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## Statement of Mission and Philosophy

Flintridge Preparatory School seeks to nurture in its students the knowledge, critical skills, community values and creativity essential for an engaged, balanced and responsible life.

Adopted by the Board of Trustees  
May 2014

## VISION STATEMENT

We are committed to providing a school environment that values ethical and emotional development as equally important to intellectual development.

Adopted by the Board of Trustees  
May 1998

## THE HONOR CODE

My responsibility as a student, teacher or parent in the Flintridge community is to be honest, kind, generous and respectful.

Adopted by Faculty and Students

## 2017-2018 Calendar

*Please visit our online calendar for complete listings, updates and subscriptions.*

### August/September

Thursday, August 24	Book Day/Orientation
Tuesday, August 24	Fathers Club Back to School Mixer
Friday, August 25	School Starts
Tuesday, August 29	7th Grade Parent Coffee and Reception
Thursday, August 31	9th Grade Parent Coffee and Reception
Friday, September 1	Eid al-Adha Begins
Monday, September 4	Labor Day
Tuesday, September 5	8th Grade Parent Coffee
Thursday, September 7	11th Grade Parent Coffee
Monday-Friday, September 11-15	9th Grade Trip
Tuesday, September 12	10th Grade Parent Coffee
Thursday, September 14	12th Grade Parent Coffee
Tuesday, September 19	Family BBQ
Wednesday, September 20	Picture Day
Wednesday, September 20	Community Engagement Fair
Thursday, September 21	Rosh Hashanah
Monday-Friday, September 25-29	7th Grade Trip
Saturday, September 30	Yom Kippur

### October

Thursday, October 5	Back to School Night
Monday, October 9	Columbus Day Holiday, School Closed
Tuesday, October 10	No Homework Due
Wednesday, October 11	PSAT/Senior Day Off
Friday, October 20	End of 1st Quarter
Friday, October 20	Homecoming Games
Saturday, October 21	Middle School and High School Homecoming Dances

### November

Thursday, November 9	Prep Speaker Series
Saturday, November 18	Junior Parent Dinner
Wednesday, November 22	Short Day Schedule
Thursday-Friday, November 23-24	Thanksgiving Break, School Closed
Monday, November 27	No Homework Due

### December

Sunday, December 3	Admissions Open House
Thursday, December 7	Junior College Night
Wednesday, December 13	End of 2nd Quarter
Thursday-Wednesday, December 14-20	Midterm Exams
Thursday, December 21-Sunday, January 7	Winter Break

## January

Monday, January 15  
Tuesday, Jan 16  
Friday, January 12  
Thursday, January 25  
Saturday, January 27  
Monday, January 29

Martin Luther King, Jr. Holiday, School Closed  
Student Holiday/Faculty In-Service  
Admissions Application Deadline  
Sophomore College Night  
Casino Night  
Financial Aid Application Deadline

## February

Thursday-Friday, February 8-9  
Thursday, February 15  
Friday, February 16  
Friday-Monday, February 16-19  
Tuesday, February 20

STEAM & Service Fair  
Re-Enrollment Contracts Sent to Current Families  
Chinese New Year  
Presidents Day Holiday, School Closed  
No Homework Due

## March

Friday, March 2  
Friday, March 9  
Friday, March 9  
Monday, March 19  
Monday-Friday, March 19-23  
Monday, March 26  
Tuesday, March 27  
Friday, March 30

Re-Enrollment Contracts Due  
Admissions and Financial Aid Decisions Mailed  
End of 3rd Quarter  
Enrollment Contracts Due for New Families  
Spring Break  
No Homework Due  
Sophomore Retreat  
Good Friday/First Day of Passover, School Closed

## April

Friday-Saturday, March 30-April 7  
Friday, April 6  
Tuesday, April 10  
Thursday, April 12  
Friday, April 13  
Friday, April 13  
Wednesday-Friday, April 18-20  
Thursday-Friday, April 26-27  
Monday, April 30

Passover  
New Dads Mixer  
Prep Speaker Series  
Grandparents' Day  
Student Holiday/Faculty In-Service  
Junior/Senior Prom  
8th Grade Trip  
Junior Retreat  
Golf Tournament

## May

Wednesday, May 2  
Monday-Friday, May 7-May 18  
Thursday, May 17  
Thursday, May 17  
Monday-Friday, May 21-May 25  
Monday-Thursday, May 21-May 24  
Saturday, May 26  
Sunday, May 27  
Monday, May 28  
Tuesday, May 29

Senior Celebration  
AP Exams  
Short Day Schedule/Awards Assembly  
Sports Award Cookout  
Final Exams  
Senior Trip  
Baccalaureate  
Commencement  
Memorial Day Holiday, School Closed  
8th Grade Promotion and Middle School Awards

## 2017-2018 BOARD OF TRUSTEES

Karl Swaidan..... Chair  
David Codiga.....Vice Chair  
Richard Webster.....Treasurer  
Janice Ohta.....Secretary

Peter Bachmann  
Chantal Bennett  
Jeffrey Crawford '86  
Andrew Crowell  
Eva Davis  
Azhil "Alex" Durairaj, MD '86  
Michael Gitlin  
Katharine Harrington, PhD  
Jane Herzog  
Teena Hostovich  
Kris Leslie  
Kenneth Liang  
Ken McCormick  
Tawnia McKiernan '87  
Elisabeth Price  
Carol Ramsey  
David Samuels  
Srinivas Sarma, MD '89  
Jaynie Studenmund  
Edmund "Ned" Sutro '64

### EX-OFFICIO

Kimberly H. Kinder.....Director of Finance  
Lakshmi Dastur-Johnson.....Director of External Affairs  
Margaret H. Woolley.....Assistant to the Headmaster

## Communication

Students are encouraged to communicate directly with their teachers if a problem arises in a class. Parents who wish to speak to teachers may call the office to leave a message. The teacher will return the call to discuss the situation on the phone or to set up a conference if necessary. If your question or concern is not fully addressed, feel free to contact the Grade Level Dean or department head.

If you have made use of the resources above and face a continuing problem or disciplinary issue, please contact the Dean of Students, Mrs. Midge Kimble. If your concern involves a faculty member, please contact the Dean of Faculty, Ms. Vanessa Walker-Oakes.

Should a problem continue after contacting the above, Mr. Peter Bachmann is available to discuss policy.

**Please note that many employees have direct dial phone numbers. Please use these direct lines whenever possible. If you would like to email any member of our staff or faculty, all email addresses are the first initial + last name @flintridgeprep.org.**

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### Administration

Headmaster  
Mr. Peter Bachmann – 818-949-5511

Dean of Studies  
Ms. Sarah Cooper – 818-949-5531

Assistant to the Headmaster  
Mrs. Margaret Woolley – 818-949-5513

Dean of Faculty  
Ms. Vanessa Walker-Oakes – 818-949-5538

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### Grade Level Deans

Dean of Students  
Mrs. Midge Kimble – 818-949-5540

7th Grade: Ms. Heba Allen  
818-949-5512

10th Grade: Mr. Ricardo Rodriguez  
818-949-5533

8th Grade: Ms. Megan Burton  
818-949-5577

11th Grade: Mrs. Kathryn Canton  
818-949-5574

9th Grade: Mr. Barrett Jamison  
818-949-5529

12th Grade: Mr. Scott Myers  
818-949-5534

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### Student Support

Attendance  
Ms. Brooke Harmon – 818-790-3333

Director of Scheduling  
Mr. Todd Frost – 818-949-6631

Dean of Student Life  
Mr. Barrett Jamison – 818-949-5529

Assistant Director of Scheduling  
Mr. John Ruch – ext. 7752

Director of Human Development  
Mr. Michael Roffina – 818-949-5544

Registrar  
Ms. Brenda Diaz – 818-949-5543

School Counselor  
Dr. Mary Rotzien – 818-949-5539

Front Desk Manager  
Mrs. Madeline Barraclough – 818-949-5500

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**Communications**

Director of Communications  
Ms. Nicole Haims Trevor – 818-949-5598

Writer  
Ms. Mel Malmberg – 818-949-5570

Assistant Director of Communications  
Ms. Kelsey Denham – 818-949-5548

Website Content Manager  
Mr. Richard Feliciano – 818-949-5595

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**Athletics**

Athletic Director  
Mr. Garrett Ohara – 818-790-0334

Middle School Athletic Director  
Mr. Sean Beattie – 818-949-5593

Assistant Athletic Director  
Mr. Russell White – 818-949-5519

Director of Athletic Initiatives  
Mr. Alex Rivera – 818-949-5564

Athletic Trainer  
Mr. Andres Alamillo – 818-949-5586

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**Admissions**

Director of Admissions  
Mr. Arthur Stetson – 818-949-5515

Admissions Coordinator  
Ms. Dana Valentino – 818-949-5514

Office Assistant  
Ms. Emma Goo – 818-949-5573

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**College Counseling**

Director of College Counseling  
Ms. Gloria Diaz Ventura – 818-949-5592

College Counselor  
Mrs. Jodie Hare – 818-949-5521

Associate Director of College Counseling  
Ms. Brooke Yoshino – 818-949-5520

Counseling Associate  
Ms. Amanda Lem – 818-949-5510

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**Business Office**

Director of Finance  
Ms. Kimberly Kinder – 818-949-5518

Accounts Payable/Receivable  
& Student Accounts  
Mrs. Irmgard Dan – 818-949-5517

Controller  
Mrs. Theresa King – 818-949-5528

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**Buildings and Grounds**

Director of Facilities  
Mr. Vlad Dan – 818-949-5516

Facilities Support  
Mrs. Norma Basilio  
Mr. Nicolas Gonzalez

Director of Special Projects  
Mr. Nick Wright – 818-949-5556

Landscape Supervisor  
Mr. Abel Herrera

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**Dining Services**

Dining Services Manager  
Ms. Rita Bastian – 818-949-5557

Chef/Manager  
Mr. Joaquin Robles – 818-949-5557

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**External Affairs and Alumni Relations**

Director of External Affairs  
Mrs. Lakshmi Dastur-Johnson – 818-949-5524

Co-Director of Alumni Relations  
Mrs. Colleen Bissner – 818-949-5523

Director of the Annual Fund  
Mrs. Donna Merchant – 818-949-5525

Co-Director of Alumni Relations  
Mrs. Jacqueline Epley Tegart – 818-949-5526

Director of Special Events  
Ms. Barbara Ealy – 818-949-5522

Director of Stewardship  
& Volunteer Programming  
Mrs. Lorna Horres – 818-949-5541

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**Security and Safety**

Director of Campus Safety  
Mr. Michael Lyman – 818-522-0268

Campus Safety Officer  
Ms. Deanna Hammerli – 818-515-0405

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**Technology**

Director of Student Technology Services  
Ms. Sylvie Andrews – 818-949-5545

Director of IT  
Mr. Marvin Bae – 818-949-5578

IT Support Specialist  
Mr. Joseph Eldridge – 818-949-5555

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# Faculty

Ms. Heba Hathout Allen..... Mathematics

Mr. Peter Bachmann ..... History

Mr. Mark Baker ..... World Languages

Mrs. Cari Banning ..... World Languages

Ms. Jennifer Bascom ..... Performing Arts

Mr. Sean Beattie\* ..... Physical Education - 818-949-5593

Mr. Fabian Bejarano\* ..... World Languages - 818-949-5591

Mr. William Bellaimey ..... History

Dr. Megan Bowman ..... History

Mr. Tim Bradley\* ..... Visual Arts - 818-949-5580

Ms. Megan Burton ..... English

  

Mrs. Kathryn Canton ..... World Languages

Mr. Esteban Chavez ..... Physical Education

Ms. Sarah Cooper ..... History - 818-949-5531

  

Ms. Meryl Eldridge..... Research Librarian - 818-949-5572

  

Mr. Patrick Ferry ..... English/Performing Arts

Mrs. Lesley Fox\* ..... Mathematics - 818-949-5532

Dr. Shane Frewen..... Science

Mr. Reid Fritz ..... Science

Mr. Todd Frost ..... Mathematics

  

Mr. Vatche Hagopian..... Mathematics

Mr. Eric Hallett ..... Mathematics

Mrs. Jodie Hare..... English/College Counseling - 818-949-5521

Dr. David Herman ..... Science

Ms. Ingrid Herskind ^^/^^^ ..... History

Mr. Steve Hill ..... Performing Arts - 818-949-5530

Dr. Kurt Hofer ..... History

  

Mr. Joel Ishii ..... Mathematics

  

Mr. Barrett Jamison ..... Mathematics/History - 818-949-5529

  

Ms. Laura Kaufman\*/\*\*\* ..... Science - 818-949-5576

Mrs. Midge Kimble ..... 818-949-5540

Mr. Eric Kleinsasser ..... Science

  

Ms. Michelle Lee ..... Science

Mr. Rob Lewis\* ..... Performing Arts - 818-949-5575

  

Ms. Melissa Manfull ..... Visual Arts

  

Mr. Ross Margitza ..... Performing Arts

Mrs. Molly Mattei\*\*\*\* ..... Performing Arts

Mrs. Celeste McMillin ..... Science/English

Mrs. Julie Jaime Mejia ..... Physical Education

Dr. Genevieve Morgan .....English  
Mr. Scott Myers ..... English - 818-949-5534

Mr. Manuel Nuñez\*\*,^ ..... World Languages - 818-949-5536

Dr. Tyke O'Brien\* ..... English - 818-949-5535  
Mr. Garrett Ohara ..... Athletic Director - 818-790-0334

Ms. Beth Pattinelli ..... Mathematics  
Mr. Joshua Perlman\* ..... History  
Mr. Nicholas Ponticello~ ..... Mathematics  
Ms. Biliانا Popova ..... Visual Arts - 818-949-5527

Mr. Alex Rivera ..... Director of Athletic Initiatives - 818-949-5564  
Mr. Ricardo Rodriguez ..... Visual Arts  
Mr. Michael Roffina ..... History/Human Development - 818-949-5544  
Dr. Mary Rotzien ..... School Counselor - 818-949-5539  
Mr. John Ruch ..... History

Mr. Mark Salzman .....English  
Mr. Cl Shelton .....English

Ms. Hilary Thomas ..... Science/Performing Arts  
Ms. Jennifer Tirrell ..... Head Librarian - 818-949-5546

Mrs. Regina Ursettie .....Assistant Librarian - 818-949-5571

Dr. Lauren Van Arsdall ..... World Languages  
Ms. Gloria Díaz Ventura ..... College Counseling - 818-949-5592

Mr. Toby Wagstaff ..... World Languages  
Dr. Rajeev Wahi ..... Science  
Mrs. Vanessa Walker-Oakes ..... History - 818-949-5538  
Dr. Andrew Williams ..... Mathematics

Dr. Kristen Yankura ..... Science  
Ms. Brooke Yoshino ..... College Counseling - 818-949-5520

**\*Department Chairs**

English Department Chair ..... Dr. Tyke O'Brien  
World Languages Department Chair ..... Mr. Fabian Bejarano  
History Department Chair ..... Mr. Joshua Perlman  
Mathematics/Computer Science Department Chair ..... Mrs. Lesley Fox  
Performing Arts Department Chair ..... Mr. Rob Lewis  
Physical Education Department Chair ..... Mr. Sean Beattie  
Science Department Chair ..... Ms. Laura Kaufman  
Visual Arts Department Chair ..... Mr. Tim Bradley

\*\*\* Andani Teaching Chair  
^^ Cannell Teaching Chair  
^^^ Global Studies Coordinator

^ Global Studies Liaison  
\*\*\*\* Parents Association  
Teaching Chair

~ STEAM Coordinator  
\*\* Trustee Teaching Chair

# Academic Policies

## Curriculum

The curriculum of Flintridge Prep is designed to prepare qualified students for academic success in an accredited institution of higher learning. Specific course descriptions can be found on Prep’s website.

## Graduation Requirements

The normal distribution pattern to qualify for the diploma of graduation (grades 9-12) is:

English .....	4 units
History.....	3 units (including 2 units of World History and 1 unit in U.S. History)
Mathematics.....	Successful completion through Algebra 2
Science .....	3 units (including Biology & Chemistry through 11th grade)
World Languages.....	Successful completion through Level 3 of a single language
Fine Arts .....	2 units

These are minimum graduation requirements. The school strongly recommends an appropriately challenging curriculum each year. A year course that meets five (5) days a week yields 1 unit in that subject. Students are expected to take 5 units each year which will include the distributional requirements listed above. Students must pass 4 units a year to complete the year. Seniors requesting permission to take more than 5.5 units at any time must submit a petition to the Dean of Students at the time of course sign ups. Physical Education is required through the sophomore year. No one can be excused from Physical Education, except for a medical reason or by membership on a Flintridge Prep athletic team. English 4: Identity is a required course of 1/2 unit, second semester of senior year.

## Community Service

In keeping with one of the school's overall goals of preparing each student for the responsibilities of community leadership, Flintridge Prep has in place a comprehensive community service component as part of the total educational program.

Flintridge Prep holds the strong expectation that students will find community service opportunities about which they are passionate and will devote themselves to these opportunities. In ninth through twelfth grades, students reflect on community service performed throughout the year in written form; this is a graduation requirement. Students are expected to be involved in service to the wider community. Service may be performed during the school year or during the previous summer.

For the Middle School, special days are set aside during each school year for community service, and eighth graders design and implement Community Impact Projects.

## Student Evaluation

The definitions of the grades earned are as follows:

- A = Excellent Progress
- B = Good Progress
- C = Adequate Progress
- D = Serious Difficulty
- F = Unwilling to Make Effort to Progress
- I = Incomplete

Teachers who use numerical grading should observe the following guidelines:

B+ (3.3) = 89 - 87	A (4.0) = 100 - 93	A- (3.7) = 92 - 90
C+ (2.3) = 79 - 77	B (3.0) = 86 - 83	B- (2.7) = 82 - 80
D+ (1.3) = 69 - 67	C (2.0) = 76 - 73	C- (1.7) = 72 - 70
	D (1.0) = 66 - 63	D- (0.7) = 62 - 60
	F = 59-lower	

Flintridge Prep operates under a semester system with four grading periods a year, each quarter being approximately eight weeks in duration. Each quarter grade is the grade earned in that quarter only. In year-long courses, the four quarters and the two semester exams are averaged at the end of the year to compute the final grade. A semester exam counts for no less than 20% and no more than 33% of the semester average. It should be noted that not all marking periods will be of equal weight in calculating the final course grades because of the nature of certain courses. Year-long courses in grades 7-11 will record an informal first semester grade on the report card; the first semester grade will be removed from the transcript once the year-end grade is recorded at the completion of the course. All semester courses will record a semester grade on the transcript. Although not a transcript or report card grade, the grade of "A+" may be awarded for an individual assignment that, in the opinion of the teacher, displays exceptional scholarship well beyond the normal scope of the class. The "A+" grade is an honorary distinction and carries with it no additional numerical value.

## "Effort D" Policy

The purpose of the "Effort D" is to withhold the stigma of failure from a student who is unable to pass despite doing everything in his/her power to succeed. An "Effort D" is awarded only when a student could not pass, not merely did not pass. Just as a grade of "F" is not given to a student who makes every effort to succeed, the grade of "F" is not withheld from the student who declines or refuses to try.

## Incompletes

A grade of "Incomplete" is only given when a student has a prolonged absence or other extenuating circumstances. An "Incomplete" usually is not given simply because a student failed to turn in assignments on time. In the event that an "Incomplete" is given, the Grade Level Dean is notified, and a definite time schedule to make up the work will be given to the student.

### Grade Point Averages (GPA)

GPA's are calculated according to the point values assigned to each letter grade as listed in the table above. GPA's are based on grades earned in all courses except Physical Education. Flintridge Prep calculates both weighted and unweighted GPA's for grades 9-12. For weighted GPA's, students completing Advanced Placement courses and Great Books Honors receive an additional +1.0 for the course grade. Students completing honors courses receive +0.5. Only the final course grade is used in calculating year-end GPA's. When GPA's are needed in the course of the second semester, they will be provisionally calculated using the first-semester grades.

### Transcripts

The transcript is the official record of scholastic work completed by the student and contains final course grades. Transcripts that will be forwarded to colleges, universities and scholarship agencies also display the current weighted and unweighted GPA and are released only upon written request from the student. All requests for transcripts should be directed to the Registrar.

### Special Testing Accommodations

In order for a student to receive any special testing accommodations, complete, current documentation of an approved disability or learning difference must be on file in the Dean of Student's office at Prep prior to any accommodations being made.

### Exams

Exams are given twice a year at the end of each semester to all students. A two-hour examination will constitute a portion of the student's semester grade (7<sup>th</sup> grade students' exams are 1.5 hours). Seniors may be exempt from a second semester exam if they have maintained an "A-range" average throughout the course, including an "A" in the final quarter of a year-long class. All seniors will, however, be required to complete any final papers that substitute for an exam in Identity or other classes.

### Advanced Placement Courses

Placement in AP and honors courses is based on the school's evaluation of the student's academic progress during the preceding year and in any prerequisite courses. Students must petition to take more than four AP and honors courses. Any student enrolled in an Advanced Placement course must take the AP exam in that course but is exempt from a final course exam given by the instructor.

### Two-Week Schedules (TWS)

All academic subjects and electives are planned around a two-week schedule of assignments, tests and quizzes. The TWS for each class is distributed to all students. Copies are available online.

### Homework

Homework is assigned at the discretion of each instructor. Nightly assignments are constructed to strengthen the material presented in class and to prepare the student for the following day. Homework assignments turned in late may not receive full credit. Middle School students should expect an average of 30 minutes of homework per class each night, and Upper School students an average of 45 minutes per class each night. Throughout the year, certain days are designated as "no homework" or "no test" days, and these days are indicated on the school calendar. Teachers will not assign homework over one weekend per quarter in 2017-2018. The days on which no homework will be due are Tuesday, October 10; Monday, November 27; Tuesday, February 20; and Monday, March 26.

### Dean's List and Honor Roll

In Middle School, an Honor Roll (3.50- 3.69) and a Dean's List (3.70 and above) are calculated after each of the four quarters by reviewing the student's quarterly unweighted GPA. In High School, an Honor Roll (3.60- 3.89) and a Dean's List (3.90 and above) are calculated after each of the four quarters by reviewing the student's quarterly weighted GPA. At year end, upon the maintenance of Honor Roll or Dean's List status in all four quarters, Honor Roll or Dean's List will be recorded on a high school student's transcript. To be eligible, a student may not have an incomplete grade or a grade below "C-," including physical education. For more detailed information, contact the Registrar's Office. Dean's List and Honor Roll notification will be mailed, but not published.

### Comment Slips

Comment slips are issued in the middle and at the end of each quarter to those students earning a "C-" or below during the preceding grading period. Comment slips are also issued to any student whose grade has fallen one full letter from the previous marking period (for example, "A-" to "B-").

### Tutoring

Teachers are available for tutoring at least one day each week, Monday through Thursday, from 2:30 - 3:00 p.m. The teachers will communicate available days to their students. All students are encouraged to attend tutoring sessions whenever they have a question concerning their courses. Students who have a grade lower than "C-" in a course are required to attend tutoring sessions each week until their progress is reviewed at the next grade level meeting. Students wishing additional help should contact the instructor to make an appointment.

### Make-Up Work

After returning from an excused absence, students should consult with each teacher concerning incomplete work that was due or assigned during the absence. The time allowed for completion of this work is normally the number of days the student was absent. Students are discouraged from missing additional work, including scheduled exams, after an absence. In the case of an extended illness, however, an alternate plan for completion of work may be arranged with the teacher. Work missed because of unexcused absences usually may not be made up for credit. Teachers are not required to provide extra tutoring for absentees.

### Academic Progress Policy

A policy of academic progress is necessary to maintain the strength of the academic program by declaring minimum allowable standards and by providing the incentive for students to improve study habits and earn acceptable grades. Flintridge Prep makes a conscientious effort to select students who are capable of succeeding in our curriculum, which is designed for the student who wants to attend college. Therefore, it is important for the parents and the School to identify as soon as possible those students who have difficulty adjusting to this course of study or who do not have the desire to succeed in a college preparatory environment. The school will continue to provide support in order for students to succeed through tutoring, individual student conferences, parent conferences and grade level meetings.

Under most circumstances, a student in grades 7-12 will be placed on probation if he/she earns two or more grades below a "C-" at the end of the first semester or has an academic grade point average below 2.00, excluding Fine Arts and Physical Education. In addition, in its sole and absolute discretion, the School may decide at the end of the academic year not to permit a student to return (i) whose grade point average is below 2.00 excluding Fine Arts and Physical Education, (ii) who has received two or more course grades below "C" or (iii) who has received an "F" as a final course grade.

### Summer School Policy

A student who earns below a "C-" in a course may receive credit for that course in order to meet graduation requirements; however, a student who receives below a "C-" in a sequential course (Algebra I, Geometry, Algebra II/Trigonometry or the first two years of a World Languages) will be required to do summer work and to take a Flintridge Prep exam in order to progress to the next level of the sequence. Parents may also want to consider summer school for a student who receives below a "C-" in any academic course used to meet college admission requirements. Grades below "C-" are not "college-recommending" grades.

If a student repeats a course in which he or she received a grade under "C-", the grade earned in the repeat course will be included on the transcript but will not replace the lower grade. The grade for the repeated course does not become a part of the student's GPA.

In most cases, the School will allow a student who has failed a course to attend summer school to attempt to earn a passing grade. This does not, however, alter the School's decision not to invite that student to return in the fall.

In most cases, a student may not satisfy a graduation requirement by taking a course at another school. If a student does take a course at another school, the summer school transcript for the course will be attached to the Prep transcript. The grade or units will not be reflected in the Prep GPA.

Students who wish to accelerate in Prealgebra through Algebra II may take a course for credit in the summer only with the approval of their present Mathematics teacher, the department chairperson and the Dean. A department form must be attained and signed by all parties involved. The grade received in the course does not count as part of the GPA unless the summer school course is taken at Prep.

### Required Summer Reading Program

Before school begins, all students are accountable for completing their summer reading requirements and will be evaluated during the first few weeks of school.



## Standardized Testing

Flintridge Prep's School Code is 052375.

Preparation for the standardized testing required for college admission begins with an optional administration of the PSAT (Preliminary Scholastic Assessment Test) in October of the tenth grade. Upon advisement, sophomores may take some Advanced Placement exams in May and some SAT Subject Tests in June. Juniors are required to take the PSAT in October, and an optional diagnostic ACT is also offered to juniors in the fall. Students must complete one SAT and three SAT Subject Tests by the end of the eleventh grade. Advanced Placement exams for juniors and seniors will take place in May. Seniors may retake SAT and SAT Subject Tests during the fall of twelfth grade. Students are encouraged to follow the standardized testing plan suggested by the college counseling office because all SAT and SAT Subject Test scores may be considered in the college application process. A student with a documented disability on file in the Dean of Students' office at Flintridge Prep may be eligible for accommodations on College Board tests and should check with the Dean of Students well in advance of the planned testing in order to file a SSD Student Eligibility Form with the College Board.

Advanced Placement tests are not administered for courses that are not offered as classes at Flintridge Prep. AP testing alone may not be used to satisfy course prerequisites for a class.

# Academic Resources

## Headmaster

The Headmaster is the Chief Executive Officer, responsible to the Board of Trustees for the overall administration of the school. He provides vision for long-term development and is the chief spokesperson. He bears the ultimate responsibility for all policies, personnel and procedures.

## Dean of Faculty

The Dean of Faculty supports faculty members in their experience and embrace of Prep's mission and provides counsel to faculty through collaboration, yearly goal setting and evaluation, and professional development.

## Dean of Studies

The Dean of Studies supports faculty members as they reflect on curriculum and pedagogy, facilitates curricular conversations to ensure that students are learning as deeply as possible, and encourages faculty to share their teaching ideas both inside and outside of Prep.

## Dean of Students

The Dean of Students is responsible for the individual progress of all students. She is responsible for academic counseling, discipline, attendance and the general welfare of all students. She oversees the Grade Level Deans and Athletic Director.

## Dean of Student Life

The Dean of Student Life is responsible for coordinating, organizing and supporting the extracurricular and co-curricular activities for student groups. This position is responsible for overseeing student government, student activities, and the students' role in all school-wide social, athletic, fine arts and service extracurricular activities outside of academics.

## Grade Level Deans

Grade Level Deans are assigned to each grade level and are responsible for grade level meetings, discipline, attendance and academic progress. They oversee fundraising, community service and dances. They also work with class officers and class advisors.

## Director of Human Development

The Director of Human Development works to advance the emotional and ethical life of the campus. He oversees community service, peer counseling and outdoor education and serves as liaison to the School Counselor.

## School Counselor

The School Counselor is available weekly to meet with individual students or parents who may make an appointment through the Director of Human Development.

## Director of College Counseling

The Director of College Counseling manages the college counseling program with the help of the Associate Director of College Counseling and the College Counseling Associate.

## Director of Scheduling

The Director of Scheduling assures that all campus events proceed according to schedule. He oversees the academic schedule, calendar events and facilities use.

# Guidance and Counseling

## College Counseling

The college counseling program at Flintridge Prep is designed to help each student discover those colleges that will provide excellent opportunities for intellectual and personal growth after graduating from Flintridge Prep. Extensive resources for college exploration are available for all students in the library, online through our counseling program, Naviance, as well as in the College Counseling Suite.

Each fall, more than 80 admissions representatives from colleges across the nation visit the Flintridge Prep campus to meet with our students. Sophomores and juniors who have a free period are encouraged to meet with representatives if they wish. Juniors who have received faculty permission at least 24 hours in advance are able to miss one class in order to attend a college presentation. Seniors may miss class to hear a presentation if they obtain faculty permission 24 hours in advance of the meeting.

In January, sophomores and their parents will meet with members of the college counseling staff, who will provide an overview of the college counseling program for the next two years. Students will receive specific information regarding the standardized tests that should be taken at the end of the school year.

Regular college counseling meetings and classes begin for all students during the second semester of the junior year and continue through the first semester of the senior year. All students and parents attend a kick-off meeting in February, which is followed by individual student conferences and weekly classes to address the many aspects of the college application process. Parents are encouraged to meet with members of the college counseling staff prior to the beginning of the senior year. During the fall of the senior year, individual appointments and college counseling classes continue for students. All juniors and seniors have access to our web-based college counseling program, Naviance, which provides important information, deadlines and assignments that are critical in the college application process.

## Peer Counseling

The peer counseling program is designed to provide support and mentoring for students in the Prep community. Seniors serve as counselors to small groups of seventh and ninth graders. All peer counselors are enrolled in Psychology. The program is under the direction of the Dean of Student Life, Director of Human Development, Dean of Students and 7th Grade Dean. Peer counselors are encouraged to develop a mentoring relationship both through their student group and through individual contact.

# Campus Guidelines

## School Policy and Regulation

We regard the development of character and ethics as equal in importance to academic education. We stress the values of mutual respect and responsibility and insist on behavior that promotes these traits. All students, teachers and parents in the Flintridge Prep community are expected to adhere to the Honor Code (see page 3). Our sense of responsibility leads us to realize our potential and contribute to the general welfare of the community

## Conduct

Flintridge Prep functions as a community, a group of individuals joined together by choice, tied by common values. Members of our community accept the Honor Code responsibilities to be honest, respectful, kind and generous. Students may expect adults to observe these standards, just as they observe them.

When the actions of a student conflict with school values and regulations, consequences may include discipline, counseling, assigned research, education, apologies and restitution. Actions that violate public laws and ordinances are also violations of the school regulations. A student may be suspended or expelled for any of these offenses:

- Use or possession of fireworks, firearms, knives or any other weapon
- Use or possession of alcoholic beverages
- Use or possession of narcotics or drugs not prescribed by a physician
- Fighting
- Smoking or use of tobacco products
- Truancy
- Vandalism or theft of school or student property, including physical, intellectual and electronic property
- Bullying\*
- Inappropriate use of technology, including bullying\*, harassment\*\*, posting of videos and/or photos without permission
- Obscene or abusive speech (including but not limited to hate speech) or conduct including harassment\*\*
- Cheating or plagiarism\*\*\*
- Any act which discredits or is inconsistent with the values of the school

### \*Bullying Statement:

The school believes that all students have a right to a safe and healthy environment. The school has an obligation to promote mutual respect, tolerance and acceptance. Flintridge Prep will not allow behaviors that infringe on the safety of any student. A student shall not intimidate, harass or bully another student with words or actions. Such behaviors include direct physical contact, verbal assaults, online cruelty and social isolation or manipulation. Any student engaging in such behaviors may be subject to disciplinary action. Students are expected to report incidents to a Grade Level Dean or the Dean of Students.

\*\*Harassment is a form of personal misconduct. It refers to verbal or physical behavior that is unwelcome or personally offensive and therefore interferes with the educational and/or social environment. All individuals are entitled to a school environment free from all forms of harassment. Inappropriate use of the Internet may be deemed harassment. All employees at Flintridge Prep attend periodical trainings in the area of sexual harassment.

\*\*\*Cheating or Plagiarism Statement:

Students who use another student's work or who submit work as their own using any source without citation are cheating. Similarly, unauthorized collaboration with another student or students during tests or quizzes is also cheating. When students sign their name to any work, the implicit statement is that all of the work is their own. Cheating is intellectual dishonesty, and when students cheat they reduce the integrity of the entire school. Students who misrepresent their work are failing the entire Flintridge Prep community and will, in most incidences, appear before the Conduct Review Committee.

**Plagiarism consists of:**

- Copying information verbatim from any published source, including textbooks and the Internet, without proper citation crediting that source.
- Paraphrasing information from a published source without proper citation crediting that source.
- Copying directly from another student's paper.
- Copying or borrowing the ideas of another person. If given an assignment to write a critical paper on a specific topic, the choice of that topic, the methods of organization for that paper, the content of the supporting paragraphs (including topic sentences and specific facts, details and examples) and the conclusion must be original. That means that a student is to write a paper on his/her own without any assistance regarding the substantive aspects of said paper.

Faculty members have primary responsibility for the discipline of students both in and out of the classroom. When necessary, students are sent to the Grade Level Dean. Warnings, loss of privileges, lunch duty, detention and parental contact are possible consequences of a student's violation of school rules.

Students involved in a major rules violation or those who repeatedly are in violation of other school regulations will be referred to the Dean of Students and may be required to appear before the Conduct Review Committee to determine the consequence of the violation. The Conduct Review Committee (the Student Senate Advisor, the Dean of Students, the Grade Level Dean of the student involved and one or more elected representatives of the student body) will review any case which might result in suspension or expulsion. Conduct Review is a counseling process, as well as a discipline process.

Certain acts, such as selling drugs or stealing, will usually result in expulsion. Other actions, such as cheating, use of alcohol or drugs or inflicting harm upon another student, almost certainly will result in suspension and possibly expulsion. In determining consequences, the committee will seriously consider the following criteria:

- 1) The severity of the specific transgression.
- 2) Degree of student honesty. The severity of any penalty increases dramatically when a student's honesty is in question. The school expects truthful answers to all questions.
- 3) Remorse. The degrees to which the student expresses regret and accepts responsibility for the incident, and indicates support for and understanding of school values are all taken into consideration.
- 4) Behavioral history. That is, whether an incident is isolated and unusual, or one of multiple offenses. Also, whether a pattern of behavior suggests a student's continued conflict with school values. Repeat offenses of similar nature will be viewed most seriously.

Violations will become part of the student's college file. Suspensions that occur while in high school are reported (disclosed) to colleges.

Any student who has appeared before the Conduct Review Committee and has been suspended will have his/her status reviewed to determine whether, in the School's sole and absolute discretion, he/she will be invited to return in the fall.

Consequences of Conduct Review can be any of the following:

- A 1- to 10-day suspension with academic penalties
- A letter in the student's file
- Notification sent to colleges
- Probation status
- Work detail
- A personal apology
- Assigned research
- Counseling
- Removal from Student Senate
- Expulsion

When a student is suspended from school, a parental conference with the Dean of Students is required before the student may return to classes. A candidate for any elected office must not have been in front of Conduct Review within the year preceding the election.

When applying to colleges, the questions below are asked on The Common Application. All questions must be answered honestly.

1. Have you ever been found responsible for a disciplinary violation at an education institution you have attended from 9<sup>th</sup> grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal or expulsion from the institution?
2. Have you ever been convicted of a misdemeanor, felony or other crime?

## Technology

Flintridge Prep recognizes that technology can greatly enhance the instructional program. Flintridge Prep also realizes that acceptable use is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the school's network or the Internet are to support learning and to enhance instruction. All computer activity must be for educational purposes and be consistent with the School's general behavioral guidelines. All students must review and sign an Acceptable Use Policy in order to access technology on campus. Failure to adhere to the guidelines detailed in the school's Acceptable Use Policy will result in the revocation of the user's access privilege as well as disciplinary actions.

## Personal Technology

Listening devices and cell phones are permissible as long as they do not interfere with the learning environment on campus. Their use is also subject to the school's Acceptable Use Policy and to individual teacher preference in the classroom setting.

## Cell Phone Use Policy

During all testing situations, including classroom tests, standardized testing (PSAT, AP), mid-year exams and final exams, students may not begin a test with a cell phone on their person. In addition, cell phones may not be turned on or accessed during breaks in the testing period. Having a cell phone on one's person in any of these exam situations is an Honor Code violation whether the phone is used or not.

Faculty and proctors are required to do the following in these exam situations:

1. Ask students to turn off all cell phones (and other electronic devices unless specified as necessary to the exam (i.e. calculators in math exams).
2. Collect all cell phones and other electronic devices before the exam begins and place them in a secure place.
3. Remind students to pick up the cell phones when the exam is finished.

## Consequences for Violating the Cell Phone Policy

In the case of a standardized test, the test and answer sheet will be confiscated, and the student will be referred to the Dean of Students for disciplinary review. In addition, the procedures set by the testing agency will be followed.

In the case of any test, the proctor will remove the student, collect the exam and refer the situation to the Dean of Students. Based on a review of the circumstances, any of the following may occur:

1. A referral to the Conduct Review Committee
2. An "F" on the exam
3. Further disciplinary actions

### Acceptable Use Policy

The school provides electronic information resources (including but not limited to computers, computer accounts and services, networks, software, electronic mail services, electronic information servers, web pages and related services) to assist members of the Flintridge Prep community in the pursuit of education, and to serve as an information resource for past and potential members of that community. As a general rule, acceptable use of school-provided technology will further those goals and will be consistent with the school's Honor Code, which requires every member of the community to be honest, kind, generous and respectful. Further, acceptable use follows community standards of appropriateness and decorum; obeys school policy, local, state and federal laws; and does not compromise the school's mission or its educational or legal status. The following are examples of prohibited uses:

1. Use in violation of any applicable local, state or federal law, including (but not limited to) infringement of copyright laws.
2. Use that is inconsistent with the non-profit status of the school. This includes support of non-school-related commercial activities.
3. Presenting material that represents, or purports to represent, an official school position or policy without specific authorization to do so.
4. Use that impedes, interferes with, impairs or otherwise causes harm to the activities of others.
5. Harassing or threatening use. This includes making or posting photos, or video or sound recordings, of any member of the community that embarrass, insult, denigrate or harass that person, without that person's express permission.
6. Making or posting recordings of any instructional activity, such as classes, lectures, rehearsals, coaching sessions, practices or tutoring sessions, without the express permission of the faculty member in charge and the knowledge of student participants.
7. Misrepresenting the identity of the provider of information, the person responsible for providing information or the fraudulent use of a user's authorization to access school systems or to distribute information.
8. Accessing the school network, or using school systems, using another user's login account, even if it is done with that user's knowledge and permission. The login-account owner will be considered as responsible for any harm caused by an account as the person who actually caused the harm.
9. Knowingly distributing viruses, trojans, worms or other malicious programs.
10. Connecting any computer that does not have anti-virus software installed to the school network.
11. Unauthorized installation of any software on school computers.
12. Use of peer-to-peer file-sharing applications (such as bittorrent); operation of an unauthorized server, either on school computers or on personal computers that are connected to the school network.
13. Use of any software that compromises security or degrades network, server or client system performance.
14. Unauthorized access of any network or computer-based resource, including but not limited to files, drives, applications or devices.



### Musical Instruments and Equipment

Students who wish to use Flintridge Prep musical instruments or equipment for a school function must obtain permission from a faculty member in the Music Department. The student must complete a "Music Department Equipment Usage" form, which will list student's name, equipment to be used, purpose for usage and exact time which equipment is borrowed and to be returned. Upon completion of the form, the student will submit it to a Music Department faculty member for necessary approval. A student using Flintridge Prep musical equipment takes full financial responsibility for it and will cover the cost of any damage or replacement.

### Appearance

While dress is an expression of individuality, it can also be an expression of respect for the learning environment. The style of clothing a student wears is subject to his or her own preference, but the student is expected to dress in attire appropriate for a school community. Halter tops, tube tops, bare backs, bare midriff or the obvious display of undergarments are not appropriate. Too tight, too revealing or too short clothing is not acceptable. Shoes or sandals must be worn, and clothes must be clean and in good repair. Clothing displaying symbols of alcohol, drugs, obscenities, violence, sexual innuendo or any other subject which the Administration determines is a distraction to the educational environment is not permitted. For certain important occasions, students will be required to dress more formally in general business attire. Boys will be required to wear a coat and tie with appropriate trousers and shoes; girls will be required to wear pantsuits, business-like dresses or coordinated dressy separates. Special attire may be required for all participants of certain athletic teams and clubs on special days. Students dressed inappropriately for school will be sent home by the Grade Level Dean and/or the Dean of Students and such an absence from school shall be deemed an "unexcused" absence.

### Student Schedules

Student schedules are mailed in August of each year. Flintridge Prep operates on a rotating schedule. It is important for students to carry their schedules with them daily because class meeting times are different each day. Students should read schedules carefully. Contact the Dean of Students for any scheduling concerns.

### Visitors to Campus

Flintridge Prep is not an open campus. Those not associated with Flintridge Prep may not visit any part of the campus without permission. Permission to bring student visitors on campus must be approved in advance by the Dean of Students. Upon arrival all visitors must report to the Front Office.

### Messages

There are two times during the day when student message runners are available to relay messages to students: 9:50 a.m. (nutrition break) and noon (lunch). In an emergency, messages can be relayed immediately. Messages should be left at the Front Office.

## Attendance

Attendance will be taken daily at the beginning of first period. Attendance is mandatory and unexcused absences may result in disciplinary and academic penalties. Please try to schedule dental and medical appointments outside of school hours. If a student arrives at school after 8:10 a.m., the student must report to the attendance office.

Excused absences and tardies are allowed as follows:

1. Personal illness or any other reasons of an emergency nature
2. Religious holidays
3. Seniors are given permission to attend college representative meetings at the school, provided they notify the teacher whose class they will miss a day in advance and arrange to make up work missed. Juniors may miss class to attend a college representative meeting only once during the year.

**Any requests for other excused absences, including travel, college visits or extracurricular activities must be directed to the Dean of Students who has the sole discretion of granting permission prior to the absence. All other absences are unexcused. Classwork, tests and quizzes for unexcused absences and tardies may not be made up for credit.**

**A student with an excused tardy who is on campus any time during the day of the excused tardy must make up missed quizzes and tests by 3:00 p.m. that day.** Prior arrangement by the teacher is acceptable. Grade Level Deans are available to help administer these tests and quizzes.

When a student is unable to attend school, the parent should call the attendance office at 818-790-3333 or send an e-mail to [attendance@flintridgeprep.org](mailto:attendance@flintridgeprep.org) before 8:10 a.m. Otherwise, the school will contact the home or parent's office. A call, a note or an email is necessary to excuse the absence. The school is not obligated to accept parental excuses. The Grade Level Dean will require additional verification for excessive or problematic absences.

If a student needs an early dismissal or will be arriving late, a parent must notify the attendance office by 8:10 a.m. with either a phone call, a note or an email. If ill, athletes and performers must be present in class for at least two periods of the school day to practice or compete in a game. If a sudden need to be released early occurs, a parent must notify the school prior to the student's dismissal. Any call after 11:30 a.m. should be directed to the Front Office at 818-790-1178. Any student leaving the school early for any reason must check out (and if returning, check in) with the Front Desk. Students are not allowed to leave campus without a phoned request or note from the parent to the Front Desk.

It is essential that students attend classes on a regular basis. Academic success and the student experience hinges on one's presence in all classes. Absences that exceed 15% of scheduled class meetings during a semester will result in a meeting to determine if the school is an appropriate match. Extenuating circumstances may exist and must be cleared by the Dean of Students. A doctor's note is required in the situation of a long-term illness, the definition of which is left to the Dean of Students.

Seniors may take up to 5 “personal” days in order to visit colleges. They must be excused by the Dean of Students prior to their departure. The days will be excused although the student is responsible for making up all assignments, tests and papers missed. If a student does not get permission from the Dean of Students to miss classes, the student may be subject to disciplinary action and/or academic consequences.

### Illness

If a student becomes ill at school, he/she is to report to the Front Office, where the student will sign in to the wellness room and the parent will be notified. If the student does not drive, he/she will remain in the wellness room until the parent arrives. Students may only remain in the wellness room for one class period and must sign out when they leave. A student may not leave campus without permission from a parent and the Dean of Students.

### Big Homeroom

Big Homeroom will be held weekly for each grade level during Nutrition. The schedule is as follows:

Monday	9th Grade	Wednesday	11th Grade
Tuesday	7th & 8th Grades	Thursday	10th Grade
	12th Grade in the Gym		

### Identification Cards

On picture day, each student will be issued an ID card to enter dances and to purchase food. Dining accounts can be set up for kitchen purchases at [www.mykidsspending.com](http://www.mykidsspending.com). If lost, please see the Dean of Students to order a replacement card for a fee of \$5.

### Dining Services

Breakfast, lunch, snacks and drinks may be purchased by the students. Many students bring lunches from home. Tables are provided outside for the students’ use at lunchtime. Students may eat only in the designated lunch area on the Upper Campus. Students are not allowed to “order in” food. If it is raining, classrooms are opened and supervised for the students to eat lunch inside.

### Lunch Duty

Students serve on the lunch clean-up committee on a rotating basis for a week at a time. When students are tardy to school five (5) times they are assigned lunch duty. Students assigned to lunch duty must report to the lunch supervisor at the beginning of the lunch period. The lunch supervisor will excuse them when they have completed the assignment. It is the responsibility of each student to avoid being tardy to the next class.

### The Chandramohan Library

The library is available to students and faculty for research and quiet study from 7:30 a.m. to 5:00 p.m. Monday through Thursday and from 7:30 a.m. to 3:30 p.m. on Friday. Over a dozen scholarly databases may be accessed on campus or from home, using access information, usernames and passwords available from the librarians. A core collection of reference materials is supplemented by circulating fiction and non-fiction titles housed in the upstairs silent research area. In addition, popular periodicals and newspapers are available for browsing downstairs. The library has over 20 computers, three study rooms and two copy machines for student use. Librarians are always available to assist students.

### Study Periods

Students in grades 9 and 10 who participate in athletics will have a PE study hall instead of PE class. Students are encouraged to use this time to complete homework, study or conduct research in the library. If a student has study hall during first period, he/she must sign in at the attendance office by 8:10 a.m.

### Junior Privileges

Juniors with parental permission are allowed to leave campus only during their assigned lunch period if they do not have lunch duty. During first semester, juniors have off-campus privileges on Fridays only. During second semester, the privileges are extended to all days of the week. Juniors will lose their off-campus lunch privilege if they have any unexcused tardies, leave before their assigned lunch period or are tardy to their 6th period class. During first semester, loss of privileges will extend through the semester; during second semester, the loss will extend for one month. Students must remain on campus at all other times. Juniors are assigned to the lunch area or the Performing Arts area on the Upper Campus during all periods when they do not have a class. The Library and the Performing Arts area on the Upper Campus are also available for their use. Students are granted privileges as long as they fulfill all school expectations and responsibilities.

### Senior Privileges

Seniors with parental permission are allowed to leave campus any time they are not scheduled for a class unless they are restricted to campus. The Senior Patio and Senior Lawn may be used for studying, eating and quiet conversation. This area is reserved for seniors only. Beginning a few days into each semester (specific dates TBA), seniors may "sleep-in" on days when they have no first period class. Seniors are required to check in at the attendance office before their first class on any day or they will be marked tardy. If a senior accumulates five unexcused tardies during a semester, privileges (including any sleep-ins) will be suspended for five days. If a senior has an unexcused absence from any class, all privileges will be suspended for three days per missed class. Two days during the school year will be designated "Seniors' Day Off" and will appear on the school calendar. The first semester date, October 11, will be dedicated to the college application process.

### Lockers

The school provides students in grades 7-11 with a locker for their own use. Students are responsible for the security and contents of their lockers; they should keep their lockers closed and locked at all times and should not share the combination with anyone. Seniors are assigned lockers if available and requested. Lockers are considered school property and are subject to inspection whenever deemed necessary. The Dean of Students is available for any questions or problems with lockers.

### Textbooks

Textbooks are issued at the beginning of each year. Students should not write their names in their books until possible scheduling changes are resolved. If a book has been lost, students should see Mrs. Ursettie to replace it.

### Vehicle and Parking Regulations

To park on campus, students need a parking permit, as all parking spaces are assigned. Students are not ever to park in front of any residences or anywhere on Crown Avenue and/or Nancy Way.

We ask your cooperation in making our campus a safe place. Please do not make U-turns in any driveway or on the street along Crown Avenue in consideration of both our neighbors and our staff who need access to the school driveway and campus gates. If you approach the school in an automobile from the south (on Crown Avenue), please make your U-turn through Prep's parking lot on the corner of Crown Avenue and Foothill Boulevard. Students in grades 7-9 are to be dropped off in the lower lot and students in grades 10-12 in the upper lot. Please obey traffic regulations and cross the street with caution.

### Trips

Each year, students in grades 7-11 participate in a class trip. These trips are considered part of the student's required curriculum, and the school regards them as essential. There is also a senior trip prior to graduation. An indemnity agreement is required for each of these events.

Field trips, special activities and other extracurricular class outings may be offered as opportunity and interest arise. A field trip form is incorporated in the Student Emergency Information/Consent to Treat Form and Activities and Field Trip Permission and Waiver. Another form will not be required for day trips.

### Lost and Found/Personal Property

Students are requested to turn in found articles promptly. Clothing should be placed in the storage container located outside the library. Textbooks should be turned into the lost and found inside the library. Electronics and/or miscellaneous expensive items should be turned in to the Dean of Students. When claiming lost items from the Dean of Students, students will be asked to identify their item. At the end of each semester, unclaimed clothing will be donated to a charitable foundation. The school is not responsible for the loss, damage or theft of personal property of students. Please report any theft to the Dean of Students.

## Health and Emergency Procedures

School personnel are empowered to render first aid and emergency care only. They may not diagnose or give treatment. Parents are contacted if the services of a physician are necessary.

Students who are sick or injured during school hours are to report to the Front Office (see "Illness" on page 27).

In cases of serious emergency, every effort will be made to immediately contact the family. If the family cannot be contacted, we will call the one or two responsible adults designated on the Emergency/Health Form. Please keep these names and numbers current by immediately notifying the Front Office, in writing, of any changes to the information.

### Re-Admission of Students After Illness or Injury

Students who have vomited, had a fever (100 degrees or higher) or have any other signs of illness during the night or before school should *not* be brought to school to "try and make it through the day." Students must be free of fever or signs of illness 24 hours prior to re-admission.

Injuries involving concussions, crutches or sutures must be reported to the Dean of Students before returning to school. No student will be allowed to play or even be on the athletic field with sutures, casts or braces (dental braces excluded) for the student's protection, unless cleared to participate by a physician.

Contagious diseases (chicken pox, measles, etc.) must be reported to the Dean of Students before returning to school. Communicable illness must be reported to the Dean of Students even if the student has been treated and is already well. This would include strep throat, chicken pox, any unusual rash, head lice, scabies, whooping cough or other illnesses.

All PE excuses are taken care of by the Chair of the Physical Education Department. A parent's note will be adequate for up to three days. A physician's note is required if an excuse is needed for more than three days.

### Administration of Medication

Advil, Tylenol, Benadryl and all over-the-counter medicines must have a parent's permission to be given out at the front desk. The Dean of Students or another designated adult can administer medications. All prescription medications brought to school must be in the original container (pharmacy labeled). The following information should be on the medication container: student's full name, physician's name and phone number, name of medication, dosage, schedule and date of expiration of prescription.

For children who require daily medication, parents are asked to send a three-day emergency supply of each medicine, with instructions and expiration date, to the school office. All medications will be appropriately stored.

### Emergency/Disaster Situations

The school has a safety committee that meets twice a month to assess needs in the event of a disaster, plan drills and evaluate current available resources in case of an emergency. In the case of a major earthquake or disaster, we have food and water to sustain the student body, faculty and staff for at least three days (72 hours). Throughout the year we conduct several types of drills: fire, earthquake and lockdown. Drills take place during classes, morning meetings, nutrition break and passing periods.

In the event of an earthquake or major disaster, the procedures will be as follows:

1. We will activate the school's emergency notification alert system. You should receive a message via phone. Please keep all phone and email information up-to-date with the school to make sure you will receive the call. If possible, the school will provide additional information via email and through social media. If you choose not to follow the school's social media accounts, Facebook ([www.facebook.org/flintridgeprep](http://www.facebook.org/flintridgeprep)) and Twitter ([www.twitter.org/flintridgeprep](http://www.twitter.org/flintridgeprep)) updates are posted on the school home page ([www.flintridgeprep.org](http://www.flintridgeprep.org)).
2. Following a disaster, there will be a Request Table at the Crown Avenue gate near room 30. After registering at the Request Table, authorized parents and guardians will proceed to the Reunion Gate at the Crown Avenue driveway which is north of the Administrative Office.
3. If possible, parents will be notified immediately of serious injury or sudden illness to a child. If a parent cannot be reached, we will try to reach the person listed on the Student Emergency Information form.

### Campus Safety

The school complies with all local, state and federal guidelines applying to schools. Policies concerning safety, injury and illness prevention and emergency preparedness are reviewed periodically to insure the safety of the students and faculty.

In order to expedite response from emergency personnel, we have two street addresses:

4543 Crown Avenue: Upper Campus/Administration/Upper Parking Lot

4510 Hampton Road: Lower Campus/Athletics Department /Lower Parking Lot

### Policy on AIDS and Other Infectious Illnesses

This policy outlines the school's general approach to serious infectious illnesses such as Acquired Immune Deficiency Syndrome (AIDS) and its related conditions. Each case will be addressed with proper regard for the context in which it arises.

The school complies with all local, state and federal laws and regulations regarding AIDS and other infectious illnesses. There will be no discrimination against any student or employee infected with AIDS and other infectious illnesses. The school holds all medical information which it receives about the medical condition of an employee or student with AIDS and other infectious illnesses in confidence. The school makes a concerted effort to provide ongoing education on AIDS as well as other infectious illnesses to its students and employees. The school may change this policy as medical opinion and other circumstances warrant.

# Extracurricular Activities

## Dean of Student Life

*Mr. Barrett Jamison: 818-949-5529*

The Dean of Student Life is responsible for coordinating, organizing, and supporting the extracurricular and co-curricular activities for student groups. This position is responsible for overseeing student government, student activities, and the students' role in all school-wide social, athletic, fine arts and service extracurricular activities outside of academics.

**Morning Meeting and Club Advisor:** Mr. Barrett Jamison  
**Assembly Advisors:** Mr. Barrett Jamison and Mrs. Midge Kimble  
**Student Store Advisors:** Mr. John Ruch

## Student Government

The Student Government advisor is Mr. Barrett Jamison. The administrative head of the student government is the Commissioner General. The assistant administrative head is the Assistant Commissioner General. The commissioner in charge of on-campus student events is the Commissioner of Communication and Collaboration. The Student Senate acts for the benefit and improvement of the school at regularly scheduled meetings. Class officers are elected to represent their respective classes in the Student Senate and to organize class activities.

## Student Senate Executive Committee Roster 2017-2018

Commissioner General.....	Mahek Ahmad
Assistant Commissioner General.....	Ryan Huntley
Commissioner of Communication & Collaboration.....	Rithik Jain
Student Community Action Council (SCAC) Commissioner.....	Wylie Kasai
Senior Class President.....	Olivia Harber
Senior Class Vice President.....	Jeff Chan
Senior Class Treasurer.....	Katie Kralik
Senior Class Secretary.....	Shivam Agarwal
Junior Class President.....	Isaac LaMarr

## Clubs

Any group of students with a specific interest or hobby may organize a campus club. Each club must have a faculty sponsor, a club charter and the approval of the Dean of Student Life. The following list represents some of the clubs that meet regularly:

<ul style="list-style-type: none"> <li>3D Modeling &amp; Animation</li> <li>Amnesty International</li> <li>Animal Rights Club</li> <li>Anime Club</li> <li>Bites of LA</li> <li>Black Student Union</li> <li>Book Club</li> <li>Card Club</li> <li>Chess Club</li> <li>Contemporary Dance</li> <li>Cooking Club</li> <li>Crescendo A Capella</li> <li>Current Events Club</li> </ul>	<ul style="list-style-type: none"> <li>Environmental Sustainability Club</li> <li>Fantasy Sports Club</li> <li>Feminism Club</li> <li>Film Club</li> <li>Flintridge Press</li> <li>Folio</li> <li>French Honors Society</li> <li>FBLA</li> <li>Gaming Club</li> <li>Girl Up</li> <li>Golf Club</li> <li>Hip Hop Club</li> </ul>	<ul style="list-style-type: none"> <li>Latin Club</li> <li>Marine Life Club</li> <li>Math Club</li> <li>Meditation Club</li> <li>Multicultural Student Union (MSU)</li> <li>Outdoor Activities Club</li> <li>Pie and Prejudice Club</li> <li>Ping Pong Club</li> <li>Prep Log</li> <li>Prep Store</li> <li>PrepTech</li> <li>Republican Club</li> </ul>	<ul style="list-style-type: none"> <li>Robotics Club</li> <li>Science Club</li> <li>Science Olympiad</li> <li>Sewing Club</li> <li>SFX Makeup Club</li> <li>Spanish Honors Society</li> <li>Spectrum</li> <li>The Yell</li> <li>Young Life Club</li> <li>Youth &amp; Government</li> </ul>
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# Athletics

The athletic program at Flintridge Prep is dedicated to developing character, social growth and physical skills through a wide variety of individual and team sports. An indemnity agreement is required for each sport and a *yearly* physical exam (personal physician) and concussion baseline testing (on-campus) is required for all participants. Students are required to have a 2.0 GPA to participate in end of season playoffs. Questions regarding athletics should be directed to the Athletic Director at 818-790-0334 or [gohara@flintridgeprep.org](mailto:gohara@flintridgeprep.org).

The mission of the Athletic Council on Leadership is to help direct the positive influence of sports by promoting human development on campus and in the community, to provide a forum for shared learning of life lessons from team sports, to promote and encourage spirit and leadership in the Prep community and to develop and/or support community service projects.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country (Girls/Boys)	Boys JV & Varsity Basketball	Boys JV & Varsity Baseball
Equestrian Team (Co-ed)	Girls JV & Varsity Basketball	Varsity Golf (Co-ed)
JV & Varsity Football	Equestrian Team (Co-ed)	Girls Varsity Softball
Girls Varsity Tennis	Boys JV & Varsity Soccer	Swimming (Girls/Boys)
Girls Frosh, JV & Varsity Volleyball	Girls JV & Varsity Soccer	Boys Varsity Tennis
Boys JV & Varsity Water Polo	Girls Varsity Water Polo	Track (Girls/Boys)
Varsity Cheerleaders	Middle School Boys Basketball	Boys JV & Varsity Volleyball
Middle School Flag Football	Middle School Girls Basketball	Middle School Boys Baseball
Middle School Girls Volleyball	Middle School Boys Soccer	Middle School Girls Softball
Middle School Cross Country	Middle School Girls Soccer	Middle School Swimming (Girls/Boys)
Middle School Tennis (Co-ed)	Varsity Cheerleaders	Middle School Golf (Co-ed)
		Middle School Track (Girls/Boys)
		Middle School Boys Volleyball

## Parents Association Roster 2017-2018

### **Executive Board**

President	Jeanne Case	jccase@mac.com	626-398-3823
VP Book Day	Abigail Deser	abigail.deser@gmail.com	310-600-7459
	Juliette Harray	jharray@hahnlawyers.com	323-828-1769
VP Hospitality	Michelle Lytle	michellelytle@sbcglobal.net	626-833-3163
	Annette Starks	annette_marissa@yahoo.com	323-240-1777
VP Community Speaker Series	Laura Campobasso	progstrat@aol.com	818-653-1141
	Kirsten Harbers	ksharbers@mac.com	818-437-7468
Treasurer	Jennifer Stetson	yan_jiang@hotmail.com	626-623-2124
Recording Secretary	Susan Rossi	sdrossi@att.net	626-864-7251
Parliamentarian	Debbie Pitts	pitts.deborah@gmail.com	818-269-2343

### **Grade Level Coordinators**

7th Grade	Christine Lee	christineandjay@gmail.com	213-926-2223
7th Grade	Jill Fung	jillfung@aol.com	626-278-4340
8th Grade	Anjali Bonfante	abatra00@earthlink.net	626-375-9092
8th Grade	Leslie Lindholm	lapazlindholm@gmail.com	626-610-6261
9th Grade	Christine Alameddine	calameddine@gmail.com	626-807-8688
9th Grade	Denise Walklett	dcwalklett@gmail.com	626-644-6252
10th Grade	Michelle Fellows	michellefellows@icloud.com	818-679-3726
10th Grade	Gwen Robertson	gwen.robertson@gmail.com	626-272-1702
11th Grade	Bettina Rosenfeld	bettina.wrosenfeld@gmail.com	626-827-6114
11th Grade	Trina Unzicker	trinaunz@gmail.com	818-469-3726
12th Grade	Clare Tayback	cheztay@sbcglobal.net	213-500-3714
12th Grade	Michelle Noble	shellejim@me.com	714-222-6246

## Committee Chairs

Homecoming Court Breakfast	Dina Brookbanks	dina.brookbanks@gmail.com	626-395-7858
	Miki Springsteen	mspringsteen@oxy.edu	626-710-0559
May Faculty/Staff Appreciation Lunch	Audrey Ouzounian	adrineo@yahoo.com	818-790-7602
	Tracy McCormick	tsmcc@pacbell.net	626-298-0097
Family BBQ	Stephanie Thornton- Harris	sethnamaste@hotmail.com	626-345-5176
	Gabby Klatsky	gabrielle.klatsky@gmail.com	323-663-6226
Grandparents Day	Kandis Jaffrey	Kajaffrey@jktmgroupllc.com	213-999-6322
	Orsi Crawford	orsicrawford@gmail.com	818-952-4013
Homecoming Game	Lani Martinez	laninow@yahoo.com	323-839-0225
	Madelyn Manning	madelyndmanning@gmail.com	626-296-9987
Library Liaison	Rena Lum	lumrena@gmail.com	626-289-9980
Performing Arts Liaison	Melissa Mazin	mfmazin@gmail.com	818-419-7791
	Dorrie LaMarr	emerald842@pacbell.net	323-661-6225
Picture Day	Bently Au	bently@karatemonkey.com	626-351-8685
	Richard Ashworth	rlashworth@cbbank.com	626-791-3227
Mailing	Nadine Ono	nsono@att.net	626-799-9712
Senior Horizons	Yohanna Chmait	chmaityohanna@yahoo.com	818-957-4301
	Cathy Browne	browneca@hotmail.com	626-844-7192
Spring Luncheon	Elizabeth Nesbitt	egnesbitt@gmail.com	818-248-7623
	Sherry Kully	kully@sbcglobal.net	626-590-0990
Volunteer Coordinator	Terri Miller	dameterrimiller@gmail.com	626-441-7915
	Stephanie Kilpatrick	stephanie@thekilpatricks.net	818-741-5520

## Fathers Club Executive Board 2017-2018

Co-President	Kevin Gunning	gunning@pacbell.net	626-840-3421
Co-President	John Brown	john.brown@brownunited.com	626-202-5720
VP New Dads Mixer	Robert Alvarez	heywonka@aol.com	626 794 3838
VP Sports Award Cookout	Al Bazzi	albazzi@gmail.com	626-437-0565
VP Receptions & Casino Night	Bruce Blair	bruce-blair@hotmail.com	626-641-1306
VP Webmaster	Jean Paul Cativiela	catijea@gmail.com	626-864-8043
Co-VP Family BBQ	Mike Comer	wrbremer@sbcglobal.net	323-573-0385
At Large Member	Sanjeet Dadwal	sanjeet_dadwal@yahoo.com	818-864-6045
VP Internships	David Hitchcock	dhitchcock@klrfirm.com	626-791-8853
VP Back-to-School Mixer & Casino Night	Eric Kristensson	jonasanderic@gmail.com	626-771-7090
VP Communications	Albert Lau	albert.lau@eastwestbank.com	626-221-1343
VP Homecoming	Scott Maxwell	srm.mobile@gmail.com	626-786-3544
At Large Member	Tom Moutes	Tom.Moutes@gmail.com	828-469-3726
VP Casino Night	Kenny Pawlek	kpawlek@earthlink.net	818-489-6623
Co-VP Family BBQ	Andrew Son	acmson@hotmail.com	818-790-2088
VP Recording Secretary	Yosufi Tyebkhan	yosufi@tenxv.com	626-840-1992
At Large Member	David Ware	foredware@gmail.com	323-574-5285