



UNIVERSITY
PREP
DISCOVER TOGETHER

UPPER SCHOOL
Parent / Student Handbook
2017-2018





UNIVERSITY PREP

DISCOVER TOGETHER

www.universityprep.org

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MISSION

University Prep is committed to developing each student's potential to become an intellectually courageous, socially responsible citizen of the world.

VISION

University Prep shall be an inclusive community of learners that provides an outstanding education for each individual in a diverse student population.

VALUES

University Prep believes that integrity, respect, and responsibility are essential to accomplish its mission and to sustain its vision.

(Adopted March 11, 2004)

DIVERSITY MISSION STATEMENT

University Prep's mission compels us to train and educate the next generation of leaders who will create impact and change in an interdependent, complex, and global community. Our students need to see, hear, and understand the diversity of people, perspectives and points of view around them and the world they will lead in the years ahead. Essential to this proposition is the ability of our students to identify, analyze, and act on issues of equity, justice, and inclusion. Our world demands it.

Approved by the Board of Trustees on
December 15, 2016

This handbook is accurate as of July 2017.
Information is subject to change.

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COMMUNITY EXPECTATIONS

All members of the University Prep community must abide by the following expectations and must accept the personal responsibility to do so at all times. Participation in our community is a privilege, not a right. The following serves as a general guideline and is not intended as a complete list of conduct that is expected in our school community. Members of the community will:

- respect others;
- respect school property and the property of others;
- attend regularly and arrive on time to school obligations;
- be honest and honorable in all respects;
- not engage in harassment of any kind;
- not carry, possess, or use weapons or dangerous objects while on campus, within the surrounding neighborhood, or at school functions;
- abstain from using, possessing, distributing, selling, or being under the influence of tobacco and controlled substances, including but not limited to alcohol and illegal drugs, while on campus, within the surrounding neighborhood, or at school functions;
- drive legally and safely on school property and in the surrounding neighborhood.

At all times, University Prep expects members of the community to refrain from illegal activity. Violation of these rules and expectations can lead to disciplinary action up to and including separation from school. Specific disciplinary measures are within the discretion of University Prep based on the circumstances.

Disciplinary Guidelines

University Prep acts on the assumption that its students enter with a serious purpose and in the belief that their own conscience and good sense should provide a sufficient guide to behavior. Our goal is to cultivate in students a sense of personal responsibility for their own conduct and achievement, and for the well-being of the community. While the school encourages freedom, it distinguishes between freedom and license. Freedom does not mean that the individual can act without regard to others' rights and feelings. Reasonable limitations and rules are necessary for the health and well-being of all. The guiding principle of our disciplinary system is that the welfare of the school and the welfare of the student are inseparable.

Disciplinary issues in the Upper School may be handled internally via consultation with the student, the student's personal advisor, and the associate director of Upper School. The assistant director and/or the director of Upper School may refer some cases to the Honor Board for guidance and/or resolution.

Consequences for egregious violations of our Community Expectations, including, but not limited to the top three listed below, might necessitate disciplinary protocols different than those outlined above. Furthermore, egregious violations will lead to consequences that, at a minimum, will include suspension and probation, and at the maximum, separation from University Prep. Suspensions of more than three days or expulsions will be reviewed by the head of school.

Illegal Substances

University Prep prohibits the use of tobacco, alcohol, marijuana, and illegal drugs. We expect students to abstain from possessing, distributing, selling, using, or otherwise being under the influence of these substances while at school, in the vicinity of school, or while participating in school-sponsored events or activities.

Harassment

Harassment can be a single serious incident or a pattern of unwelcome behavior, speech, writing (electronic or otherwise) or any other contact directed at a person because of his/her race, color, national origin, gender, religion or creed, or sexual orientation, or any behavior that demeans or stereotypes individuals in a harmful way and creates, from the perspective of the recipient(s) and a reasonable person, an intimidating, hostile, demeaning or otherwise offensive environment which is sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's free participation in the University Prep community. Unlawful harassment is conduct directed at a person because of his/her race, color, national origin, gender, religion or creed, or sexual orientation, and includes behaviors such as malicious spreading of gossip (via any means); hazing; ostracizing; ridicule; unwelcome touching of another person; name calling; bullying; and destruction or damage of personal property. (See Appendix for additional information.)

Theft and Vandalism

University Prep is a community based on its core values of respect, responsibility and integrity. Accordingly, it is

not unusual for students to leave backpacks, electronic devices, and/or sports equipment unsecured around campus. Theft is considered a serious breach of our community values and expectations. Similarly we expect students to respect their school's physical environment and not intentionally deface or damage it in any way.

Student Fundraising

Each year, we receive many requests from students who want to fundraise for a cause, an issue, a charity, or another type of organization. We applaud student interest in these types of projects. However, our policy is that we do not permit additional fundraising on campus so as not to overweigh our families with additional costs. We have worked very hard over the years to achieve educational equity to the best of our ability. We hold two fundraisers per year, the Puma Fund, which supports equity, access, and inclusion for all students, and the Raise the Paddle, whose proceeds go to support our financial aid endowment. The one exception to this policy is the Microeconomics Class annual fundraiser, which grows out of a specific class project geared toward learning how to start a business.

Academic Honesty

To engage in scholarship that is academically honest, a student must ensure that they complete the work in the setting specified by the teacher; that any collaborations to complete the work are in accordance with the expectations for the task, and that any sources that influence the final product are appropriately credited.

Setting: Many assessments (e.g., tests) specify that a student must complete the task in a prescribed manner, such as in a particular amount of time, or without access to references. Any attempt made by a student to subvert the expectations for how a task is meant to be completed is acting in an academically dishonest way.

Collaboration: Any given assessment may provide specific guidelines for how students may collaborate on a task, or the course syllabus may define acceptable collaboration for all tasks in the class. Any collaboration beyond the bounds set in such directives constitutes academic dishonesty. Furthermore, even in the absence of particular guidelines on acceptable collaboration, it is never acceptable for a student to submit work that they did not directly contribute to as their own.

Crediting Sources: A student's work is a collaboration between the student and his or her sources. To be fair

and ethical, students must acknowledge their debt to the origins of these sources; failure to do so constitutes plagiarism. Three different acts are considered plagiarism:

- Failing to cite quotations and borrowed ideas
- Failing to enclose borrowed language in quotation marks
- Failing to put summaries and paraphrases in your own words (*A Pocket Style Manual*, Diana Hacker 2000)

University Prep deals with academic dishonesty as a violation of community expectations. Infractions will be dealt with in keeping with our disciplinary guidelines.

Dress Code

University Prep is a learning environment, in which students should develop good habits to ensure success in high school and beyond. We ask that all students' appearance be neat and clean. Students are expected to wear clothing that is appropriate for a school environment and/or a specific school activity. Specific guidelines that apply to all students are:

- Shirts must conceal the torso, including midriff, chest (including cleavage), back, and sides.
- Clothing should minimize the exposure of underwear.
- Pants, shirts, or blouses may not be cut as to be excessively revealing or worn in a way that is revealing and inappropriate for a school environment. Any clothing which might expose a student's buttocks while engaging in typical school activities is defined as excessively revealing.
- Messages on clothing should not include words or images relating to substances and/or activities illegal for minors, or messages that are derogatory or offensive.

Violation of the dress code will result in the following disciplinary steps: 1) Discussion with grade level dean with expectation of self-correction; warning; 2) Meeting with associate director of Upper School to ensure full understanding of the dress code and stress the need for compliance; parent notified; and 3) Honor Board hearing, parent conference, and/or further disciplinary steps as needed. The dress code is in effect at all school-sponsored events including sporting events, dances, and field trips. The final arbiter in such matters will be the associate director of Upper School.

Attendance

We expect students to be in attendance on school days and in class during school hours. It is difficult to make up time missed from school as the classroom experience cannot be duplicated. If an absence is unavoidable, a parent/guardian must notify attendance@universityprep.org (or call the Main Office at 206.525.2714) by 9:00 a.m. on each day that the student will not be at school. Occasionally students feel ill in the morning, but well enough to come to school later in the day. Students who are out ill past 10:00 a.m. should consider themselves too ill to attend school that day. Students going to medical appointments should sign out in the Main Office after a parent has notified the school. Planned absence forms are only required for a full day or more.

At the conclusion of each quarter, each student's attendance record will be reviewed. Students who have been absent from school five or more days (without prior arrangements having been made with the appropriate division director) will receive a letter at home reminding them of their responsibility to be in class. At the end of the semester, a student who has been absent from a class ten or more times will risk losing credit for the class. The student services team will be consulted prior to a student losing credit. The director of Upper School will be the final arbiter of this decision.

Tardies: Students are expected to take increasing responsibility for their own education. Consequently, we expect students to arrive to class on time on a consistent basis. Arriving late to class is disruptive to the teaching and learning process. Students who show a pattern of tardiness to any class will meet with the appropriate administrator and may be subject to disciplinary action.

Absences: Absences fall into three categories: excused, authorized, and unauthorized.

Excused: We consider an absence excused only for the following reasons: medical appointments, illness, death in the family, religious observances, and extenuating circumstances as determined by the division directors. Students will have reasonable time to make up missed assignments, quizzes, or tests. After returning to school, students should make arrangements with their teachers to complete work missed during the absence.

Authorized: When a student is absent with parent/guardian permission but for reasons other than those stated above, the parent/guardian takes responsibility for

the absence, and it is considered authorized. For an absence to be considered authorized, the following conditions must be met:

- **Notification:** A planned absence form (available at www.universityprep.org or in the Main Office) must be completed, approved, and returned to the Main Office before the absence.
- **Tests and quizzes:** Students must confer with their teachers before the absence to reschedule any missed quizzes, tests, or examinations. Students must take tests at the discretion of the teacher.
- **Class time:** Teachers are not expected to reteach material covered during the absence. Students, however, are expected to request in advance a list of the material covered and assignments due.
- **Projects and papers:** If long-term assignments are due during the absence, students must submit them on the date due, or before the absence.

Unauthorized: The student may face academic penalties and disciplinary action for an unauthorized absence.

Early Dismissal: In order to leave campus before the end of the day, a student must have a parent/guardian email attendance@universityprep.org, call, or send a note from home specifying the time and reason for the early dismissal. If a student leaves campus without authorization, the absence is unexcused and the student will face disciplinary action. Students who make arrangements to leave school early, including those with designated early dismissals on their schedule, must sign out in the Main Office.

Late Arrivals: Students who arrive late to school must report first to the Main Office. Those who arrive more than twenty minutes late must either have a parent/guardian email, call or bring a note to explain the late arrival. Those who fail to report may be considered absent without authorization for the entire day. A pattern of tardiness could result in disciplinary action.

Homework When Absent: Students who are absent from school are encouraged to communicate with their classmates regarding work assigned during their absence. Students can also track assignments via Schoology or by emailing faculty. Faculty members will make a reasonable effort to accommodate homework requests.

School Attendance and Co-Curricular Activities: Students may not be able to participate in a given day's

co-curricular activity if they have not arrived at school prior to 10:00 a.m. The athletic director or the activity advisor will consult with the Upper School director to decide whether a student may participate. Co-curricular activities include rehearsals and practices, competitions, social functions, performances, and other events recognized by the school. Students are encouraged to balance their classes and activities to keep academics a priority.

Honor Board for Upper School Students

The Honor Board is an elected body of Upper School students whose responsibility is to review matters related to community expectations. Students meet regularly to consider whether there are any actions faculty and student leaders in our community might take to clarify and improve adherence to these expectations. Additionally, University Prep's Honor Board reviews discipline cases when requested to do so, allowing students and faculty greater ownership in the disciplinary process. The board will adjudicate cases referred to it, and if community expectations were determined to have been violated, recommend consequences to the director of Upper School who can accept or amend the recommendation. In such disciplinary cases, the Honor Board assigns consequences which strive to discourage the violation from recurring and to work towards repairing any damage to the community sustained through the violation. The school may elect to make disciplinary decisions without Honor Board participation.

In most cases, before a student appears before the Honor Board, the associate director of Upper School will notify the student, the student's parent/guardian, and the student's advisor. After the board has deliberated and the director has acted upon the recommendation, the associate director will inform the student's parent/guardian of the disciplinary action.

Communication with Colleges Regarding Discipline in Upper School

Many college applications ask the student and/or counselor whether the applicant has ever been suspended, expelled, disciplined in some other manner, or taken a leave of absence from school. The College Counseling Office is obligated to report the following disciplinary actions:

- A pattern of violations, as determined by the director of Upper School and/or the associate

director of Upper School, during a student's Upper School career

- Any suspensions from the school longer than three days during a student's Upper School career
- Any expulsions from school

When asked specifically to report on a student's discipline record, University Prep will respond truthfully. To avoid integrity issues during the college admission process, students should self-disclose disciplinary records when asked by colleges.

DAILY OPERATIONS

Campus Hours

The school day is from 7:45 a.m. – 2:55 p.m., with classes starting at 8:25 a.m., Monday through Friday. The doors to the school are usually unlocked from 7:30 a.m. – 5:00 p.m. Students need to leave the school by 6:00 p.m. unless they are involved in a school-sponsored activity under the supervision of an adult. All students, including sports participants, need to make sure their belongings are out of the Commons before closing time.

The Library is open and supervised from 7:30 a.m. – 6:00 p.m. It may occasionally close early for events or other school needs.

Daily Schedule

In 2017-2018, UPrep is introducing a new schedule. The terms will be two semesters from August-January and January-June. The daily schedule and rotation include:

- A later daily start with a before-school period that allows access to teachers and learning support
- A daily advisory check-in and one longer weekly advisory that strengthens the student/advisor relationship
- Fewer transitions between academic classes
- Longer periods that meet less frequently and rotate on a predictable weekly basis
- A daily one-hour community time block for assemblies, long advisory, clubs, meetings, special events, study skills workshops, and Open Session conversations
- A lunch period reserved exclusively for lunch
- Class periods that start and end at the same time each day
- Up to seven classes per semester

Upper School	Middle School
Meetings 7:45 – 8:25	Meetings 7:45 – 8:15
A Block 8:25 – 9:35	Advisory 8:15 – 8:25
Community 9:35 – 10:35	A Block 8:25 – 9:35
B Block 10:35 – 11:45	Snack 9:35 – 9:50
Advisory 11:45 – 12:00	B Block 9:50 – 11:00
Lunch 12:00 – 12:30	Lunch 11:00 – 11:30
C Block 12:30 – 1:40	Community 11:30 – 12:30
Passing 1:40 – 1:45	C Block 12:30 – 1:40
D Block 1:45 – 2:55	Passing 1:40 – 1:45
	D Block 1:45 – 2:55

Holidays, Vacations, and School Closures

The school calendar including holidays and vacations can be accessed on the school website at www.universityprep.org. A Key Dates document is also available under the Families tab.

Lunch and Lunchroom Conduct

Students may bring lunch from home or purchase lunch from the school's food service. The menu is posted online. The food service program is an independent service provided by the Commons Café. Students (families) are responsible for maintaining their food service account with a positive balance. If a student's balance is negative, the family may be contacted by a school administrator. Statements will not be mailed. Account balances are available online at www.ezschoollpay.com, or by contacting the Commons Café at kbaber@universityprep.org.

Upper School Open Campus Privilege: Students in grades 9–12 are permitted to leave campus during lunch. As noted in the Student Drivers section below, University Prep does not sanction or monitor the use of private vehicles by students, licensed or otherwise, to transport other students. If a student returns late from lunch, that student might lose open campus privileges or face

other disciplinary consequences. The associate director of Upper School will be the final arbiter in such matters. School rules remain in effect while students are off campus for lunch.

Transportation and Parking

Metro/Metro Custom Bus: University Prep is served by Metro route 372. We also have several custom bus routes, which are reviewed annually to ensure maximum availability to University Prep students. Please check the website for details.

Metro SchoolPool program: Metro offers a free and secure program to help families find others to carpool, walk or bike together to and from school.

Internal carpooling: Families can find zip codes in the Family Access Module to help identify UPrep students who live in your neighborhood.

To learn more about transportation options, please consult the [Families](#) page of our website.

Student Drop-Off/Pick-Up: Please observe the following guidelines:

- Do not drop off in the student parking lot.
- Do not park or wait for your student on the west end of NE 80th where the street is narrow. Doing so makes that section of NE 80th a one-lane street, impeding traffic flow.
- Drop off or pick up your student on the school side of NE 80th as you are headed back toward 25th NE. Please drive the length of NE 80th and use the turnaround so that cars do not become backed up onto 25th NE and students do not need to cross NE 80th.
- Remember that NE 80th is a public street subject to city enforcement of all traffic regulations. You may also use the loading/unloading zone, which extends north from the corner of 25th NE and NE 80th to the bus entrance, to drop off and pick up students.
- Do not leave your car unattended in the loading zone or in the street.

Student Parking Lot: The parking lot on the east side of the Pumadome is reserved for juniors and seniors. Due to the limited available parking, students must register their vehicle and obtain a parking sticker so we are able to identify authorized vehicles; a link will be provided to students to register electronically via Schoology. Sophomores who drive to school are expected to find

street parking. The lot north of the classroom building is reserved for faculty and staff. Students who fail to park legally and in agreement with University Prep parking guidelines may be towed or lose the privilege of parking in the student lot.

Student Drivers: Students who are licensed may drive themselves to or from school and some school-related activities (with appropriate permission), but the school disclaims all responsibility for damage, loss, injury or death that results from a student's driving, whether or not the student is licensed. Furthermore, University Prep does not sanction or monitor the use of private vehicles by students, licensed or otherwise, to transport other students. The school does not guarantee, warrant, or ensure that students will not ride in cars driven by other students. It is the sole responsibility of each student driver and his or her parents/guardians to comply with all applicable laws regarding the student's use of private vehicles. Any damage, loss, injury or death that results from a student's driving, whether or not that student is licensed, is the sole responsibility of the student and his or her parents/guardians. Students whose driving causes danger or disturbance will face disciplinary action.

Bicyclists: Students riding bicycles should park and lock their bikes in the bicycle racks located at the north end of the classroom building.

Field Trips

Parents will be asked to sign a Field Trip Consent and Release Form each year giving permission for students to leave campus for various field trips during the school day. The cost of field trips is generally covered by prepaid student fees. More extended field trips (with an overnight, for example) require additional permission forms. Parents will be notified in advance that students will be off campus. Students who wish to arrive or depart from the school day from an alternate location to facilitate transportation to or from a field trip may arrange to do so, but must make such arrangements no later than the last school day before the field trip.

Lockers

Upper School students may request a locker at the beginning of the school year from the Division Directors Office. Students are responsible for keeping their lockers clean and free from damage. Student lockers are the property of the school and subject to inspection without notice or permission. Students are encouraged to use

their lockers to avoid theft of valuable items, or leave valuables at home.

Personal Property

Everyone is urged to ensure the safety of their personal property while at school. The school urges all students to lock their property in their lockers to avoid theft. Students should label their books, iPads, laptops, gym clothes, and other possessions with their names. Valuables and large sums of money should not be brought to school. University Prep is not liable for loss of or damage to the personal property of students, visitors, or employees. It is the responsibility of each individual to ensure that valuables are secured and appropriate insurance coverage is maintained for theft and/or damage to personal property, including automobiles and their contents.

Lost and Found

Missing items, with the exception of books, may be retrieved from the Lost and Found in the Main Office. Found books are in the Library. Valuables are locked up and need to be requested. Items are kept for at least two weeks.

Messages for Students

Students may not access their cell phone calls or text messages for personal reasons during class periods. In urgent situations, Main Office staff may deliver messages directly to students. Notices of non-emergency messages for students are put in students' mailboxes as soon as practical; remember that many times during the day the office is staffed by only one individual, and immediate action is not always possible. All student messages should be received by the office before 2 p.m.

Phone

A phone is available in the Main Office for students to use for local calls.

Campus Visitors

From 7:30 a.m. to 4:30 p.m. on school days, all visitors (excluding those attending sporting events) are required to sign in at the Main Office at the start of their visit and wear a name tag so that they may be accounted for in an emergency. Visitors need to sign out upon departure.

COMMUNICATIONS

Family Access Module

The Family Access Module (FAM) allows families to view and print their student's grades and schedule, check their attendance, and see both the parent and student directories. Directory information is provided for your convenience in contacting other UPrep families for issues directly related to the school. School policy prohibits sharing contents of this directory or using it for other purposes. FAM also allows families to directly update their household information (names, addresses, phone numbers, and email addresses) as needed. To access FAM, please log in under Families on the school website.

Scheduled Opportunities

Events throughout the year provide opportunities to share information, solicit parent/guardian opinion, and offer parent education. Some of these events include Back-to-School Night, grade-level meetings with parents/guardians, parent conferences, orientations for new parents and students, and open meetings with the division directors.

Publications

Publications provide a variety of information about school events, procedures and practices, academics, volunteer opportunities, etc. They include *UPrep Magazine*, the magazine for the school's families, alumni and friends; the *Parent/Student Handbook*; the *Global Link Handbook*; the *UPrep Impact Report*; and the *College Handbook* given to juniors and seniors.

Website

The school's website, www.universityprep.org, serves both prospective and enrolled families, and we encourage all families to familiarize themselves with its content. Following the academic links will provide detailed information on most programs. Information about Parent Council representatives and parent education events is available under *Who We Are*.

Email Communications

The school sends out weekly emails to each family. To facilitate email communications, parents should add universityprep@universityprep.org to their address book. Any submissions to the all-school email should be sent to lkennedy@universityprep.org by 10 a.m. on Tuesday

morning.

Student Progress

Parents/guardians may request a conference with any teacher by contacting their student's personal advisor or the teacher directly. "Staffings" are meetings that might include parents/guardians, teachers, the division director, the student, and the student's personal advisor. A staffing may be initiated by either the family or the school. Such a meeting provides an opportunity to summarize student progress or discuss strategies for improvement.

Problem Solving

Good communication primarily involves direct discussion with the person concerned. If you as a parent/guardian have a problem with a particular person, please talk with that person first. University Prep recommends that parents/guardians follow the steps listed below.

Student Personal Issues

- Clarify the issue with your student and ensure, to the greatest extent possible, that you are getting a full, accurate picture. Keep an open mind until you have all sides. Your student's viewpoint is only one perspective.
- Encourage your student to speak with his or her personal advisor. If necessary, follow up with your own discussion with the advisor.
- Depending on the type of issue and where it is occurring, the personal advisor may suggest that the parents/guardians speak to one or more of the following: teacher, associate director of Upper School, grade level dean, division director, school counselor, athletic director, director of diversity and community, and parents/guardians of the student with whom your child is having difficulty.

Student Academic Issues

- Clarify the issue with the student and ensure, to the greatest extent possible, that you are getting a full, accurate picture. If appropriate, ask your child to meet directly with the teacher.
- Speak with the teacher. Keep an open mind until you hear what the teacher has to say about the issue. Understand that students often report only their view of a situation.
- If you need further assistance to resolve the issue, speak with the department head and inform the student's personal advisor. The advisor is your

child's advocate, and can help you through this process and give additional perspective. Other individuals who might be helpful include the director of learning support, learning pathways teachers, the director of diversity and community, and the director of college counseling (for juniors and seniors).

If you still need assistance, speak with the director of Upper School. Most academic concerns would not go beyond this level. The head of school should be contacted for schoolwide concerns and for urgent issues when the division directors are not available.

HEALTH INFORMATION

Medical Forms

The State of Washington requires that health information be included in each student's file. Therefore, we ask parents/guardians to complete an Emergency Release and Medical Information form each year in order to have current information on hand. Parents/guardians are also asked to sign releases for emergency medical care. In addition, the King County Department of Public Health and State law requires us to maintain proper immunization records. Each student's file must have a signed Washington State Certificate of Immunization Status by the first day of school or the student may not be allowed to attend.

Medications

Staff, faculty, and administrators will generally neither hold nor dispense over-the-counter or prescription medications to students. Accommodations will be made only when medically necessary and only in accordance with State guidelines, and as determined by the appropriate division director on a case-by-case basis.

Students who must take medications during the school day must adhere to the following guidelines:

- Students must never share over-the-counter or prescription medications with others.
- Whenever possible, students will take individual responsibility for their personal health. Upon request, division directors will offer suggestions to help students assume this responsibility.
- Students who need to self-administer medications during the school day or at school activities shall bring only the amount of medication to be taken

during that time and must have a parent/guardian release note for self-medicating.

- Medications must be in original containers. If a student has a chronic illness, other arrangements may be made with a division director.

Peanut Policy

We have increasing numbers of students with moderate to severe allergies to peanuts. We attempt to establish practices that provide as safe an environment as possible for these students, but please note that University Prep does not purport to be a completely peanut-free environment. If your child has any allergies, please be sure that information is included on the emergency form you fill out each year for your child. If your child has severe allergies and might need to use an EpiPen during school, please bring it to the Main Office with appropriate instructions for your child's situation.

First Aid

Any student needing first aid should check in with the Main Office. In accordance with the school's guidelines on dispensing medications, we will not give out any medicine, not even pain reliever. If a medical emergency occurs when a parent/guardian or emergency contact cannot be reached, University Prep may call 911 or take the student to a nearby licensed medical facility. Every effort will be made to contact the student's parents/guardians to ascertain their preference.

Illness During the School Day

Students who become ill during the school day should report to the Main Office. Students may leave with a parent only after a parent/guardian has granted permission..

Student Threat Assessments and Safety Plans

From time to time, school staff receives information about or observes student behavior that raises a question about whether a student is at risk of seriously harming him/herself or others. When school staff is on notice of the potential for such harmful acts or behaviors, the school will either designate a qualified individual to conduct an assessment of the student or contact emergency medical or law enforcement personnel to intervene, depending on the severity and urgency of the situation.

If it is determined that the student is at risk of seriously harming him/herself or others, appropriate school staff will work with the student, the student's parents, and the student's outside medical and mental health providers, as appropriate, to develop and implement a safety plan for the student. The school may require that the student stay out of school until an appropriate plan is in place.

If the student has indicated that he or she is at risk for causing or threatens to cause harm and/or death to a specific intended victim(s), the school will take all steps necessary to protect the intended victim(s), including warning the intended victim(s) as well as others persons or agencies who may be able to protect the intended victim(s).

Students and parents are required to cooperate fully in the process of developing and implementing a safety plan, including without limitation, attending meetings with school personnel, executing necessary releases of information, submitting to medical and/or mental health evaluations, and complying with treatment recommendations. Failure to do so may be grounds for dismissal from school.

Communicable Diseases Policy

University Prep has adopted a policy on communicable diseases that may be sufficiently serious to pose a health risk to others. This policy specifically includes infection from human immunodeficiency virus (HIV), HIV-related viruses, acquired immune deficiency syndrome (AIDS), and any AIDS-related complex. The complete policy statement appears in the Appendix.

EMERGENCY PROCEDURES

The safety of students, campus visitors, and employees is of utmost concern to University Prep. Facilities are regularly maintained, and emergency procedures are regularly reviewed and practiced. We keep supplies for use in case of a major emergency.

Fire/Evacuation

Procedure: Anyone discovering a fire must sound the fire alarm and ensure that 911 has been called. At the sound of the fire alarm, everyone must evacuate the building. Walk swiftly but safely to the assigned area. Do not run. Adults should close windows, turn off lights, and close doors behind them. Once at the assigned area, all students and adults must be counted and confirmed.

Students will line up as previously instructed and assist in accounting for fellow students. Adults will take attendance of students and adults and report per the Emergency Accountability Chart. Reenter the building only after the all-clear signal has been given.

Frequency of Drills: The State of Washington requires that fire drills be conducted at least five times per academic year. Drills are to be executed at irregular times of day or evening so as to eliminate any possible distinction between a drill and an actual emergency situation.

Shelter in Place

If outside: Move to a safe location. Move inside if it is close and safe to do so. If a shelter in place is announced by a member of the crisis team, move to the buildings that are connected by the tunnel. During shelter in place, interior movement and other activities in the building may be allowed or restricted by announcement from a member of the crisis team – ONLY with the current code words. *Shelter in place may become a lockdown at any time.* Once shelter in place is established, no one may enter or leave the building until the all-clear signal is given by a member of the crisis team with the current code words.

Lockdown

If outside: Move to a safe location. Move inside if it is close and safe to do so. Once inside, or if already inside, do the following:

- Move to the closest lockable room
- Shut and lock windows and doors in all rooms
- Close blinds and turn lights off
- Get on the floor away from doors and windows
- Keep silent and make room appear vacant
- Do not respond to knocks or voices at the door

In an emergency, call 9-911. Once lockdown is established, no one may enter or leave the room until the all-clear signal is given by a civil authority or by a member of the crisis team with the current code words.

Shelter in Gym

Whether indoors or outdoors, proceed to Pumadome as quickly as possible, taking emergency supplies with you if they are readily available and entering by any open door. Do not drop backpacks along the way. The Facilities Department will seal off the gym as quickly as they can, ending with the doors on the west side. Once sealed,

all doors are to remain closed, keeping environmental contaminants out. The head of school or a member of the crisis team will decide and announce when normal operations will resume.

Earthquake

If indoors: Initiate DROP, COVER, and HOLD at the first indication of ground movement.

- **DROP** – Drop to the floor.
- **COVER** – Take cover under a sturdy desk, table, or piece of furniture. If this is not possible, take cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors, or tall, unsecured furniture.
- **HOLD** – If you have taken cover beneath a piece of furniture, hold on to the furniture with one hand so that it does not "walk away" from you during the shaking. Your other hand should be over your head.

Remain in the DROP position until the ground movement ends. After it has ceased, the adults will lead the evacuation to the assigned area if the area is safe. Evacuate only after the shaking has stopped.

If outdoors: Do not run. Move swiftly away from buildings, trees, power poles, exposed wires, metal fences, playground equipment, and signs. Implement DROP. When ground movement has ceased, move directly to the assigned evacuation area if the area is safe.

School Closure Procedures

Weather conditions vary greatly in the Puget Sound region, and the decision-making process on whether or not to open school begins very early in the morning. Our paramount concern is the safety of our students and staff. We encourage every family to assess their particular situation and decide whether or not it is safe for their child to travel that day.

In case of snow, University Prep monitors the situation closely and gives as much advance notice as possible if school will be closed. University Prep does not necessarily follow the public school schedule for school closure. You can find the most recent closure information at www.flashalert.net or on your local television or radio station. Closure information is also put on the school's answering machine and website as soon as a decision has been reached and is updated regularly.

We will also send a voice-mail message about any delay or closure through our emergency notification system to your primary phone number. To ensure that you are alerted, please be sure to provide University Prep with the correct emergency number. If your phone numbers change, contact the Main Office to update your information.

Closure During the School Day: In the event of an early dismissal due to weather conditions, the school will inform radio and television stations and post it on our website as soon as possible. We will also utilize our emergency notification system to contact you with voice-mail messages. In the case of a school lockdown or evacuation, you will be contacted at the multiple phone numbers that you have listed for your student. For other (less critical) situations, you will be contacted at your primary emergency contact number.

When a decision to close has been announced at school, all students will report to their advisories. Advisors will review the students' Emergency Release and Medical Information forms. If parents have authorized their child to drive home, walk home, or take Metro, the advisor will decide if it is safe to release him/her to leave after the advisee has signed out with the advisor. Depending on the circumstances, students might be able to call parents or guardians.

Parents or guardians may report to pick up their students at the south entrance of the Fine Arts building. Students will not be released to parents, guardians, or carpools directly from advisory. You will need to identify yourself and the student(s) you are authorized to pick up. Parents/guardians and carpool drivers will then proceed to the Commons to sign out their students before taking them home.

The head of school (or designee) will authorize the release of faculty and staff to the extent possible, but will retain as many as necessary until the last student has been released.

Please have a plan in place to help your child safely reach home if it becomes necessary to dismiss school early. Be sure you have talked with your child about the plan, which should include alternate transportation and caregivers. Calling home is not an adequate plan; you may not be home and phone lines may be busy. We ask that students leave school as quickly as possible so that our staff may also leave as soon as possible when there are adverse traveling conditions.

We have agreements with the out-of-state schools listed below to help us communicate in an emergency when local phone lines are down or unusable (often, long distance lines are not affected when local lines are unusable):

- **Catlin Gabel School**, Portland, OR: 1.503.297.1894
- **Chapin School**, New York, NY: 1.212.744.2335

ACADEMIC PROGRAMS

Upper School Graduation Requirements

University Prep's graduation requirements emphasize a broad course of study in the liberal arts, while elective courses encourage students not only to pursue their individual passions, but to explore new territories. A student's course of study includes diploma requirements in English, history, math, and science, one of three world languages, fine arts and physical education. Specific details are available in the Course of Study on the website.

Credits used to satisfy graduation requirements must be earned while the student is in grades nine through twelve; credits earned in Middle School do not apply toward satisfying graduation requirements. To graduate from University Prep, a student must be enrolled at the school as an "on campus" student during senior year. Credits earned at an accredited institution prior to enrollment at University Prep will be translated into University Prep equivalents on a student's transcript. Once enrolled, students are expected to meet graduation requirements through University Prep, with the exception of students participating in an approved semester study away program.

The appropriate department head, in consultation with the director of Upper School, must pre-approve requests for additional credit earned outside of University Prep. The student must arrange for transcripts to be sent from the off-campus institution to the registrar. The course will then appear on the University Prep transcript, reflecting the name of the sending institution.

Course of Study

Every spring, University Prep updates the Course of Study on our website listing the courses offered in the next school year and describing the general curriculum of each course. The school offers an outstanding core curriculum and a wide range of elective courses, providing students with the opportunity to design a course

of study that meets their educational goals. The school encourages students and parents/guardians to carefully read course descriptions and understand the process of course planning in order to make thoughtful selections for the following year.

Upper School Reenrollment Protocols and Academic Probation

Academic Standing: An Upper School student is considered in "academic good standing" if he or she receives a letter grade of at least a C- in every course. Academic good standing is determined four times annually, after grades have been received at the midpoint and end point of each semester. Any student whose grades are not in keeping with "academic good standing" may be placed on academic probation. The director of Upper School, in consultation with the student services team and appropriate faculty members, makes the decision to place a student on academic probation. If a student is placed on academic probation, a parent/guardian conference will be convened to communicate any action to be taken and to discuss the probation criteria (as determined by the director of Upper School) to be met for the student's continuance. A letter documenting this meeting will be sent by the director of Upper School.

Dismissal: If the school decides in its sole discretion that continued enrollment of the student in the school is detrimental to the student's health or educational or social progress, or that the student, the parents, or other person(s) interacting with the school community by virtue of their relationship with the student have engaged in conduct that is disruptive to the educational, social, or extracurricular program of the school or to other students, unduly interferes with the faculty or staff or with the operations of the school, or is otherwise detrimental or disruptive to the school, the student may be dismissed at any time. The student may also, in the sole discretion of the school, be subject to disciplinary action, including suspension or dismissal from the school for violation of school rules, including, but not limited to, those stated in the Student/Parent Handbook, which may be revised by the school without advance notice.

For other considerations regarding reenrollment, please refer to the Enrollment Contract.

Auditing

Upon special request, teachers may give permission to audit a class. Students taking courses for credit will take precedence over those wishing to audit. Credit is not

awarded for auditing a class, and no permanent record of the audit is maintained.

Semester Away Program

Students enrolled at University Prep may study away in approved semester programs and receive credit toward graduation. Programs that are less than a semester in duration will not be considered for credit. General information about our policies regarding student, financial, curricular, and program requirements is available on the website under Global Programs.

Global Programs

Our innovative global education programs challenge selected Middle and Upper School students to experience real life in other parts of the country and the world. The Upper School program runs during the spring semester and includes coursework on Global Leadership, country-specific trainings, a two-week international travel experience during Spring Break, and post-travel "Bring It Back" activities. Students apply the spring prior to departure. For more information, please visit [Student Life > Global Programs](#) on our website.

Scholarships and Summer Opportunities

The College Counseling Office maintains information on a wide variety of opportunities for students, including summer camps, summer jobs and internships, and travel programs. College- or university-based summer programs and scholarships are tracked by the college office. The director of global programs is also a resource for domestic and international opportunities.

Student Publications

The Upper School *Puma Press* student newspaper includes a monthly print edition as well as a website and video production. The other print publication produced by Upper School students is the yearbook. The publications classes are part of the academic program.

Summer Reading

The summer reading list is community generated and all students (6-12) receive common expectations and guidelines before leaving for the summer

Access to Student Records

Students or parents/guardians may have access to a student's personal file after making an appointment with the appropriate division director to open and review the file, which cannot be taken from the Division Directors' Office. University Prep requires written permission from a parent/guardian – or students who have reached the age of eighteen – before releasing any information from a student's records. However, unless otherwise requested by a parent/guardian in writing, the school may release directory information (including name, address, telephone, and birth date) for certain purposes such as athletic honors or special recognition.

Transcripts

As stated on the enrollment contract, the registrar will not release transcripts or report cards to the student, the student's family, or to other schools if accounts are delinquent. Written permission is required to release a transcript. Transcript request forms are available on University Prep's website and in the Main Office, or from the registrar. Transcripts may be released only by the registrar.

Permanent Records

Permanent student records, i.e., the transcript, will be maintained indefinitely. Other records are not considered permanent and will be purged on a regular schedule in accordance with accepted practices and state guidelines.

Course Materials

In the summer, the school produces a list of required course materials and publishes it on the school website. This includes textbooks, electronic texts, apps, and website accounts. The list specifies whether each item is available through the University Book Store website, at a software reseller, or via a link provided by the school.

CO-CURRICULAR PROGRAMS AND STUDENT LIFE

Athletics

University Prep has a competitive after-school sports program. We want every student who wants to be part of a team to join us. It is important to know that participation in our athletics program requires a significant time commitment. Athletes will be required to honor this commitment from the first day of practice until the last day of the season. University Prep's team is the student's first team

and first priority in sports. We expect athletes to be at every practice and game, with the exception of excused absences or emergencies. Please discuss the schedule as a family to make sure students can uphold their commitment to the team. In the Upper School, Interscholastic teams compete in baseball, basketball, cross country, soccer, tennis, track and field, ultimate and volleyball. Upper School teams compete in the Emerald City 1A League. Practice and game schedules, subject to change, are published on the website. In the event University Prep does not offer the interscholastic sport your student competes in, per WIAA rules, he/she would have the opportunity to compete at his/her public high school of residence.

The philosophy of the Athletics Department is to encourage participation in competitive interscholastic sports by as many students as possible within the constraints of facilities, human resources, team size, and budget. We hope to engender in our students a spirit of cooperation, self-respect, and respect of teammates and others. An important goal of our sports program is to encourage high standards of sportsmanship among all participants – athletes, coaches, parents/guardians, and spectators. In addition, athletes are committed to maintaining the highest standards possible in academics and sportsmanship. To be able to fulfill these commitments, an athlete must:

- have a strong desire for the team to improve, as shown in his/her commitment to team goals;
- have a strong desire to improve his/her skills, as shown in his/her work ethic; and
- show personal integrity and take responsibility for his/her own actions, as shown by support for teammates, responsibility in dealings with coaches, and respect in interactions with officials.

Fulfilling these responsibilities also means being able to:

- communicate clearly, effectively, and in a timely manner with the coach;
- communicate effectively and respectfully with team members;
- be a coachable athlete;
- attend every practice and arrive on time;
- attend every game; and
- be organized and able to prioritize effectively.

While each head coach will specify what these guidelines mean for each team, the publication of these guidelines is intended to provide a cohesive framework offering consistency in expectations from one varsity program to another.

Varsity Letters: Varsity letters are awarded on the basis of these standards:

- **Attendance and participation** – attending and being an integral part of the practices
- **Commitment** – pledging oneself to being an integral part of the team, and keeping that pledge for the whole season
- **Sportsmanship** – displaying courtesy, consideration, and respect for all athletes, coaches, and officials
- **Attitude** – being a positive, contributing, and encouraging member of the team
- **Ability** – excelling to the best of one's abilities through mental and physical development

Junior Varsity and JVC Teams: University Prep will offer JV/JVC teams when there is a large turnout. Members will be expected to meet practice and game time commitments.

Sportsmanship: All athletes and spectators are expected to show good sportsmanship not only during an actual competition but before and after the event. It is assumed that each athlete and spectator representing University Prep will extend to all opponents and representatives of other schools the type of congeniality and respect that they would like to receive. Should there be a question or concern about a ruling or particular situation at a competition, it should be calmly brought to the attention of University Prep's coach, who will address the issue through appropriate channels.

Athletics Snack, Gift, Team Party Policy

As part of our ongoing work as a school we regularly review and evaluate our policies and practices to ensure our commitment to equity, access, and inclusion. In an effort to be mindful of this commitment, the following gift and team party protocol has been put in place. Thank you for adhering to our policy and assisting us in keeping with our mission to be an inclusive community. If you have any questions or concerns, please contact the director of athletics.

Snacks: We ask that parents and students refrain from assigning snacks to be provided for a group or team as the costs could be prohibitive for a family. Please encourage students to provide their own snacks and help them to understand why this is our policy.

Parties and celebrations: Upper School team parties should be arranged shortly after the season ends. Parties may take place on or off campus. All venues, days and times need to be approved by the director of athletics. A potluck type of gathering is recommended. The director of athletics will provide certificates, letters and awards.

Gifts: UPrep offers coaches a competitive stipend. We understand that families like to honor coaches' work and present them with an end-of-season gift. Please consider only creative or low-cost options such as making and signing a card, a signed group photo, or obtaining a spirit gift from the Athletics Department. Please refrain from providing cash or gift cards, or asking families to donate. No family should feel any obligation to give gifts.

Thank you for supporting our program and go Pumas!

All-School Community Service

University Prep believes service to the community is an integral part of its mission. To that end, the school works to create a service program that is both meaningful and developmentally appropriate for students in all seven grades. Our hope is that by the time our students graduate, they will have experienced productive partnerships with a number of service organizations.

Upper School Program: University Prep organizes two community service days during the academic year. Service takes up the full school day, and all faculty, students, and many staff participate in direct service to the local community. Students are further encouraged to honor their interests and commitments by acting as service captains, which may include proposing or leading service day activities. All service captains work to develop their plans in consultation with the community service coordinator. All students select their service commitment for the year in early fall; they may choose to return to a previous partner organization, or may select a new organization/activity. Service days are supported and complemented by a series of Community Hour workshops, discussions, and presentations that help them gain a deeper understanding of community service in the context of our program, as well as gain skills that will help them pursue meaningful independent service opportunities.

Upper School Requirements: In order to earn a passing grade for their yearly service requirement, students are required to perform 20 hours of individual service per year. To recognize the work that students perform during our all-school service days, a portion of the hours completed during each day will count toward this total.

In support of our mission to develop socially responsible citizens, students will only receive credit for volunteering with organizations that provide direct service to our local community. While we honor the diverse volunteer efforts of all our students, our service program is intended to encourage students to give back to the community that supports us, so all hours must be completed by volunteering for organizations serving greater Seattle. We also believe that it is important for students to experience opportunities beyond the walls of the school, thus only three hours of credit may be granted during any school year for "in-house" hours, or volunteer activities that serve University Prep directly. Additionally, students may receive credit for a maximum of ten in-house service hours during their entire high school career.

Students needing assistance with a community service project may meet with the community service coordinator, or may check for postings on the community service board in the Diversity and Community Office.

Honor Societies

UPrep sponsors the Evergreen Chapter of the National Honor Society. Information on eligibility and requirements can be found on the UPrep website. UPrep hosts Chinese, French, and Spanish Language Honor Societies depending on student interest and eligibility. Please contact the language department head for information.

Outdoor Education

Both Middle and Upper Schools have outdoor experiences available to all students. In Upper School, trips take place during vacations and summer months and are advertised to the students through the website and at assemblies. General information about outdoor offerings can be found on our website. Further information can be obtained from the outdoor education coordinator.

Ski Bus

The University Prep ski program welcomes all levels and abilities of skiers and snowboarders. Buses leave immediately after school on four Friday afternoons in January and February and return around midnight. We charter buses that take us to Stevens Pass.

Participation in this program is a privilege and not a right or guarantee. Safety is paramount. Students represent University Prep and it is their responsibility to know and obey all mountain rules, signs, and personnel. Students are expected to follow the

University Prep behavior guidelines at all times.

Prior experience is not required to participate in this program. Many students join who have never been on skis before. Novice skiers/snowboarders must sign up for lessons through Stevens Pass Ski and Board School, which has well-qualified instructors with a student/teacher ratio of about 6:1.

The program is well-chaperoned by faculty, staff, alumni, parents, and community members. A chaperone is on-call at all times in the Granite Peaks Lodge.

Students may attend anywhere from one to all four ski trips, but all participants must be pre-registered.

There are no refunds for bus cancellations. In the event the ski bus is cancelled due to ski area closure or other unforeseen events (school closure, highway/road conditions, etc.), this fee is not refundable.

Financial aid is available for this program. The student must be a current University Prep student and their family must already qualify for and receive financial aid. To register, please see the associate director of financial aid.

STUDENT CLUBS

Students participate in a wide variety of clubs (usually 30 to 40) that vary from year to year based on student interest. Long-standing clubs include Mock Trial, Students of Service, Multicultural Student Alliance, Gender and Sexuality Alliance, Opera Club, and the Creative Arts Society. Clubs have a faculty advisor and meet during community time.

Student Government

The purpose of the Associated Student Body, as stated in the preamble to its constitution, is "to encourage participation of all students in school activities, to develop standards of character and citizenship, to promote good student-faculty-administration relationships, to provide a forum for developing leadership skills; and to foster a feeling of good will toward the community." Voting for student body officers takes place in the spring for the following school year. Upper School class officers serve in the ASB cabinet, which plans events such as dances, Traditions Week, assemblies, and other community events.

SUPPORT SERVICES

Personal Advisors

The Middle and Upper School personal advisory program offers a school-oriented, one-on-one relationship between a staff or faculty member and the student for the purposes of communication and guidance. Advisors serve as advocates, representing the advisee's interests in student-teacher, student-administrator, and student-student interactions. The advisor also serves as a primary link between the school and parent/guardians.

Class Advisors

Faculty members serve as class advisors to each grade level in the Upper School and collaborate with students and faculty to plan and maintain the events, activities, and relationships that are consistent year after year in each grade level. Class advisors also facilitate efforts of teachers in the grade level to create learning experiences that are coordinated across subject areas.

Grade Level Deans

Along with the personal advisor, the grade level dean is a primary point person for matters relating to students in a particular grade. The dean collaborates with the student services team and grade level personal advisors as a way to enhance the overall student experience. The grade level dean will remain with a grade through four years of Upper School.

Student Services

The student services team meets regularly by division to coordinate social/emotional, academic and learning services, and support for students. The Upper School team is composed of the director and associate director of Upper School, counselors, director of learning support, director of diversity and community, and the director of college counseling and student services.

Counseling Program: The University Prep counseling program is staffed by two licensed mental health professionals and is available to all students. The counselors provide students and their families with emotional support, advocacy, and community referrals within a confidential setting. It is the counselors' goal to be readily accessible to students.

Associate Director of Upper School: The associate director coordinates and supports student life, culture and

community; monitors disciplinary issues; and works with students to promote their growth with respect to the school mission, balancing advocacy and accountability.

Learning Services: In accordance both with our core values and with the Americans with Disabilities Act (ADA), we provide accommodations for students with disabilities to enable such students to benefit from our program. We cannot, however, provide accommodations that would result in changing the nature of our program. For more information on specific accommodations, please contact the director of learning support. Learning Services partner with Liddane Tutoring and Liddane Tutoring & Learning Services to provide coordinated tutoring and other support services to students with special learning needs in our community.

Diversity and Community: The diversity and community staff guides, facilitates, and supports all efforts that relate to diversity and community at University Prep, including English language learners' support, student affinity groups, and community-building events.

College Counseling: The College Counseling Office provides a full program to support each junior and senior and their parents/guardians during the planning for college and application process, and the transition to post-UPrep education.

Learning Pathways Program

University Prep offers an Orton-Gillingham program to strengthen deficit areas of reading and writing for students with a specific diagnosed language disability. The program operates within the school day and is available to qualifying students at additional cost.

Registrar

The registrar maintains each student's academic records, produces transcripts and report cards, and tracks students' progress toward fulfilling graduation requirements.

Library

The Library is staffed by the library director and a librarian. It offers a welcoming intellectual and creative space for collaboration, creation, and quiet, and is open every school day from 7:30 a.m. – 6:00 p.m. The library has a large print and digital collection, and offers supplies and support for student projects of all kinds. You can keep up with new releases and exciting library programs

through our displays, website and Facebook pages, book clubs, and Schoology groups.

Internet/Computer Network Use

University Prep makes Internet and computer network access available to promote educational excellence by facilitating innovation, communication, and resource sharing. University Prep owns the computer network system and students may use it by permission and with no expectation of privacy. Smooth operation of the network depends upon proper conduct of the end users, who must adhere to strict guidelines. The school has established policies and guidelines for using the Internet and computer network (see Appendix). The Internet and email service may not be used for harassment in any form. A student must sign an Internet/Computer Network Use Agreement before using the computer network. For further information, please contact the director of information technology.

Technical Support

For help with IT troubleshooting for devices or software, for loaner iPads or laptops while student devices are under repair, for email or other UPrep accounts and passwords, or wifi and printing on campus, please seek support in A237 or email support@universityprep.org from 7:30 a.m. – 4:00 p.m.

For help with the requirements, policies, or general inquiries/feedback on the iPad and laptop program or help with Schoology, please contact the director of academic technology.

For general software or device help or help with Google Apps, research databases, Citrix, and EasyBib, please contact one of the UPrep librarians.

For help logging in to the UPrep website or Family Access Module (FAM), please contact the Main Office.

For help with eTextbooks, course resources or websites, please contact the class teacher.

LEADERSHIP

Contact information can be found at www.universityprep.org.

Academic Team

The academic team consists of the head of school, the assistant head of school and director of Upper School, the director of Middle School, and the academic dean and director of strategic program initiatives. The team governs academic affairs and student life at University Prep. Each member has distinct responsibilities within this broad charge.

The head of school is the chief executive officer of the school. Responsibilities include long-range planning, personnel and fiscal management, fundraising, and legal and other policy matters, often working closely with the Board of Trustees. The head of school oversees the school's administrative team and, through the team members, provides leadership. The assistant head of school oversees the day-to-day operations of the school.

The division directors are responsible for day-to-day operations of their respective divisions. They are readily available to meet with parents/guardians, faculty, staff, and students to discuss issues pertaining to their division.

The academic dean and director of strategic program initiatives is responsible for oversight and coordination of the school curriculum and faculty professional development. He is available to answer questions about the design of the instructional program, including forthcoming initiatives.

Administrative Team

Team members consist of the head of school, the assistant head of school and director of Upper School, the chief financial officer, the directors of Middle School, enrollment management, advancement, marketing and communications, and diversity and community, and the academic dean and director of strategic program initiatives. This group is an advisory rather than a decision-making body whose purposes are to advise the head of school and other administrators, discuss implementation of board policy, be aware of the activities and concerns of other administrators, and recommend needed administrative actions.

Instructional Leadership Team (ILT)

Membership of the ILT consists of the academic dean and director of strategic program initiatives, department heads, and division directors. It is responsible for:

- generating schoolwide curriculum initiatives;
- ensuring that a coordinated and purposeful continuum of academic expectations from grades 6-12 exists within departments and by grade level across the curriculum;
- drafting and editing course proposals for the Academic Council;
- providing a forum for exchange and support of departmental and interdepartmental needs and concerns.

Academic Council (AC)

Members of the AC include division directors, the academic dean and director of strategic program initiatives, the associate director of Upper School, the assistant director of Middle School, department heads, the director of college counseling and student services, the director of enrollment management, the director of diversity and community, the director of global programs, the director of academic technology, the director of athletics, the director of learning support, the library director, a school counselor, and student representatives. The AC is responsible for:

- evaluating and deciding on schoolwide curriculum initiatives;
- considering student proposals and opinions;
- hearing reports from the ILT and approving ILT initiatives;
- disseminating information to proper constituencies;
- creating standing committees.

Board of Trustees

University Prep's Board of Trustees includes school founders, the head of school, parents/guardians of current and former students, alumni, business and community leaders, and at least one member of the faculty. The board is the governing body of the school. The primary focus of its work is long-range and strategic. Working closely with the head of school and the administrators, it establishes plans and broad policies to achieve the school's mission, to identify institutional needs, and to ensure the school's financial sustainability. The board meets regularly during the school year. Topics for consideration on the meeting agenda may be presented to the executive or other appropriate committee. The board's Trusteeship and Gov-

ernance Committee welcomes suggestions for nominees to the Board of Trustees; they may be submitted through the head's office.

SCHOOL OFFICES

Admission and Enrollment

The office is staffed by the director of enrollment management, the associate director of financial aid, the associate director of admission, and the registrar.

Reenrollment: Reenrollment contracts are issued annually to qualifying students in early February. Families have approximately two weeks to return contracts and deposits. Receipt of the completed contract and nonrefundable tuition deposit reserves a place for the student for the next school year. University Prep reserves the right not to extend a reenrollment contract to a student.

Application: Families interested in applying for admission should attend an open house and create an account online at www.ravenna-hub.com. Current UPrep families interested in the early sibling admission process should visit www.universityprep.org for more information and specific sibling admission deadlines. Admission materials are available at www.universityprep.org.

Open Houses: Two open houses are held every fall. No RSVP is necessary to attend. Current UPrep families are encouraged to invite neighbors or friends with children entering grades 6-12. We also invite current parents/guardians to attend open house to answer prospective families' questions. Those wishing to volunteer should contact the Enrollment Office.

Financial Aid: Awarded annually, financial aid is based solely on a family's demonstrated financial need. Since family circumstances may differ from year to year, we require families to reapply every year. Just after the first of the year, we email FA application instructions and information to those receiving financial assistance. All materials are processed by School and Student Services (SSS). To be considered for financial aid, applications must be filed early in February. The Enrollment Office requires a copy of parents/guardians' IRS Form 1040, all accompanying schedules, W2 statements from employers, and any additional requested information. University Prep maintains a policy of strict confidentiality concerning all financial aid awards. In return, we expect families receiving financial aid to honor this policy of confidentiality from their end. Families interested in applying for financial aid should notify the Enrollment Office by early November.

Business Office

The Business Office is staffed by the chief financial officer, the controller, the AR/AP specialist, the payroll/HR specialist, and accounting assistant. The office is responsible for all of the school's financial and general business matters, including preparing and monitoring the annual budget, preparing monthly and annual financial statements, processing payroll, overseeing school purchasing, billing, and collecting tuition.

Tuition Payments: Tuition does not include lunch, textbooks, iPads or laptops, personal athletic equipment, or charges connected with off-campus events. The school offers a number of payment plans:

- Payment of full year's tuition before July 1
- Payment of one-third of the year's tuition before July 1, one-third before October 1, and one-third before February 1. The Board of Trustees has instituted a delinquent payment charge of \$150 that will be assessed for payments not received by the due date. In addition, interest at 1.0 percent per month will be charged on the unpaid balance.
- A ten-month payment plan is available through FACTS management company.

Student Fees: A student fee is collected with the July tuition payment. This fee covers the cost of various student activities, transportation for school activities, camp, and yearbook.

Reenrollment Deposit: During February, parents/guardians are required to return reenrollment forms for the next school year along with a nonrefundable deposit.

Tuition and fee obligations for students must be met in a timely manner, pursuant to the terms of the enrollment contract. Should accounts be more than thirty days in arrears, the following actions may be taken by the school until the account is satisfactorily settled:

- The student may not be permitted to attend school.
- The registrar will not release transcripts or report cards to the student, the student's family, or to other schools.
- Re-enrollment contracts will not be accepted.
- Diplomas will not be awarded.

College Counseling

The College Counseling Office is staffed by the director, the associate director, and the college counseling assistant. The office provides assistance to students applying for college, interim/gap year programs, financial aid and scholarships. It also offers information about summer programs; schedules and administers standardized tests such as the AP, PSAT and PLAN; and hosts college admission representatives.

Marketing and Communications

The Marketing and Communications Office is staffed by the director and the associate director. The office produces and oversees all published materials for the school community and promotes the school in the community and the media. The director is responsible for maintaining the quality and consistency of University Prep's image in all written communications; producing the school's website; and developing the school's marketing programs including public relations, advertising, and publications.

Advancement

The Advancement Office is staffed by the director, the associate director, the advancement events officer, the stewardship and communication officer, and the operations database administrator. The office is responsible for building relationships with successive generations of students, their families, and friends of the school, as well as engaging the community in advancing our educational mission. The advancement team also assists the head of school and members of the Board of Trustees in encouraging philanthropy in support of University Prep's mission.

Generous support of the school's mission beyond what is funded by tuition is essential to sustain and improve the University Prep educational experience, enabling us to recruit and retain talented teachers, ensure an economically diverse student body, and expand our curricular and co-curricular offerings.

Every member of our community is encouraged to make a meaningful gift to the Annual Fund, which is the primary means for raising unrestricted funds in support of those unique elements of the program that enrich the full University Prep experience. We also invite all UPrep community members to participate in the annual raise-the-paddle event, which is not only our

second largest fundraising effort but also a community-wide celebration.

Volunteers, working with the development team, are engaged in building the school's endowment. Income from the endowment augments tuition and Annual Fund

dollars in the operating budget and provides financial stability. You can read about these and other elements of the development program on the school's website under Support U Prep.

The Advancement Office plans many of the events held by the school throughout the year to celebrate our community and its generous support of our students and teachers.

Diversity and Community

The diversity and community team at UPrep consists of the director and the associate director of diversity and community who work together to pursue the common goal of inclusivity, focusing on three main areas: teaching and learning, student life, and community outreach. The purpose is to sustain a school community in which everyone feels a part of the community; to ensure that all have easy and equitable access to the benefits and activities of that community; and to allow all to play an active role in creating and shaping the educational and social environment of the school. Students and parents are encouraged to drop by or contact the director or associate director to find out about programs or share their ideas and concerns.

Global Programs

The Global Programs Office consists of the director and associate director who oversee programs that offer unique global perspectives in both the Upper and Middle Schools. In addition to organizing the MS and US Global Link programs and a variety of international and domestic visits, the office serves as the primary support for international students and their host families, as well as students interested in studying through UPrep's semester away program. It is also a resource for students interested in other global leadership opportunities such as domestic conferences, summer programs, and community service with local and international organizations.

Information Technology (IT)

The IT team is comprised of the director of information technology and two systems administrators. The team is

responsible for resolving school-related IT issues for students, faculty and staff, as well as maintaining and improving the school's network, server and audiovisual systems.

PARENTS AND ALUMNI

Parent Community/Parent Council

The parent/guardian community at University Prep consists of parents and guardians of currently enrolled students. The Parent Council acts as the steering committee for the parents and guardians of all students. UPrep's community manager serves as the liaison between the school and the parent community.

The council consists of at least two representatives from each grade level, the president, two vice presidents (Upper School and Middle School), a secretary, a treasurer, a past executive member, standing and ad hoc committee chairs, and the head of school or designated representative who shall be an *ex-officio*, nonvoting member. Parent Council has the following objectives:

- Facilitate communications among the various constituencies within the UPrep community
- Identify issues of parent concern and provide resources and forums for discussion
- Provide education programs for parents/guardians
- Provide or assist with hospitality for designated events
- Consider special needs upon request

Alumni Association

Graduates of University Prep are automatically members of the UPrep Alumni Association and join a network of nearly 1,800 fellow Pumas. Alumni are encouraged to remain involved with the UPrep community by attending alumni events, connecting via social media, volunteering, contributing class notes to the *UPrep Magazine*, and making a gift to the school. We sponsor an Alumni Reunion Weekend each summer celebrating the five-, ten- and twenty-year anniversaries of graduation. All alumni are also eligible to sit on the Alumni Board, which meets monthly to support the school's communication with alumni and to assist in event planning and fundraising. The Alumni Scholarship Fund was recently established to encourage alumni contributions to UPrep students in need of financial aid.

APPENDIX

Harassment Definitions and Procedures

Harassment is defined as a single serious incident or pattern of unwelcome behavior, speech, writing (electronic or otherwise) or any other contact directed at a person because of his or her race, color, national origin, gender, religion or creed, or sexual orientation, or any behavior that demeans or stereotypes individuals in a harmful way and creates, from the perspective of the recipient(s) and a reasonable person, an intimidating, hostile, demeaning or otherwise offensive environment which is sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's full and free participation in the University Prep community. Harassment may be blatant, obvious, or subtle. Unlawful harassment is conduct directed at a person because of his or her race, color, national origin, gender, religion or creed, or sexual orientation, and includes behaviors such as malicious spreading of gossip; hazing; ostracizing; ridicule; unwelcome touching of another person; name-calling; bullying; destruction or damage of personal property.

Sexual harassment is defined as a single serious incident or pattern of unwelcome sexual conduct, or other offensive conduct directed at a person because of gender, whether written, verbal or any other comments, gestures or noises that create, from the perspective of the recipient(s) and a reasonable person, an intimidating, hostile, demeaning or otherwise offensive environment which is sufficiently severe and/or pervasive to have the effect of unreasonably interfering with an individual's full and free participation in the University Prep community. Sexual harassment may be blatant, obvious, or subtle. It may consist of sexually suggestive comments; sexually offensive or discriminatory remarks about a person, a person's sexual orientation, or a particular gender group; stalking; unwelcome touching of another person; pressure for dates or sexual favors; the spread of sexual gossip; sexual ridicule; sexual favoritism; participating in gender-based pranks, leering, or the portrayal of males or females in a sexually denigrating manner, such as in photographs, posters, or illustrations.

Harassment Officers: Currently, the division directors act as the harassment officers on campus. As such, they have the ultimate responsibility on campus for: determining violations of the school policy on harassment; investigating and documenting each reported incident promptly; taking disciplinary action against individuals

who violate the harassment policy or encourage harassment conduct on the part of others; providing education to the faculty and staff about harassment issues; and preserving to the extent possible the confidentiality of all persons involved in harassment incidents.

Procedures: All reports of sexual harassment or any other harassment will be taken seriously and investigated promptly. University Prep will protect the confidentiality of those involved to the extent possible and consistent with the need to investigate. The complainant(s) will be expected to provide the necessary specific information: date(s), place(s), people involved, word(s) and/or action(s). After receiving a report of harassment, a division director will promptly conduct an investigation that includes, but is not limited to, interviewing the complainant and/or the harassed student, the alleged harasser, and any witnesses. When warranted by the investigation, appropriate corrective action will be taken by a division director against any student(s) or other individual(s) who violates the school policy on harassment.

Teachers, administrators, and staff have a duty to report to a division director incidents involving students that constitute or might constitute harassment even if they are uncertain whether such actions violate the school's harassment policy.

Seeking Information or Clarification: In the event an individual is not certain whether harassment of any kind has taken place, but feels uncomfortable about a situation, that individual is encouraged to seek out a counselor or a division director for clarification. Additionally, if a student is unsure whether he or she has violated the harassment policy, that individual is also encouraged to seek clarification.

Asserting the Right to Be Free of Harassment: Those harassed are not required to confront their harasser(s) and may report harassment incidents directly to a division director, counselor, teacher, administrator, or staff member. Students may wish to voluntarily assert the right to be free of harassment in general and sexual harassment in particular by such constructive means as, but not limited to:

- Articulating that the offending behavior is unwelcome and warning the offender(s) in the presence of at least one other individual that if the behavior does not stop, the next step will be to file a complaint with a division director.
- Notifying the offender(s) in writing in the presence

of at least one other individual that the offending behavior is unwelcome and if the behavior does not stop, the next step will be to file a copy of this notification with a division director.

- If a student voluntarily asserts the right to be free of harassment and the harassment continues, or if the student is uncomfortable using the above procedures, he or she should follow the method of reporting harassment incidents below.

Reporting of Incidents: If an individual believes that he or she has been subjected to harassment or has observed others being harassed, that individual should immediately report the incident to a division director, counselor, teacher, administrator, or staff member. The individual who reports harassment will be expected to provide the specific information mentioned under Procedures above.

Consequences: A student who is found to have violated this policy will be dealt with under the guidelines for student behavior found in the Community Expectations section of this handbook. In addition, a division director may require a harassment offender to:

- thoroughly review, discuss, and demonstrate an understanding of the school's harassment policy;
- receive school counseling about harassment issues; and
- abstain from any contact at school with the complainant(s).

Other individuals found to have violated this policy will be dealt with in an appropriate manner according to their relationship to the school.

False complaints: Students who knowingly make false complaints of harassment will be subject to disciplinary action.

Retaliation: Retaliation for good faith reports of harassment is strictly prohibited. An individual who retaliates will be subject to disciplinary consequences. University Prep considers retaliatory actions to be as serious as harassment itself. Therefore, disciplinary consequences will be imposed to the same degree as for harassment.

Communicable Disease Policy

The presence of the HIV infection constitutes a disability. Discrimination against a prospective or current student on the basis of an actual or perceived disability is prohibited. Accordingly, University Prep will not take any

adverse action against a student on the basis of actual or perceived HIV infection, unless the condition prevents the student from safely participating in school or school-related activities.

University Prep recognizes that in some instances an infected student will be able to attend school and may seek reasonable accommodation. Accordingly, University Prep will endeavor to accommodate the student, unless such accommodation would impose an undue hardship on the operation of the school or pose a health risk to others.

Appropriate medical certification may be required at the discretion of the head of school if there is any question as to whether the student's condition prevents attendance or continued attendance poses a health risk. Additionally, University Prep will comply with all federal and state guidelines in determining whether a student will be required to submit to an HIV test.

University Prep will treat information regarding an individual's medical condition as confidential, except to the extent that other individuals need to know to accommodate the student, to assess the risk of transmission, or to otherwise carry out this policy.

While University Prep recognizes that adherence to this policy is strictly voluntary, University Prep encourages all students who know or suspect that they may be infected with HIV to contact the head of school to discuss their circumstances, so the school can evaluate the situation and make reasonable arrangements.

Guidelines for Responsible Use of Technology

University Prep community members are expected to act in accordance with the school's Mission Statement and Values. The use of electronic devices as well as information and material accessed on the UPrep network should be in keeping with school values: Respect, Responsibility and Integrity. The school uses technology resources and a personal device program in order to create richer learning experiences both in class and through extracurricular programs. Practicing good digital citizenship and responsible use and care of personal technology is everyone's responsibility in the community, and this policy outlines University Prep's view of responsible technology use.

Responsible technology users are thoughtful and intentional:

- Maintaining focus on their task and environment. They don't let technology interfere with face-to-face social interactions or conversations. They manage their own habits around technology use, and turn devices off or redirect their attention away from the screen when appropriate.
- Knowing how online communication can be received differently than face-to-face conversations. They think about how a message might be misunderstood before sending or posting, and understand that information posted online can last for a long time. They understand that there are different etiquette and expectations for different media; while casual communication is fine in many circumstances, academic email and postings should be proofread for tone and content.
- Regarding the ways in which technology reflects culture, and how they use technology in a school setting. They first and foremost "do no harm," and understand the effects that applications such as First-Person-Shooter games or websites with violent, explicit, or hurtful content can have in a learning environment.
- Respecting all community members' right to privacy and the importance of consent. They ask permission before taking pictures, audio or video of people, and before sharing that media.

Responsible technology users use information critically:

- Evaluating what they find online. They look for things such as bias, reliability, timeliness and credibility.
- Understanding and respecting intellectual property, copyright and Fair Use.
- Citing the sources of information, media or resources that they find online.

Responsible technology users communicate:

- Respecting appropriate boundaries. Students and staff may follow each other on public networks, but not in private or closed networks until the student has graduated high school.
- By checking and responding to their University Prep email daily.

- Through University Prep accounts for school purposes, using University Prep email, Schoology, and school social media accounts when appropriate. Personal and school accounts are each used in a responsible, reasonable way. Faculty-student communication is through a school-managed system.
- Displaying respect, responsibility and integrity in all cases, understanding that our community expectations and values extend beyond the University Prep network and campus.
- While being aware of their digital footprint and how the information and material linked to their accounts may be available online to future colleges, employers or social connections.

Responsible technology users manage and care for their devices and data as well as those owned by the school and other community members:

- By having an active backup that archives the data on their device on a regular basis.
- By having an active anti-virus program as appropriate and updating it to keep the security current.
- Keeping software and hardware in good working and safe condition.
- Maintaining a system of organization for files and digital information.
- Not touching other users' devices or accounts without permission, or sending data or messages which damage other devices or the UPrep network.
- Practicing good password management and account security, maintaining and protecting strong passwords, and not giving access to their accounts to other people.

QUICK REFERENCE: UPREP CONTACT LIST

Who should I contact with questions about:

Attendance and planned absence:

attendance@universityprep.org

Upper School program: Ken Jaffe, Assistant Head of School and Director of Upper School, kjaffe@universityprep.org, 525.2714 ext. 110

US student life (personal advisory, student government, clubs/activities, community service): Sarah Peterson, Associate Director of Upper School, speterson@universityprep.org, 525.2714 ext. 179

US athletics: Rebecca Moe, Director of Athletics, rmoe@universityprep.org, 525.2714 ext. 124

Diversity and Community: Shavette McGhee, Director of Diversity and Community, smcghee@universityprep.org, 525.2714 ext. 228, and Pedro Cordoba, Associate Director of Diversity and Community, pcordoba@universityprep.org, 525.2714 ext. 194

Families and community: Asha Dean, Community Manager, adean@universityprep.org, 525.2714 ext. 136

School Counselors: Andrea Moore, amoore@universityprep.org, 525.2714 ext. 106; Lindsay Metcalfe, lmetcalfe@universityprep.org, 525.2714 ext. 138

Learning Services: Shannon Salverda, Director of Learning Support, ssalverda@universityprep.org, 525.2714 ext. 205

ELL family support and interpretation services: Pedro Cordoba, Associate Director of Diversity and Community, pcordoba@universityprep.org, 525.2714 ext. 228

All-school Email: Lisa Kennedy, Associate Director of Communications, lkennedy@universityprep.org, 525.2714 ext. 196

Application process, enrollment, reenrollment: Melaine Taylor, Associate Director of Admission, admissionoffice@universityprep.org, 523.6407 ext. 116

Communications: Terri Nakamura, Director of Marketing and Communications, tnakamura@universityprep.org, 525.2714 ext. 128.

College process: Kelly Herrington, Director of College Counseling, kherrington@universityprep.org, 525.2714 ext. 226

Custom Metro buses: Linda Smith, Main Office Coordinator, lsmith@universityprep.org, 525.2714 ext. 100. Or contact Metro customer service at 206.553.3000 or

log on to <http://bit.ly/2uYG4oX>. Use your student's bus number to find latest information.

Financial aid: Michele Hayes, Associate Director of Financial Aid, mhayes@universityprep.org, 525.2714 ext. 118

Fundraising: Catherine Blundell, Associate Director of Advancement, cblundell@universityprep.org, 525.2714 ext. 147

Global programs, Global Link, host family opportunities: Brian Gonzales, Director of Global Programs, bgonzales@universityprep.org, 525.2714 ext. 112

Lunch account: The Commons Café, khaber@universityprep.org, 525.2714 ext. 200

Official transcripts and schedules: Emily Adams, Registrar, registrar@universityprep.org, 525.2714 ext. 113

Outdoor education opportunities: Alec Duxbury, Outdoor Education Coordinator, aduxbury@universityprep.org, 525.2714 ext. 175

Technology: For tech questions and tech support from 7:30 a.m. – 4:00 p.m., email support@universityprep.org or go to A237.

Tuition payments, billing: Christina Coleman, AR/AP specialist, ccoleman@universityprep.org, 525.2714 ext. 145

Grade Level Deans

9th grade: Mikayla Patella-Buckley, MPatella-Buckley@universityprep.org, 525.2714 ext. 234

10th grade: Pat Grant, pgrant@universityprep.org, 525.2714 ext. 154

11th grade: Meghan Anderson-Johnston, manderson-johnston@universityprep.org, 525.2714 ext. 168

12th grade: Abigail Hundley, ahundley@universityprep.org, 525.2714 ext. 144

YOUR STUDENT'S PERSONAL ADVISOR SHOULD REMAIN YOUR FIRST POINT OF CONTACT FOR MOST ISSUES.

If you are unsure where to direct your question, please contact the Main Office at mainoffice@universityprep.org or 206.525.2714 and they will assist you.

USEFUL NUMBERS

Asha Dean, Community Manager
206.83.1136

Linda Smith, Main Office
206.832.1000

Debra Boyd, Main Office
206.832.1001

Emily Adams, Registrar
206.832.2113

Ken Jaffe, Director Upper School
206.575.2714

**Sara Peterson, Associate Director Upper
School**
206.832.1179

Rebecca Moe, Director of Athletics
206.832.1124

A more extensive list of resources is located
on the inside back cover of this handbook.

For contact information for individual staff
members, events, lunch and news,
please consult our website:
www.universityprep.org