encouraged to focus on adjusting to high school, getting to know their teachers and fellow students, exploring interests, and earning good grades. College planning should not yet be a concern. However, students should know that while not all colleges include freshman grades in GPA calculations, they will be visible on official transcripts.

During sophomore year, students are encouraged to continue earning good grades and developing their interests. In October, students are given the PSAT exam, and in March, all will take a Practice-ACT exam – both administered on campus. In the latter part of Spring semester, the Director of College Counseling will hold an information night for parents and students that will help make sense of the results and offer a light introduction to college planning.

Second-semester juniors will begin having regular, one-on-one meetings with the Director of College Counseling, which will extend through senior year. The college counseling office guides students and parents through all aspects of the application and financial aid process in a very personalized way. With plenty of guidance and information on-hand, students are encouraged to drive their own process, and to make choices that constitute the best college decision for them.

# STUDENT ACTIVITIES

Students are encouraged to initiate and/or join 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. Once a year is SAC day, 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 break, the Prom, and several theme days.

## **Student Productions**

There is a strong dramatic tradition at Maybeck. The fall Theater Production class produces a play in November. Additionally, 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. All students are invited to attend and can sign up a few weeks in advance of each performance. The drama teacher also takes his or her 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.

## **Maybeck Beyond**

Maybeck Beyond offers a variety of optional outings and activities throughout the school year that students can participate in. This program offers experiential learning outside of the classroom, with an emphasis on outdoor education and cultural appreciation. In recent years offerings have included day hikes, camping, backpacking, museum visits, concerts, beach bonfires, roller skating, ice skating, etc.

## **Bike Trips**

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. Students who are placed on a Behavior or Universal Contract by the Rules Committee will not be allowed to participate in Maybeck bike trips for one year starting from the beginning of their contract.

# 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.

## 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**.

The following sections provide a detailed description of each of the Five Essential Rules.

### 1) Physical and Psychological Violence

The use of violence or incidents of harassment are treated very seriously, as they create a hostile environment unsuitable for learning.

#### 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.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature, especially if it has the effect of unreasonably interfering with an individual's work and/or academic performance, or creating an intimidating, hostile or offensive environment. It is against our policy and unlawful for employees or students to commit acts of sexual harassment.

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.

We encourage students and families to review this guide about definitions and reporting of sexual harassment: <https://www.equalrights.org/issue/equality-in-schools-universities/sexual-harassment/>

#### Offensive and Derogatory Language and Conduct

Maybeck is committed to providing a safe and inclusive environment for all members of our community. Therefore, any language and conduct, intentional or unintentional, that discriminates, stereotypes, mocks,

threatens, or harms anyone in our community is unacceptable and prohibited. This includes language and conduct based on actual or perceived threat to:

- ethnicity, race, or color
- disability
- gender, gender identity or expression, or sexual orientation
- national origin, race, religion, or socioeconomic status; or
- any combination of these factors

Offensive and derogatory language and conduct within or outside of school can affect a community member's ability to feel safe and thrive at school and all such incidents require an active response. Maybeck is committed to educating students about the impact of harassing behavior, which include but are not limited to:

- Verbal, written, or online comments such as derogatory jokes or slurs
- Verbal, written, or online comments that make fun of or demean a peer or group based on racial, religious, gender, or sexual identity, class, sexual preference or any other identifiers
- Visual displays and written communication, such as derogatory posters, photography, cartoons, drawings, gestures, or email messages; and
- Retaliation for reporting or threatening to report harassment.

Any community member who experiences or witnesses conduct that adversely affects them or others should report it through the Bias Incident Form, or speak directly with the Director of Equity and Inclusion or another staff member. This form is received and reviewed by the Diversity and Equity Committee, led by the Director of Equity and Inclusion. Every reported incident will be responded to seriously, objectively, and promptly.

Following a review and further investigation of the reported incident, the following steps typically occur:

- All parties involved will have a chance to share what happened with members of the Diversity and Equity Committee, or with the Director of Equity and Inclusion.
- Support will be provided to students who were targeted and/or impacted.
- A staff person from DEC will communicate with parents or guardians of all students involved.
- The Diversity and Equity Committee will coordinate next steps, and depending on the behavior involved:
  - The student(s) will engage in a restorative process focusing on accountability, education, repair and restoration.
  - The student(s) may be referred to the Rules Committee and be subject to disciplinary action, which may include a range of actions including the above restorative process, contract warnings, suspension, or dismissal.
  - The student(s) may be referred directly to the School Director in urgent or egregious instances of harm.

Offensive and derogatory language and conduct can have an impact on the entire community, and as such, school administrators may communicate with the larger school community by describing the nature of the incident using thoughtful language that protects the identities and rights of the students involved, reaffirm the school's values, and share steps and resources that will help the school community move forward.

## **2) Drugs and Alcohol**

An essential value of Maybeck High School is that students are fully engaged in their education and in the Maybeck community. Substance use inhibits complete involvement in learning and raises concerns about students' health and safety. For these reasons, Maybeck prohibits the possession and/or use of alcohol, marijuana, tobacco, and illegal drugs or any related paraphernalia. Possession and/or use can be grounds for immediate dismissal.

Students may not use, possess, or distribute alcohol, marijuana, tobacco, and illegal drugs or any related paraphernalia during the school day on or off campus, or at any Maybeck event (including Retreats, Special

Programs, Maybeck Beyond events, and other scheduled events). 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 may 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, the school may require the student to undergo drug evaluation, rehabilitation and/or counseling. They will also likely be placed on a contract for a period to be determined by the Rules Committee, but not exceeding one year.

In some cases, the Rules Committee will determine that the student must be dismissed for their 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 them a danger to themselves or to other members of the Maybeck community.

**Vaping on or off campus during the school day, or at Maybeck community events is a violation of the policy and will be treated with the same seriousness as described above.**

### **3) 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**

A parent or guardian can excuse an absence by writing [Attendance@maybeckhs.org](mailto:Attendance@maybeckhs.org). Excuse notes must include the following information:

- The student's first and last name
- The date(s) of the absence
- The class periods missed
- The reason for the absence

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**

If a family plans for a student to be absent for more than three days, they should also write a letter, sent to the main office, 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. We highly encourage families to not plan absences for students who are struggling in any class, or for any reason near the end of the quarter or semester.

#### **Attendance and 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. Throughout the semester, students with excessive absences must write an "impact letter" to their teacher(s) and the Academic Dean, to account for the absences and ensure a plan for staying caught up in class.

- 5 weeks into semester: 3 or more absences require a letter
- 10 weeks into semester: 6 or more absences require a letter
- End of the semester: 9 or more absences require a letter

Any student who misses 20% of a class (more than 8 class periods in a semester) will be recommended to receive No Credit for the course (a NP will appear on the transcript). This policy applies whether the absences are excused or not. Rare exceptions will be made in cases of serious medical or mental health issues or bereavement. The 20% Rule applies to Maybeck's Special Programs as well.

### **Tardy Policy**

It is an expectation that you will show up to each class on time, engaged, and ready to learn. A student that is more than 30 minutes late to class will be considered absent.

Students who earn 3 or more tardies (excused or unexcused) in a week must attend a mandatory study hall during a specified lunch period to account for missed class. In some cases, students who don't reach 3 tardies in a week but still have consistent tardy patterns may also be assigned to the study hall.

Students who repeatedly miss this mandatory study hall may be asked to attend a Parent Meeting or be referred to RC to be put on a Behavior Contract.

## **4) Involvement in the Community**

We expect a sincere involvement in the school on both an academic and a social level. Because we are a small community, every student's participation and involvement matters. That means participation in events like retreats, special programs, and other school events are mandatory. Through authentic participation in these events, we co-create each year a school community where every student feels safe and included.

If students have reasonable medical, mental health or other personal reasons they cannot attend school events, we will work with families toward solutions. We may ask students to participate in the school community in other ways, or to reflect on their absences and what they need going forward to be able to participate fully. Missing school events may make students ineligible to travel during our Special Programs each Spring.

## **5) Academic Honesty**

Incidents of cheating, plagiarism, and forgery will result in a student's going on a contract. The student will also receive an F on the assignment, without opportunity for rewrite. Further instances of dishonesty at any point during their time at Maybeck will likely result in a zero for the semester in the course, and consideration of expulsion.

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 have more severe consequences.

## **Other 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.

**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. 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. Please do not tape announcements or flyers to windows.

## **Cell Phone Policy**

Students may not use cell phones in the building at any time that classes are in session unless they do not have a class, and then they may use their phones as long as it's not distracting to others (phone calls should be made outside the building). During passing periods, students may check phone messages. When students are not in class, they may use their phones for music as long as they have a private listening device. Cell phones will be confiscated as deemed necessary and students will need to retrieve them from the main office or the director 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 main office. Students may be referred to RC for inappropriate cell phone use.

**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. Please drive slowly and use caution in the parking area.

**Entering Maybeck:** Please use the Garber Street entrance or the door off the patio near the Sproul room 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.

**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 Shelf, which can be found on the shelf at the end of the hall in the administrative wing. 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. Papers and assignments should be put in the teacher's box in the office. The staff offices are workplaces, so please be respectful and quiet in that area.

**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.

**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 octagonal 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. Please do not skate on the sidewalks surrounding our block nor in the busy nearby Elmwood shopping district.

**Smoking and Vaping:** Smoking and vaping 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 Admissions Director and the teacher(s) in question.



## RESTORATIVE JUSTICE AT MAYBECK

Maybeck is committed to developing and sustaining meaningful relationships with all community members. In support of this value and in order to provide an opportunity for young people to take responsibility for and learn from their actions, we have adopted a restorative approach to building community on our campus. Restorative Practices are not a substitute for appropriate consequences; rather, they are a shift in philosophy that recognizes and attempts to repair the harm to relationships that often accompanies the breaking of our community agreements. This approach views conflict as opportunities to learn through problem solving. In order for young people to see the impact of their actions, we often invite parents and family members to join us in working through problems and supporting students in their growth. The goal is for us to provide students with high expectations and support, which means doing things with students, rather than to or for them.

We prioritize a restorative approach in how we respond to conflict between staff and students as well as discipline matters. We often recommend mediation to address instances of harm and/or conflict.

### Mediation at Maybeck

Mediation, also known as a restorative conference, is an opportunity for two or more people to have a facilitated space in which to come to understand each other better. Often, larger conflicts can be avoided if people have a chance to speak and listen in this way. Mediation is confidential. It works when all participants agree to be part of it, and when all participants agree on someone they trust to act as a mediator.

Any student or faculty can request a mediation with another student or faculty. They do that by asking our Director of Equity and Inclusion, Director of Counseling and Student Life, Academic Dean or any staff member for a mediation. All parties will connect with the mediator individually and mediation will proceed once all parties agree to participate. In the mediation, the mediator will ensure that all parties have the opportunity to share their perspective, express their needs, and hear others' experiences. The goal of the mediation is to find ways to repair harm and create agreements for moving forward.

### The Rules Committee

When community expectations are broken at Maybeck, our staff- and student- led Rules Committee oversees a restorative approach to repairing harm and holding students accountable. The Rules Committee is comprised of 2-3 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.

If students are called to the Rules Committee, students will be asked to describe what happened, identify causes, reflect on the impact, and begin to consider how to repair the harm. The Committee then makes recommendations for next steps, which may include additional supports, requests for mediations, or consequences to hold students accountable.

Typically, parents are informed of Rules Committee meetings after RC has met with the student. The purpose of this timing is so that the staff can share about how the student responded in the meeting, and any next steps that the committee decided on. In more severe cases, parents are notified before the meeting.

### The Rules Committee List

Students are responsible for checking the Rules Committee list each week, which is distributed through contact group teachers and the student's Maybeck email. It is important not to miss Rules Committee meetings, as it shows a sincere effort to respond to the needs of the community. The second time a student misses a Rules Committee meeting, the Rules Committee will schedule a meeting with their parents or guardians to address both the initial concern, and the inattention to follow-through.

## 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 and/or the Director will arrange a meeting with the student and their 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 issues with behavior, attendance or homework. A Rules Committee contract is a signed agreement by the student and their parents or guardians that the student will resolve the area of concern. A student who breaks a contract risks an expulsion hearing.

### Steps Toward Going on a Contract

If a student continues to have difficulty, the Rules Committee will issue a contract warning. If the matter is still not addressed, the student will be placed on a contract, which both the student and parents or guardian must sign. The Rules Committee may put a student on a contract for behavior, attendance, homework, or other breaking of community expectations.

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. By signing the contract, the student agrees to correct the problematic behavior; a student who breaks a contract will be considered for an expulsion hearing.

**Special Programs:** Students who are placed on a contract cannot travel during the next Special Programs session, unless they show a track record of improved behavior and have a successful petition to the Special Programs Committee.

**Carry-Over Contracts and Warnings:** While some contracts reset each year, contracts that relate to breaking the Five Essential Rules will likely continue until graduation. Additionally, a student who goes on a contract or contract warning during 2nd semester will remain on that contract for the following semester.

## Severe Discipline Issues and Expulsion

Throughout most disciplinary processes, Maybeck students can expect:

- To know "why." It is the school's belief that clear explanations of policies and expectations increase the likelihood that students understand the impact of and learn from their mistakes
- To be treated respectfully and fairly and in an appropriate confidential manner
- To know as soon as possible why they are being counseled or disciplined
- To be given an opportunity to "make right" what they have done wrong and then to be acknowledged for their positive contributions to the community.

However, 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. **RC may skip contract warnings and contracts 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. For more severe discipline cases, the School Director will be involved and may recommend dismissal.

## FINANCES

If you have any questions about the procedures outlined below, please contact the Business Manager or the Accounting Manager in the Business Office.

### Educational 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 programs. Books, materials, field trips, and camping trip expenses are also included in tuition.
- **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 or has outstanding tuition payments by the time the program begins will not be allowed to participate in it. Students who qualify for flexible tuition will pay a reduced fee for Special Programs.
- The tuition may increase each year, depending on our operational costs.

### Tuition and Fee Payment Schedules

Maybeck partners with FACTS Management Company to help us manage our tuition and fee payment program. All families must enroll in FACTS Management to choose 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.

Families may choose to pay tuition in one, two or ten payments. For those families choosing the ten-month installment plan, payments may be made on the 5<sup>th</sup> or the 20<sup>th</sup> of the month, beginning in July and ending in April. Additional expenses, such as Special Program fees, are billed as they occur.

Please refer to the FACTS Management Plan for details regarding payment schedules and procedures.

### Late Payments and Overdue Accounts

#### Late Payments

A 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

Students whose accounts are severely delinquent may not receive the certain official records until their accounts are paid or other acceptable arrangements have been made with the Accounting Manager:

### Flexible Tuition

Maybeck allocates part of each year's tuition revenue to the flexible tuition program. Approximately 40% of Maybeck students receive some tuition reduction. Your tuition will be set based on your family's income and expenses, determined through a financial application process administered by School and Student Services (SSS). Families who receive tuition reduction must reapply **every** year. See the Maybeck website for details.

#### 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 in March for the following school year. Families that apply for financial aid by the February deadline will receive their grant decisions before their 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. Students need to use a school-issued lock.