



HEADLANDS
PREPARATORY SCHOOL

Parent and Student Handbook

2023-2024

1050 Bridgeway
Sausalito, CA 94965
415-944-2254
www.HeadlandsPrep.com

Individualized Learning • Academic Mastery • Personal Growth • Civic Engagement

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SCHOOL INFORMATION

- INTRODUCTION
- ADMINISTRATIVE CONTACT INFORMATION
- MISSION STATEMENT
- SCHOOLWIDE LEARNER OUTCOMES

INTRODUCTION

Welcome to Headlands Preparatory School's 2023-2024 school year! This handbook has been prepared for all members of the Headlands Preparatory School community to provide a clear understanding of the principles, policies, and procedures that govern the daily workings of the school. Headlands Prep offers both in-person and distance learning options. This handbook applies to both program options.

Headlands Preparatory School opened its doors in 2017 as a branch of Tilden Preparatory School, which was established in 2006. Beginning with the 2020-2021 school year, we changed our name and received our separate accreditation as Headlands Preparatory School. Building on Tilden's strong foundation of education, Headlands Prep continues to be a WASC accredited, one-to-one individualized educational environment focused on academic mastery, personal growth, and civic engagement.

ADMINISTRATIVE TEAM CONTACT INFORMATION

Campus Information

1050 Bridgeway
Sausalito, CA 94965

Phone: 415-944-2254
Fax: 415-944-2258

Office Hours:
Monday-Friday 8:00 a.m - 5:30 p.m.

Administrative Team:

Rebecca Hobbs | Founding Director

Kristie Moore-Arauz | Executive Director

Alex Blumencranz | Head of School

Suzi Andrews | School Operations Coordinator

Sara Hakala | Administrative Assistant, Student Services

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MISSION STATEMENT

Headlands Preparatory School empowers all students to develop themselves as individuals and as contributors to the community through individualized learning, academic mastery, personal growth, and civic engagement.

SCHOOLWIDE LEARNER OUTCOMES (SLOs)

Self-directed learners who:

- a. Aspire to high standards of academic achievement and mastery
- b. Engage in learning and utilize effective learning strategies
- c. Take responsibility for self-organization, self-evaluation, and self-regulation
- d. Set and work towards personal goals while navigating challenges or setbacks

Confident self-advocates who:

- a. Identify and articulate their needs in a respectful manner
- b. Clearly communicate ideas and experiences
- c. Seek out feedback, educational challenges, and necessary support systems
- d. Maximize individual potential, creativity, and unique talents

Thoughtful digital citizens who:

- a. Use the Internet effectively and responsibly
- b. Locate and evaluate trustworthy sources
- c. Think critically and creatively
- d. Approach problems with empathy and compassion

Mindful individuals who:

- a. Listen, act, and communicate with intention
- b. Reflect upon their personal practice and challenge their own assumptions
- c. Seek to create equitable opportunities for all in the community
- d. Demonstrate skills of reflection, personal integrity, and perseverance

Engaged community members who:

- a. Demonstrate consideration and respect for others
- b. Appreciate, value, and are receptive to diverse cultures and individual differences
- c. Foster a safe environment of belonging and inclusion regardless of race, ethnicity, religion, identity, nationality, gender and gender expression, sexual orientation, neurodiversity, ability, age, or socioeconomic and demographic backgrounds
- d. Exhibit active civic engagement and social responsibility through a personal commitment to service

COMMUNICATION

- COMMUNICATION
- SURVEYS

- ABSENCES
- WITHDRAWAL

COMMUNICATION

Parent-Teacher Communication

You may obtain your teachers' email addresses through our progress reporting system (see **Progress Reporting System, page 14**). You are welcome to meet briefly with teachers at the start or end of your student's class. We request that parents limit their email communication with teachers to absence notifications and brief, occasional questions about the course. More frequent and/or lengthier emails about a student's progress are charged at the course's regular session rate. Parents may also request a paid meeting with their student's instructor(s) at the school. We do not allow teachers to use their personal cell phones to communicate with parents or students.

School-Wide Communication

When your student registers at Headlands Prep, you will be added to our parent mailing list and may receive occasional email updates from our administration. We send out frequent parent emails with general announcements and school updates. We may send out additional emails with event information, policy changes, scheduling information, billing alerts, etc. We also post important announcements on the progress reporting system login page at [HPS Portal Login Access](#) and on our website by clicking the [My HPS Login](#) in the top right corner

Communication with the Head of School

If you would like to discuss specific aspects of your student's program, please feel free to contact us via email or call to set up an in-person appointment or phone call with the Head of School. If you would like a conference to include your student's teachers, you will be billed for their time.

SURVEYS

We are always working to enhance our program and strive to successfully meet the needs of our students and families. To facilitate this process, we ask our full-time students to complete a **Student Entry Survey** about their learning experience and academic preferences when they begin taking classes at Headlands Prep and a **Student Exit Survey** near the end of the school year. We also ask all students to fill out a **Course Exit Survey** regarding their experience within each semester course. Toward the end of each academic year, we provide a **Parent Survey** regarding observations of your student's experience. In addition to these surveys, we welcome your comments and suggestions at any time.

ABSENCES

HPS tuition is based on the student's schedule, which means that all absences are billed at the **full session rate**. Parents are required to email the student's teacher(s) directly in addition to the campus administration prior to the start of the scheduled session. Students may not report their own absences. Email only (not a phone call) from a parent is required for all student absences.

We are not able to offer rescheduling or make-up classes; while we are sometimes able to offer an additional one-time appointment at the regular session rate, the full session rate for the time that is reserved for your student will still apply. Please refer to our Policies and Fees documents for additional details regarding our absence policy.

**To find a teacher's email address, please see instructions in the Parent Login Information document attached to the Welcome Email. Contact the administration at admin@headlandsprep.com*

WITHDRAWAL POLICY

Withdrawal is when a student inactivates a course/tutoring after a schedule is confirmed and prior to completion or scheduled end date of the course. We require a four-week notice of withdrawal. **Notice must be submitted by email to admin@headlandsprep.com**. Upon withdrawal your Schedule Deposit is forfeit, or applied to the final four weeks of the course/tutoring.

If notice is given after your schedule has been confirmed but prior to your scheduled start date, your Schedule Deposit is forfeit.

COURSES

- REGISTRATION & SCHEDULING
- COURSE LENGTH
- STUDY HALL & STUDY SUPPORT
- GRADING POLICIES
- ACADEMIC INTEGRITY POLICY

REGISTRATION & SCHEDULING

Courses are offered year-round at Headlands Prep. If your student has not completed one or more courses by the end of the school year, they will have the option to continue in the summer until the courses are completed. However, during the summer session, classes are scheduled five days per week (Monday-Friday) and occasionally four days per week (Monday-Thursday), one to three 50 minute sessions per day. If your student attends fewer days per week during the school year, they will need to transition to a four- or five-day schedule in the summer. Though we will do our best, we cannot guarantee that your student will continue their class with the same instructor.

In order to register for classes and reserve a schedule, Headlands Prep must receive all registration forms and your non-refundable Registration Deposit. Once registration forms have been processed, you will receive a **Welcome Email** from the administration with a schedule, payment details, and important program information.

To confirm your schedule, you must respond to the Welcome Email approving the proposed schedule and submit your Enrollment Fee(s), Schedule Deposit, and 4-week advance payment. The Full-Time Enrollment Fee includes books, workbooks, activities, community lunches, labs, and art supplies. The Part-Time Enrollment Fee includes books -- additional fees for lab science and art courses may apply. If you need to withdraw after your schedule has been confirmed but prior to your scheduled start date, your Schedule Deposit is forfeit. For additional information on our **Withdrawal Policy**, please see above.

COURSE LENGTH

ESTIMATED COURSE LENGTH

The following is an estimate of the number of class sessions expected for course completion (per semester). Courses listed below require two semesters for completion unless otherwise indicated. Headlands Preparatory School is a **mastery learning program**, students work to achieve 80% or above on all assessments before moving on to the next unit. We can only estimate course length and are not able to guarantee how long any individual student will take to reach this level of mastery. Please be advised that a student may complete a course in fewer or more sessions than indicated below.

Factors that may affect the rate of completion include **arriving to class on time, homework completion, pace of understanding concepts learned in class, and foundational knowledge in the subject**. These estimates are based on students signed up for **Study Hall** (see below).

We require a minimum of 15 teacher-student sessions per semester for regular courses and 22 teacher-student sessions for AP courses. If your student has mastered the material in our curriculum prior to using this many hours, the teacher will go into more depth with the material to increase the student's mastery of the subject.

Estimated Time to Completion for Specific Courses (Per Semester)

English, History	35-40 sessions
Economics and Government (one semester courses)	35-40 sessions
Languages	35-40 sessions
Algebra 1 and Geometry	35-40 sessions
Algebra 2	40-45 sessions
Pre-Calculus (Depends on prior math knowledge and ability to understand complex abstract concepts)	40-45 sessions
Physics (with strong math background)	40-45 sessions
Physics (without strong math background)	45-55 sessions
Biology, Chemistry, Environmental Science	40-45 sessions
AP Courses (depending on course)	50-60 sessions
Honors Courses (depending on course)	45-55 sessions
Honors Science Courses	45-55 sessions

STUDY HALL & STUDY SUPPORT

Study Hall

Study Hall is scheduled time for students to complete homework and tests in a quiet, monitored group setting. Students not scheduled for Study Hall may drop in for testing. We strongly recommend all students include Study Hall in their schedules in order to support study habits. All estimated course lengths are calculated based on a student having this designated homework time to facilitate homework completion. If a full-time student is not scheduled for study hall and is struggling with homework completion, we may require adding Study Hall hours to your student's schedule.

Study Support

Study Support is scheduled one-on-one homework and skills support. Study Support works extremely well for students who need more help with organizational and executive function skills, homework completion, extra review, and task initiation. Study Support is billed at our standard rate/session. If a full-time student is struggling with homework completion, despite having scheduled Study Halls, we may recommend adding a Study Support class to your student's schedule.

GRADING POLICIES

Our grading policy is based on **Mastery Learning**. **Students are given credit for work they complete as long as the quality demonstrates sufficient subject mastery at a level of 80% or better.** Students are re-taught any material that they do not master, and can retake an alternate version of the test or assessment until they achieve a level of 80% mastery or higher. Most students successfully complete our courses with 80% mastery or higher.

HOMEWORK

Students should expect to complete approximately 45 minutes to one hour of homework for each hour of class unless otherwise arranged by the parents, student, and teacher and approved by the Head of School. There will be some variation depending on the pace at which each student works and the complexity of the course content. Students who want to move through the material more quickly are encouraged to accelerate their course completion rate by completing more work outside of class. Homework completion is recorded in the progress reporting system; please see **page 14** for instructions on accessing the system.

Important Homework Note: Due to our mastery learning program, incomplete homework must be completed in class. A weighted participation grade will be included in all grade breakdowns based on their homework completion rate. However, when students regularly need to complete homework in class this can significantly increase the length of the course.

ASSESSMENTS/EXAMS

Students take exams **outside of class time** in Study Hall or at the front desk after Study Hall hours, unless a parent requests that exams be taken in class under teacher observation. Exams may be taken at a student's convenience during campus office hours. Students are expected to be self-directed in their approach to testing and schedule ample time for testing. If a student does not complete a test in one sitting, they may be required to complete additional questions from a new exam in a different sitting. Students taking courses strictly via distance learning will receive special instructions on taking assessments.

Important Testing Note: Students must take tests **within one week** of its assignment, or they will be required to take the test during class time. Additionally, if a student has two or more tests to take in one course, they must take the tests in the following scheduled class session with their instructor in order to progress in the course curriculum. Having to take tests in class will increase the overall course length.

HONOR CODE

HPS Honor Code

Headlands Preparatory School is devoted to individualized learning, academic mastery, personal growth, and community engagement. We view integrity as the foundation for all learning and practice. As such, we hold responsibility, intention, and reflection — in our personal development, academic work, and interpersonal interactions — as essential to fulfilling our mission of empowering all students.



All students, parents, faculty, and staff are committed to fostering a safe and supportive environment in which we will, individually and collectively, demonstrate consideration, respect, and reflection throughout school life. As self-directed learners, students will act with intention and integrity, and seek necessary support systems. We make this promise in order to empower all members of the community to develop themselves and the school as a whole.

You are acting with academic integrity when you:

- Take full credit for your work and give full credit to others who have helped you or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Do your own homework, essays, and projects. Use your own words, rather than taking them directly from another source, and provide accurate source documentation for essays and research projects.
- Avoid using aids such as cell phones, cheat sheets, Spark Notes, etc. unless you have permission from your teacher to do so.
- Avoid sharing answers on tests.
- Do not submit the same work for more than one class unless you have permission from your teacher(s) to do so.
- Let your teacher or a Head of School know when another student is not acting with academic integrity.

CONSEQUENCES

If a teacher or administrator believes a student is not acting with academic integrity, this will be discussed with the student and parent(s) and appropriate consequences will be determined by the administration. These will be determined based upon the circumstances and may include any or all of the following:

- Discarding the entire work in which plagiarized work is discovered.
- Requiring the student to do additional work beyond redoing the current assignment.
- Requiring the student to take additional tests or complete other work such as essays and lab reports in their class(es).

We reserve the option to choose additional consequences, if needed, to address the issue.

CREDITS AND TRANSCRIPTS

- GRADUATION REQUIREMENTS
- UNIVERSITY & COLLEGE REQUIREMENTS

- TRANSCRIPTS

GRADUATION REQUIREMENTS

HEADLANDS PREPARATORY SCHOOL GRADUATION REQUIREMENTS

(FULL-TIME STUDENTS)

210 credits total, including:

40 credits English	10 credits World Language or Art
20 credits Mathematics	5 credits Government
10 credits World History	5 credits Economics
10 credits U.S. History	5 credits Social Science Elective
10 credits Biology	65 credits Electives
10 credits Physical Science	20 credits (240 hours) Physical Education
	+ 20 hours of Community Service per year

Typical Program for Four-Year College-Bound Student

9th Grade		10th Grade		11th Grade		12th grade	
Course	Credits	Course	Credits	Course	Credits	Course	Credits
English 9	10	English 10	10	English 11	10	English 12	10
Alg1/Geometry	10	Geometry/Alg2	10	Alg2/Precalc	10	Precalc/Calculus	10
		World History	10	US History	10	US Gov & Econ	10
Biology	10			Chemistry	10	Science Elective	10
World Language	10	World Language	10	World. Language	10		
PE	10	PE	10	Art	10	Social Sci. Elective	10
Total:	50	Total:	50	Total:	60	Total:	50

ELECTIVES

Elective courses can be completed during any year and in a number of ways. Headlands Prep offers many UC approved electives that students can take to fulfill this requirement. However, if students are involved in outside learning experiences (taking lessons, playing sports, etc.), these can also be used for non-UC approved elective course credit (60 hours of class and homework combined equal five credit units). The Non-UC Approved Elective Course form is available on [page 26](#).

COMMUNITY SERVICE

In order to graduate, students are required to complete 20 hours of community service per year of full-time enrollment at Headlands Prep. The Community Service log is available on [page 25](#).

PHYSICAL EDUCATION (P.E.)

Full-time students are required to complete 20 credits (240 hours total) of physical activity prior to graduation. Five credits will be granted for every 60 hours logged. Physical activity may be completed independently or in a group setting. The P.E. log is available on [page 25](#).

UNIVERSITY AND COLLEGE REQUIREMENTS

UNIVERSITY OF CALIFORNIA ADMISSION REQUIREMENTS

Students interested in being eligible to enter the UC system as freshmen must satisfy these admission requirements:

1. Complete a minimum of 15 college-preparatory courses ("a-g" courses), with at least 11 finished prior to the start of your senior year.

Area	Subject	Years
a)	History and Social Science <ul style="list-style-type: none">World or European History or Cultures and GeographyU.S. History	2
b)	English <ul style="list-style-type: none">4 years of college preparatory English	4
c)	Math (4 years recommended) <ul style="list-style-type: none">Algebra 1GeometryAlgebra 2or higher mathematics	3
d)	Laboratory Science (3 years recommended) <ul style="list-style-type: none">Biological SciencePhysical Science	2
e)	Language Other than English (3 years recommended) <ul style="list-style-type: none">2 years of the same language	2
f)	Visual and Performing Arts <ul style="list-style-type: none">Dance, Drama or Theater, Music, or Visual Art	1
g)	College Preparatory Elective <ul style="list-style-type: none">chosen from the University of California "A-G" list	1
Total Required Courses		15

2. Earn a grade point average (GPA) of 3.0 or better (3.4 if you're a nonresident) in these courses with no grade lower than a C.

3. Meet the examination requirement by taking the ACT Plus Writing or the SAT with Essay by December of your senior year. SAT subject tests are not required, but certain programs on some campuses recommend them, and subject tests may be used to satisfy the “a-g” requirements listed above.

For UC admissions information:

<http://www.universityofcalifornia.edu/admissions/freshman/requirements/index.html>

Headlands Preparatory School’s UC certified course list:

<https://hs-articulation.ucop.edu/agcourselist/institution/5558>

CALIFORNIA STATE UNIVERSITY SUBJECT REQUIREMENTS

The CSU requires a minimum 15-unit pattern of courses for admission as a first-time freshman. Each unit is equal to a year of study in a subject area. A grade of C or higher is required for each course used to meet any subject requirement.

Area	Subject	Years
a)	History and Social Science <ul style="list-style-type: none"> • U.S. History • Social Science 	2
b)	English <ul style="list-style-type: none"> • 4 years of college preparatory English composition and Literature 	4
c)	Math (4 years recommended) <ul style="list-style-type: none"> • Algebra 1 • Geometry • Algebra 2 • or higher mathematics 	3
d)	Laboratory Science <ul style="list-style-type: none"> • Biological Science • Physical Science 	2
e)	Language Other than English <ul style="list-style-type: none"> • 2 years of the same language 	2
f)	Visual and Performing Arts <ul style="list-style-type: none"> • Dance, Drama or Theater, Music, or Visual Art 	1
g)	College Preparatory Elective <ul style="list-style-type: none"> • chosen from the University of California “A-G” list 	1
Total Required Courses		15

For CSU Admissions information: http://www.csumentor.edu/planning/high_school/subjects.asp

PRIVATE COLLEGE REQUIREMENTS

Private colleges do not usually publish a firm list of required courses. However, the list of courses required by the University of California gives you a guideline for the high school courses that should be taken to qualify for admission to private colleges. Many students take advantage of Advanced Placement (AP) courses offered at Headlands Prep, as these courses are well-respected by private colleges. Many Headlands Prep graduates attend private colleges each year, with campus choices ranging from large, well-known universities to smaller institutions with highly focused curricular offerings.

TRANSCRIPTS

VIEWING TRANSCRIPTS

Your student's transcript can be viewed within the progress reporting system (see **Accessing Your Account Online on page 14**). As your student completes each semester course and the teacher posts a final grade, the transcript will be automatically updated. If your student has completed a course that is not listed on the transcript, please let us know. In addition, if your student has transferred as a full-time student from another high school, please provide us with an up-to-date transcript from the previous school so that we can include any previously completed coursework on the Headlands Prep transcript. If you see any identifying information that is missing or inaccurate, please email your campus administration to correct any errors.

TRANSCRIPT REQUESTS

When your student applies for college or transfers to another school, you will need to contact the campus administration to request a transcript. There is no fee for requesting a transcript; enrollment fees cover the costs of issuing official transcripts. We will require you to approve your student's transcript (by email) before we send it out. Please allow up to two business days after your request is received for a transcript to be prepared.

For college applications, if a physical transcript is required, please provide the administration with stamped, addressed envelopes, as well as a list of institutions to which the envelopes are addressed. For students transferring to another high school, a transcript request will suffice; we will provide the envelope and postage.

PROGRESS REPORTING SYSTEM

➤ PARENT ACCESS

➤ STUDENT ACCESS

PARENT ACCESS

FOR PARENTS: NAVIGATING THE ONLINE PORTAL

Teachers update your student's progress reports after each class session on our online portal. PDF instructions will be included with your Welcome Email. To access your student's information:

Logging in:

- 1) Go to www.headlandsprep.com and click on 'My HPS Login' in the upper right-hand corner.
- 2) Type in your user name: your first name, a space, and your last name, as written on the student's registration form.
- 3) Type in your password: the default password is "welcome." You will be prompted to change this password after logging in for the first time.
- 4) Click "Go." This will take you to your **Parent Home Page**.

From the Parent Home Page:

- 5) Click on "Edit" to review/edit your contact information and change your password.
- 6) Click on "View Register" to view a listing of all payments and charges for the past six months. If you wish to see a complete listing of all payments and charges, click on "Show Complete Register."
- 7) We accept ACH payments, checks, cash, credit cards (additional 3.5% fee applies), and wire transfers (additional bank fee of \$16 applies).
- 8) Click on the "Community Service Form" link to view our Student Community Service form. Full-time students are required to complete 20 hours of community service per year in order to graduate.
- 9) Click on "Calendar" to view your student's course schedule, teachers, and weekly calendar.

From the calendar page:

- 10) Click on "Homework" (in red) to see all recent assignments listed by course for each date.
- 11) Click on "Progress" to see a teacher's progress reports, attendance records, homework assignments, and objectives completed (material covered/assessment mastered) for each course.
- 12) Click on "email" to obtain a teacher's email address. You will need this contact information to email teachers directly if your student has to cancel a class.

Top menu bar:

- 13) Click on "Home" (top menu bar) to return to the initial page displayed after logging in, which includes the option to view the register.
- 14) Click on "My Hours" to view how many sessions your student's teachers have logged with your student for each class within a certain time frame. This shows class sessions (Single) as well as student attendance and total sessions. You may edit the dates for the time frame you'd like to view at "Display Hours."
- 15) Click on "My Settings" to edit contact information and change your password.

- 16) Click on "Archives" to see a list of courses your student has previously completed. This table includes the teacher, start date, end date, class hours and late cancel hours logged, the final grade, and (if available) progress reports for each course.
- 17) Click on "My Transcript" to see an unofficial copy of your student's transcript. For full-time students, grades and courses from previous schools may be included. Grades from other schools are generally not listed for part-time students. The transcript includes a "Graduation Summary" table, with updated information about which requirements have been completed and which remain for graduation.
- 18) Click on "FAQs" to view a list of Frequently Asked Questions and Answers.
- 19) Click on "logout" to log yourself out of our database.

STUDENT ACCESS

FOR STUDENTS: NAVIGATING THE PROGRESS REPORTING SYSTEM

Logging in:

- 1) Go to www.headlandsprep.com and click on 'My HPS Login' in the upper right-hand corner.
- 2) Type in your user name: your first name, a space, and your last name, as written on the student's registration form.
- 3) Type in your password: the default password is your last name. You will be prompted to change this password after logging in for the first time.
- 4) Click "Go." This will take you to your Student Home Page.

From the Student Home Page:

- 5) You will see your class schedule and teachers' names.
- 6) Click on "Homework" (in red) to see all recent assignments listed by course for each date.
- 7) Click on "Progress" to see a teacher's progress reports, attendance records, homework assignments, and objectives completed (material covered/assessment mastered) for each course.
- 8) Click on "email" to obtain a teacher's email address.

Top menu bar:

- 10) Click on "My Hours" to see how many sessions you've spent in class within a certain time frame. This shows attendance as well as class sessions (Single).
- 11) Click on "My Settings" to edit contact information and change your password.
- 12) Click on "Archives" to see a list of courses you've previously completed with records of the teacher, start date, end date, number of class hours and late cancel hours logged, the final grade, and (if available) progress reports for each course.
- 13) Click on "My Transcript" to see an unofficial copy of your transcript from Headlands Prep For full-time students, grades and courses from previous schools may be included. Grades from other schools are generally not listed for part-time students. The transcript includes a "Graduation Summary" table, with updated information about which requirements have been completed and which remain for graduation.
- 14) Click on "FAQs" to view a list of Frequently Asked Questions and Answers.
- 15) Click on "logout" to log yourself out of our database.

CAMPUS POLICIES

- ON CAMPUS POLICIES
- HEALTH AND SAFETY
- EMERGENCY CLOSURE
- PARKING
- PREPARING FOR CLASS
- PERSONAL ITEMS
- DRESS CODE
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- SUPERVISION PROGRAMS

ON CAMPUS POLICIES

Academic Calendar

Headlands Prep's academic calendar and holiday schedule is provided at headlandsprep.com on our home page.

Open Campus

Students are supervised during class. Unless parents request otherwise, students are not directly supervised before and after classes, during the ten or twenty minute passing periods between classes, or during the 45-minute lunch break.

Arrivals and Departures

Students are expected to be at school during classes in which they are enrolled. Because we use classrooms all day for instruction, we ask that part-time students arrive at the beginning of their class and leave when they are finished, unless otherwise arranged by their parents with the Head of School.

Passing Periods

The passing periods are for students to get their books and get prepared for the next class. Since the 10 minute passing periods are too short for students to go elsewhere for food, they are welcome to bring food from home or buy food off campus during the 20 minute morning break or lunch break.

Tardies

The teacher will call the parent if a student has not arrived 10 minutes into a class and will begin the session immediately upon the arrival of the student. The teacher will not call you to verify arrival unless you request otherwise. You will be billed for the full session, even if the student never arrives.

Lunch

Lunch is scheduled from 12:00 p.m. to 12:45 p.m. daily. Students may bring lunch from home, pre-order catered lunch at school (on Tues/Thurs) during the academic year, or purchase food at nearby restaurants. Club meetings for full-time students occur during the lunch period. Please contact your campus administration for a

club schedule.

HEALTH AND SAFETY

For the health and safety of our whole community, it is necessary to take proper precautions against the spread of illness. As students and teachers work in such close physical proximity, it is imperative that students only attend school in person when they are well and free of any illness symptoms such as cough, runny nose, sore throat, or fever. Students who are ill or exhibiting symptoms are able to attend their classes remotely; please have parents send an email to the teacher and admin prior to the start of class to let the teacher know to connect through Google Hangouts. If a student does come to campus exhibiting illness or symptoms, they may be asked to leave campus and connect remotely; missed class time will be considered an absence. Additionally, promoting the safety of our school community may require the appropriate use of personal protective equipment (PPE); all students are expected to comply with directives to be on campus.

EMERGENCY CLOSURE

In the event of an emergency school closure, at the discretion of school administration, classes will be conducted remotely when possible via our distance learning platform. In the event of an emergency school closure, when distance learning is implemented, all usual policies and fees apply.

PARKING

There are a number of parking options available in the area. There is free parking for two hours on Johnson St. about one block away from campus and metered parking on Bridgeway. D permits and L permits are also available through the City of Sausalito Parking Dept for monthly parking in lot # 3 (Bridgeway and Bay Streets) and #4 (accessed at Humboldt off of Johnson or Ensign Streets), and lot #5 (located on Turney St.). There is also daily parking for \$4/day in lot #4 which requires a Daily Parking Card. For current rates and obtaining a parking permit, please visit <https://www.sausalito.gov/our-city/parking>.

PREPARING FOR CLASS

Study Skills

We emphasize study skills, time management, and organization in all coursework. Students are asked to keep track of assignments and due dates and to build a body of completed work. Students and parents may also view assigned homework, class progress, completed objectives, and grades within the progress reporting system.

Class Materials

Please send your student to school with the following supplies:

Notebooks and/or binders	Lined notebook paper
Graph paper (if needed)	Dividers
Pens/pencils	Calculator (required for Alg 2 courses and above)
Highlighters (if needed)	Compass and protractor (for Geometry)
Index cards for making flashcards	Colored pencils (if requested by the teacher)

Textbooks and Paperback Books

The enrollment fee includes the book(s) your student needs for their course(s). Textbooks will be given to your student on the first day of class and novels will be provided during the course as needed. Due to limited quantities, the school may not be able to provide extra books for students to use in the event that they forget their book from home.

PERSONAL ITEMS

Lockers are not provided. Therefore, students should keep careful track of their personal belongings. Though rare, there have been occasions when students' belongings have been stolen. Cell phones and laptops are particularly vulnerable items. We encourage all students to keep their belongings with them at all times. If a student is suspected of stealing, their backpack and pockets will be searched and, if the stolen item is found, they will be immediately suspended. The Head of School will determine the length of the suspension and criteria for return on a case-by-case basis.

CELL PHONE USAGE

Headlands Prep has a strict policy regarding cell phone use in school. Students may not use or take a cell phone out during class, and cell phones must remain with a test proctor while students are taking tests. If these rules are not followed, the student's cell phone will be taken for the remainder of the day and a parent will be notified. We do not allow instructors to use their personal cell phones to communicate with parents or students. Our complete cell phone policy can be found on Page 28 of this handbook.

Study Hall

During study hall, students are required to turn in their cell phone to the study hall proctor. It must remain with the proctor for the duration of the period. Students are permitted to use technology for academic purposes only. Students may listen to music only if they have pre-set a playlist and are using bluetooth earbuds or headphones such that they can listen without accessing their phone. If technology use becomes a distraction for the student or other students, the student may lose technology privileges.

COMPUTER USAGE

Students are encouraged to use the school's computer resources as a reference tool for preparing research papers, reports, and for any other educational purpose. Computers are not available for accessing social networking sites, gaming, or any recreational web surfing. Students may also bring in personal computers and connect to the Headlands Prep Student WiFi. Should the computer become a significant distraction during class or Study Hall, the student may lose technology privileges for the duration of the class period.

Google Accounts

It is required that all Headlands Prep students create a Google Account. Students frequently use the Google Drive for writing assignments, projects, presentations, etc. When a student creates a document, presentation,

sheet, etc., for class, they must share it with their teacher for the duration of the course. Teachers may use the Drive to send documents, share materials, or edit work. Once the course is completed and hard copies have been printed of all assessments, students may choose to remove teacher access.

All remote classes meet via Google Hangouts. This distance learning option requires students to have internet access and a computer with a working camera and microphone. Should there be technical difficulties on either end, the default expectation is for an in-person class and the missed class will be considered an absence.

Bicycles

Bicycles are not allowed in the building; bike racks are available nearby for students' use.

DRESS CODE

Headlands Prep students are expected to be appropriately dressed at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming. School staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

1. Clothes must be sufficient to conceal undergarments; jeans or other pants with gaping holes, or low-riding pants that reveal undergarments may not be worn on campus.
2. Clothes must not feature pictures, slogans, or graphics that demean any individual or group of people.
3. Clothing must not promote illegal practices, such as the use of illegal substances, including the consumption of alcohol.

If any student's dress or grooming is judged to be disruptive or inappropriate to the school's educational mission and program, they will be asked to speak to the Head of School. After three incidents of inappropriate dress, the student will be sent home for the day. Headlands Prep will also institute a probationary period of one month, in which any further incident will result in the student being sent home for the day. Following completion of the probationary period students will return to the three-warning system prior to being sent home.

BEHAVIOR POLICIES

All teaching and classroom activities are conducted with the utmost respect for all concerned. Teachers and staff are instructed to encourage behaviors that are conducive to learning and to always work to build academic

self-confidence among students. Safety is a must for all students and staff, both during and between classes. If the administration determines that a student is acting in a manner that places others at risk, the administration will take action to resolve the problem to ensure the safety of all students and staff.

In addition, because we are a small school, behavior problems outside of school can sometimes have a negative impact on student learning during school hours. As noted, these problems are rare. If such a circumstance arises, the first step is to talk with the student and parents, and to develop a behavior contract outlining the needed changes. If a student's behavior, at or outside of school, continues to have an excessively disruptive impact on students during school hours, the student causing the disruption may be asked to complete their classes away from school.

DRUGS AND ALCOHOL

Headlands Prep seeks to make the school free from the influence and effects of chemical substances, including alcohol, illegal drugs, and abuse of controlled substances. Therefore, consistent with the goal of providing an environment that best promotes learning:

1. Possessing, distributing, using, or otherwise facilitating the use of drugs or alcohol on campus or at a school event will lead to immediate suspension with the possibility of expulsion. This includes possession or use of medicine that is not prescribed to the student and/or distributing prescription medication to other students.
2. Typically with the first offense, Headlands Prep will suspend the student and require them to undergo a professional drug assessment as a condition of remaining at Headlands Prep. The family must sign a release permitting the Head of School to exchange information with the professional performing the assessment, and to receive results of the assessment and updates on treatment compliance.
3. Additional offenses will lead to one or more of the following: reassessment, increased intervention, a longer period of suspension, or expulsion.
4. In addition to the above interventions, if the school has reason to believe or suspect that a student has been using drugs or alcohol at school, the school may search the student's person, backpack, or car. Headlands Prep will cooperate with law enforcement in all investigations and will report to law enforcement any illegal activities on campus.

TOBACCO AND VAPING

Headlands Preparatory School has a strict no smoking/vaping policy. Students are not allowed to smoke or vape within a half mile of the school before or after school and are not allowed to smoke at all during school hours. Cigarettes, vapes, e-cigarettes, and drug paraphernalia are not allowed on campus, even if the student is 18 years of age or older. If a student smells like smoke or e-cigarette vapor, we will check their backpack. Sausalito has a city ordinance against smoking in any public areas. If a vape, e-cigarette, or cigarettes are found, or if the student is seen smoking in prohibited areas, we will give one warning. If there is a second offense, they will be

placed in our **On-Campus Supervision** program and will be required to stay on campus during school hours for at least 30 days. After the third offense, students will be placed in our **Complete Supervision** program.

SOCIAL MEDIA

Students and teachers may not connect on any social media platforms until the student has graduated from high school (Headlands Prep or another school) and turned 18. If a student has connected with a teacher via any social media platform, they will immediately be required to disconnect (by unfollowing, unfriending, etc.) themselves from the teacher's social media account.

ANTI-BULLYING AND HARASSMENT POLICY

At Headlands Preparatory School we place a high priority on maintaining a kind and inclusive community. Therefore, we take a strong stance against bullying and harassment of any form.

Prohibition Against Bullying and Harassment

No student or group of students shall, through physical, written, verbal, or other means harass, sexually harass, threaten, intimidate, cyber-bully, cause bodily injury to, or commit hate violence against any Headlands Prep student or school personnel on or off Headland Prep's campus. This policy applies to the entire school community, including educators, school staff, students, parents, and volunteers.

Definition of Bullying and Harassment

"Bullying" means written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical or emotional harm. **Harassment** means written, verbal, or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent, or pervasive. These include conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion, or any other distinguishing characteristics or traits that may be included by the school. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

Reporting

All allegations (whether by students, staff or parents) of bullying or harassment shall be reported to the Head of School or member of the administration. School administration will be responsible for investigating the allegation in a timely manner and determining appropriate disciplinary action.

False Reports

Students who file false reports of bullying or harassment will be subject to disciplinary action.

Retaliation

Retaliation or threats of retaliation meant to intimidate the victim of bullying, harassment, or cyber-bullying or toward those investigating the incident will not be tolerated.

Discipline and Remediation

If a circumstance involving alleged bullying, harassment, or cyber-bullying arises, the first step is to talk with the student and parents and to develop a behavior contract outlining the needed changes. Disciplinary actions for bullying and harassment may include, but are not limited to, warnings, loss of opportunities to participate in extracurricular activities such as clubs, on-campus supervision, complete supervision, classes taken off campus, suspension, or expulsion, among others. Safety is a must for all students and staff, both during and between classes. If the administration determines that a student is acting in a manner that places others at risk, the administration will take action to resolve the problem to ensure the safety of all students and staff.

SUPERVISION PROGRAMS

ON-CAMPUS SUPERVISION PROGRAM

Our on-campus supervision program is implemented when a student is having difficulty controlling behavior that has a negative impact on the school community. The program is generally implemented after a warning has been given, but can be implemented without a warning for serious infractions. It requires that the student stay in the school building from the time their first class begins until the end of the last class. The student may not leave campus to get lunch or for any other reason. On-campus restriction continues for 30 days. If at any time during those 30 days, a student leaves campus during the school day, he or she will be automatically changed over to the Complete Supervision Program.

COMPLETE SUPERVISION PROGRAM

Though rarely needed, Complete Supervision provides a safe and successful educational experience for both the student and the school community. When a student is under Complete Supervision, a parent will deliver the student directly to their first teacher of the day and pick them up in the same manner from their last teacher. Each teacher will stay with the student for a full 60 minutes and then deliver them directly to the next teacher. This plan ensures the student has the support necessary to maintain behavior consistent with school policies. At any point, the administration may determine that the student and community will be better served by having the student take classes at home.

Complete Supervision will typically remain in effect for up to 30 days or until the administration believes the student can be removed from the program. If additional infractions occur after a student is released from Complete Supervision, it will be left to the administration to determine the next step.

Students enrolled in Complete Supervision will be charged an additional fee of \$10/session of instruction.

SCHOOL MATCH

We find that almost all students who enroll at Headlands Prep discover that they excel academically, socially and enjoy learning. On rare occasions it becomes clear to Headlands Prep administration that our school is not the best match for a particular student or family. If we feel this is the case, we will schedule a meeting and engage in a collaborative process. As part of the collaborative process, we will propose interventions that we think will make Headlands Prep a better fit. If after a collaborative effort we still determine that Headlands Prep is not the best match, we will have the option of dis-enrolling your student and providing partial credit while we assist in placement to a different and more suitable program.

We look forward to helping your student enjoy learning and gain academic confidence and skills at Headlands Prep.

Please note that while this handbook is comprehensive, we cannot anticipate every situation or answer every question about enrollment at Headlands Preparatory School. In addition, circumstances may require that the policies and expectations described in the handbook change from time to time; the school reserves the right to amend, supplement or rescind any of these provisions, as it deems necessary and at its sole discretion. You will be advised of changes that occur via email and you are responsible for reading and understanding any and all revisions.

Thank you for reading this handbook thoroughly. We are looking forward to having you and your student join our school community!

P.E. LOG

- 1. Students must complete a total of 240 hours (20 credits) of P.E. in order to graduate from Headlands Preparatory School. P.E. credits from previous schools are accepted.
- 2. Students must obtain the signature of the facilitator or parent upon the completion of each P.E. activity. Acceptable activities include biking, walking, hiking, swimming, etc.
- 3. Students must submit this log to the school administration for review in order to receive credit for P.E. hours. **Please turn in P.E. logs only once 60 hours (5 credits) of activity have been completed.**
- 4. This form will be validated by obtaining a signature from a designated Headlands Prep administrator.

Date	Activity	# of Hours	Signature

Total Number of Hours on This Page: *(should equal 60!)*

Total Number of Hours: _____ Headlands Prep Administrator Signature: _____

COMMUNITY SERVICE LOG

1. Students must complete 20 hours of community service per year of full-time enrollment at Headlands Prep in order to graduate.
2. Students must obtain the signature of the facilitator for each community service activity upon the completion of each event.
3. Students must submit this log to the school administration for review in order to receive credit for community service hours. **Please turn in community service logs only once 20 hours of service have been completed.**
4. This form will be validated by obtaining a signature from a designated Headlands Prep administrator.

Date	Activity	Organization	# of Hours	Signature (Parent/Supervisor)

Total Number of Hours: _____ Headlands Prep Administrator Signature: _____
(should equal 20!)

NON-UC-APPROVED ELECTIVE COURSE LOG

- 1. Students must complete a total of 60 hours to receive credit for one semester of an elective.
- 2. Students must obtain the signature of the facilitator for each elective at its completion.
- 3. Students must submit this log to the school administration for review in order to receive credit for each elective. Please turn in elective forms only once 60 hours of study have been completed.
- 4. This form will be validated by obtaining a signature from a Head of School.

Date	Activity	Organization	# of Hours	Signature (Parent/Supervisor)

Total Number of Hours: _____ Head of School Signature: _____
 (*should equal 60!*)

Suggested Elective Title (subject to approval by Head of School): _____



CELL PHONE USAGE POLICY

In an effort to minimize distractions and foster connections and friendships, Headlands Prep has a strict policy regarding cell phone use in school. Cell phones may be used on school grounds before school, if a student has permission to leave campus during the 12:00 pm - 12:45 pm lunch break, and after school only, unless specifically needed for a class with a teacher. During the instructional day, cell phones must remain out of sight and in silent mode. Cell phones must be placed in bags, backpacks, or another location away from students. The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones.

First offense: The student's cell phone will be taken by a staff member and held at the front desk until the end of the school day. Before receiving their cell phone at the end of the day, students must discuss and review the cell phone policy with a staff member.

Second offense: The student's cell phone will be taken by a staff member and held at the front desk until the end of the school day. The student's parents will be informed. Students may pick up their phones at the end of the school day.

Third offense: The student's cell phone will be taken by a staff member and held at the front desk until the student's parents are able to come to pick it up.

The administration reserves the right to adjust these consequences on a case-by-case basis if needed.

We do not allow instructors to use their personal cell phones to communicate with parents or students.

Students can ask to use the school phone at the front desk to reach a parent or guardian; parents can call the school to have a message delivered to their student.