Dear Students,

Welcome to the 2020-2021 school year! As your senior Student Council members and peers, we are very excited to welcome back familiar faces and greet our new students with open arms. We want to give you some tips to help you succeed this year!

7th grade: Welcome to Prep! We know it may be hard to transition from elementary to middle school, but the Prep community is a great place to be and makes the switch much easier. You’ll make close friends, learn more about New Mexico History than you ever thought possible, and spend plenty of time cleaning classrooms for TAP — but we can guarantee that it will be a blast!

8th grade: You’ve been here for a year already, and you know the ropes. Use this year to try new things, and branch out. You’re no longer the youngest people on campus, and contrary to popular belief, the seventh graders do look up to you. So, use this time to become role models, but make sure to enjoy life!

9th grade: Welcome to high school! It’ll be a big step up in responsibility and difficulty, but make sure to keep your grades up! This year still affects your GPA, so study for tests, write papers early, and be sure to have a good time in-between. Between Upper School clubs, and fun events like Prom, there will be plenty of time to meet new people and immerse yourself in Prep’s community.

10th grade: Sophomore year is great! It may get stressful at times, but remember to always strive to do your best, even when the history assignments seem bottomless. Also, make sure you take time to enjoy life with your friends, family, and maybe try something new.

11th grade: We know you have heard that junior year can be challenging with many new responsibilities. We’re not going to lie: there will probably be late nights, early mornings, and copious amounts of coffee, but you’ll come out stronger, learning more than you ever have. There are so many things to say about this year, but in all honesty, we promise you will survive, be better for it, and forge many new friendships along the way.

12th grade: We’re almost there! Keep up the good work! We have made it this far, so don’t start slacking now. Let’s make senior year the best year yet! We will get through this together, be accepted to college, and begin the next chapter of our lives.

In these crazy times, let’s make it a priority to enjoy what’s around us and be grateful for our friends and family. Let’s make it our goal to work hard but leave plenty of room for fun!

Your Senior Student Council Members,
Margaret Tambke, Bess McAlpin, Anna Swanson, and Sam Child
COMMUNITY EXPECTATIONS

STATEMENT OF PURPOSE

Santa Fe Prep is an ambitious and diverse learning community dedicated to active discourse. We value our place in the community of Santa Fe, which enriches and defines us. We cultivate qualities of character, scholarship, and citizenship in our students that inspire them to act responsibly and compassionately at home, at school, and in the world.

Through the many dialogues that unfold on campus each day, our students exercise their minds in active inquiry. The discourse of Santa Fe Prep promotes the joy of discovery, the power of critical thinking and reflection, and the thrill of creativity. Our commitment to collaborative learning fosters an inclusive school environment grounded in trust, where students honor and respect each other and themselves.

The world is full of possibility. Empowered with the values and qualities inherent in our school, our students can embrace lives of thoughtful purpose.

COMMITMENT TO DIVERSITY

Diversity at Prep means a commitment to creating an inclusive and safe school environment in which members with a variety of identities (including race, gender, marital status, sexual orientation, political beliefs, physical disability, ethnicity, socioeconomic level, age, and religion) can thrive.

Diversity is integral to Santa Fe Prep's academic program and improves all aspects of our students' education by fostering multiple perspectives and encouraging students to challenge their assumptions, improve critical thinking, and consider new perspectives.

We intend for all members of the Prep community—adults and students—to welcome, honor, and value people who are different from themselves. These skills are essential preparation for our students to live in a multicultural, pluralistic world.

ATTENDANCE POLICY

The most important element of a good education is consistent, daily attendance. Students should not miss school except when it is absolutely necessary. Active participation in the school community also requires attendance at forums, assemblies, and special events. We ask that families respect the school calendar and not remove students from school before school holidays nor return late. As we are a school that values active discourse, absences can have a negative impact on a student’s participation grades in his/her classes.

School starts promptly at 8:15 a.m. Students arriving late to class will be marked tardy. The fourth tardy for a given class will result in detention.

When a student is absent or tardy, the parent should call/email the front office before 9:00 a.m. to explain the absence. Upon returning to school, students should go to the front office, where they will be issued an admit slip. Students should show these slips to each of their teachers. Teachers will explain to
students their individual policies for making up missed work. Students will be allowed to participate in after-school activities only if they have attended the majority of their classes on that same day. In addition, we encourage students to email their teachers when they are absent.

Absences not excused by parents in writing (note/email) or by phone will be considered unexcused. Students may not be able to make up work missed during an unexcused absence, and disciplinary consequences will be assigned.

Off-campus privileges are restricted to seniors. However, in the Upper School, students are not required to be on campus until their first commitment in the morning and after their school obligation of the day. The latter requires parent permission. Any students leaving campus before 3:40 p.m. must also sign out at the Front Office.

Students without off-campus privileges may not leave campus during the school day for lunch or free periods. We ask that parents support our desire to have students on campus during the school day.

Students who become ill during the school day may call their parents (from the Front Office or an administrator’s office) to pick them up. Students in the Middle School must first check with the Middle School Head or Health Coordinator before calling parents. Students who have driven themselves to school may drive home if the School receives permission from the parents to release the student. Unless students are on campus for school-related activities or studying in the Library, they should be picked up by 4:00 p.m.

For the safety and security of our students, ridesharing apps (e.g., Lyft, Uber) are not an approved method of transportation for students. These companies require that all passengers under the age of 18 be accompanied by an adult, and these types of services are not allowed on our campus for students.

**CAMPUS RESPONSIBILITY**

As a community we are all responsible for keeping our beautiful campus orderly and clean. It is up to each one of us to keep our classrooms and our dining hall neat and our campus litter free.

**COMPUTERS AND THE INTERNET**

Santa Fe Prep is pleased to offer students access to a computer network for library research, computer classes, electronic mail, and the internet. Students are expected to check their Prep email accounts at least daily.

The use of Prep’s computer systems is a privilege, not a right. Inappropriate usage (including, but not limited to: downloading violent, pornographic or otherwise offensive information; account misuse, e.g., sending disrespectful, obscene, or threatening communications (Snapchat, Instagram, Facebook, Google, Twitter, etc.); tampering with the school’s computers; etc.) will result in disciplinary action appropriate to the offense. In addition, when using technology or social media on or off-campus, students are expected to be positive ambassadors of the School. In addition, class-wide emails should only be sent for academic purposes or with permission of an adult.

Use of technology—whether on- or off-campus—to bully, exclude, harass or spread rumors that adversely affect members of the school community will also result in disciplinary action. All students and
their parents must read and sign the Acceptable Use Policy (AUP) to have access to the school’s network.

EMAIL AND POWERSCHOOL LEARNING

Santa Fe Prep students, teachers, and administrators use two electronic means for communication: Prep’s Gmail and PowerSchool Learning, a learning management system or LMS. Students are expected to check both their Gmail and PowerSchool accounts daily. Gmail is used for general communication, while PowerSchool is used for course specific information: assignments, grades, and announcements. Teachers are expected to post on PowerSchool their course overview/syllabus and handouts from class as well as assignments a week in advance. Teachers are encouraged to post due dates for tests and major papers or projects as far in advance as possible. Parents have their own PowerSchool accounts with limited access to course content.

MY BACKPACK

My BackPack is one of the many ways Prep communicates with parents. My BackPack is a web portal for parents to Prep’s central database. My Backpack allows parents to:

- View and update contact information. Parents are expected to keep their information current.
- View and print grade reports and student schedules.
- Access the Prep directory.
- Sign the enrollment contract and pay the enrollment fee.

It is important that parents are comfortable accessing this important information. If you have any difficulty navigating My BackPack, please contact Prep’s IT department at mbpsupport@sfprep.org. Passwords and usernames should be protected.

DRESS CODE

Students should dress in a manner reflective of a respectful learning environment. We believe that school prepares students for a professional environment, and they should dress accordingly. In particular, students may not wear items that advertise drug, tobacco, or alcohol products or violence, encourage the use of drugs, or contain obscenities or offensive/derogatory material. Certain teachers do not permit hats in their classroom, and all hats are to be removed in school assemblies. At the discretion of administrators, students who violate the dress code will be warned and their parents notified; a second offense will result in detention.

DRIVING AND PARKING

As safety is our priority, drivers must always observe the campus speed limit of 10 mph.

Please remember that Prep’s use of the IHM lot is a fragile privilege and one we would hate to lose as it would mean that students would no longer be able to drive to school. It serves the School well when students are considerate and respectful.
During school hours, all student parking is across Camino Cruz Blanca at the IHM lot. Students are expected to park in their designated parking spot at the IHM, as marked (even after seniors leave for SIP). Seniors with off-campus privileges may also park at the Meem. Out of respect for our neighbors, no one should park on San Acacio between the playing field and the Meem. In addition, students should not park at Sun Mountain Field. Before using the IHM lot, all student cars must be registered with the School and must display parking stickers. Failure to follow parking guidelines may mean a loss of driving privileges and/or towing.

Other parking areas on campus are reserved for staff and visitors. Parents should park on campus or at the IHM for games, meetings, and special events, including those at Sun Mountain Field. No one should park on the street. Cars that are parked inappropriately will be towed. Students may only park on-campus in the main parking lot after 5:00 pm.

Students are not allowed to drive themselves or other students to school events (e.g., TAP, field trips) unless they have written permission from their parents and approval from their Division Head.

EATING ON CAMPUS

Food is available for purchase in the Dining Hall at break and lunch every day, and the monthly menu can be found on the Prep website. Food is not permitted in the following areas, except with adult permission: front lobby, back foyer of the Main School Building, in the second floor of the Commons, the gymnasium, or in the library, including the downstairs student lounge. Students are expected to eat lunch in the Commons, the patio, or outdoors. Eating in classrooms and the auditorium is allowed by teacher permission. Dining Hall dishes are to be used only in the Dining Hall or on the patio.

ITEMS TO BE LEFT AT HOME

Students may never bring to school or school-sponsored events weapons of any kind (including pocketknives), toy weapons or anything that can be construed as a weapon, items of value, large amounts of money, pets, or other items that may distract students from school-related activities. If such items are brought to school, they will be confiscated, and additional disciplinary action may result. Comments about bringing weapons to school will also be treated seriously. In addition, gambling is not allowed at school.

CELL PHONE PRIVILEGE

Students in the Middle School are expected to keep cell phones off and away during school hours (8:15 a.m. – 3:40 p.m.). Students in the Upper School only are allowed to use their cell phones for school-related activities under the following conditions:

- Cell phones may not be used for talking at any time, unless with specific permission of an adult.
- Cell phones may be used only during Break and Lunch Periods (but never in Assembly). At all other times, cell phones should not be visible.
- Cell phones may be used in the classrooms only with stated permission of the teacher.
- Cell phones may be used only for texting, checking calendars, emailing for school business, or necessary communications with family.
- Cell phones must be on vibrate or silent mode at all times.
- **Library Rule:** Cell phones should not be visible during the school day in the upstairs of the library.

Students who disregard these conditions will be required to give up their phone for the day. Repeated infractions will result in disciplinary consequences.

**LOCKERS**

Each student will be issued a locker at the beginning of the school year. Students are not to share, trade, or move lockers without permission of their Division Head. Students should not use markers or stickers to decorate their lockers inside or out, and they are responsible for keeping their lockers free of trash and in good order.

Students who have items of value on campus—laptops, smart phones, a purse, etc.—should keep these on their person or leave them at the front office or in an administrator’s office (with permission).

Lockers and other school property remain under school control at all times. The Head of School or his designee can authorize a search of students’ lockers or student property (i.e., backpacks or student automobiles) when on campus, at the IHM, or at off-campus school-related events for drugs, weapons, or other prohibited items if, in his best judgment, there is a risk to student health or safety.

**OFF-CAMPUS PRIVILEGE (OCP)**

During their senior year, students in good academic and behavioral standing (including attendance) are given the privilege of leaving campus during lunch and free periods. Seniors must sign in and out when leaving campus during the school day. Seniors are not allowed to take younger students off campus without prior administrative and parental approval.

At the core of this off-campus privilege is trust: the School trusts that students have reached a point where they are able to make sound decisions about how to manage their time and what to do with their time while away from school. In general, this privilege has proven valuable as students prepare for the transition to more independence in college.

Students who have been cited for going off-campus without permission or who are on academic or behavioral probation will forfeit their right to this privilege. In addition, all students going off campus without permission may receive a one-day suspension for the first offense, at the discretion of the administration; repeat offenses will result in more serious consequences. In addition, any student not signing in or out appropriately will receive a detention for the first offense, and repeat offenses may result in more serious consequences.

The OCP is reviewed annually. Individual parents may revoke their permission for students to leave campus during the school day, and Prep maintains the right to revoke off-campus privileges for students who have not previously demonstrated maturity and responsibility or who are not in good standing.

Even with these privileges, students are expected to attend all forums and assemblies and to continue to play their valuable leadership role in the school. They are expected to remain a visible and active presence in day-to-day school life.
OFF-LIMITS AREAS

Students are not permitted to go to their cars or to be in the parking lots at any time during the school day except to leave the campus with permission. The arroyos beyond the library building, the hillside to the north of the library (Sally’s Hill), behind the classroom buildings and the area in back of the gymnasium are also off-limits at all times unless with permission or accompanied by an adult.

STUDENT DISCIPLINE

Philosophy: We expect students to live up to our community expectations each day as they are designed to create a positive learning environment. Falling short of these expectations will result in warnings, Friday morning 7:15 a.m. detentions, community work, or – most seriously – suspension or dismissal from school. Such choices as: cutting class; leaving campus without permission; being dishonest, cheating or plagiarizing; exhibiting violent or harassing behavior; and possession of illegal drugs, vaping devices or related products (e.g., Juuls), alcohol, or weapons on campus or at school-sponsored events will demand a response from the School.

In certain cases, students may be placed on behavioral probation. During the probationary period, further violations will result in more severe disciplinary consequences. The School may also decide to suspend a student. Students who are suspended from school are not allowed on campus and are not allowed to participate in any school-sponsored/related events or activities. In special cases, students may be asked to leave the School for a period of days without penalty (administrative leave) while the disciplinary matter is being reviewed.

As well, many college applications include a question regarding probation, suspension or expulsion from school; many colleges pose that same question to Prep’s College Counseling Office. Prep requires that students respond to this question honestly and completely. The College Counseling Office will also respond to this question in a candid and forthright manner. Specifically, Prep requires that students and the College Counseling Office report any suspensions or probations in a student’s junior and senior years. Other disciplinary actions may be reported as well when the School considers it appropriate.

Note to Seniors: If, following the submission of a college application, a senior is placed on probation for academic dishonesty, suspended from school for any period of time, or expelled, Prep will require him or her to report the disciplinary incident in a timely manner to the colleges where he or she has applied and/or been accepted.

The disclosure policy outlined above will be followed for students who are applying to other secondary schools as well.

The School will not automatically impose an academic penalty for a disciplinary infraction. However, in cases of academic dishonesty, the work involved will receive a grade of zero.

In some circumstances, students on behavioral probation will lose the privilege of serving in leadership positions in the school (e.g., Student Council, the Council on Community Expectations (CCE), Peer Mentors, team captains).
We withhold enrollment contracts of students who are on probation until the end of the school year, at which time an evaluation will be made of the student’s status.

At all times, the safety and welfare of our students on and off campus is of the utmost importance. In certain situations, choices made by Prep students off-campus may warrant a response from the School. Serious breaches of school expectations by students off campus may include disciplinary consequences at school and could also include a conversation with students and their parents and a recommendation for appropriate support and counseling.

The School reserves the right to suspend or dismiss a student whose conduct represents, in the judgment of the Head of School, a serious disregard for community expectations.

Substance Abuse Policy: Any student showing evidence of consuming, dealing in, or possessing drugs or alcohol at any time while under the School’s jurisdiction is subject to suspension and/or requirement to withdraw.

“Showing evidence of” includes any behavior observed by an adult that might be indicative of the use of alcohol and/or drugs. “Possessing” includes using or carrying drugs or alcohol on campus, in automobiles, or off-campus but under school jurisdiction. “Drugs” means all substances that are illegal—including but not limited to narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana—as well as federally controlled substances, prescription drugs not assigned to that person, and other intoxicating substances. “While under the School’s jurisdiction” involves any time the student is on campus or in the immediate vicinity, as well as when s/he is attending, participating in, or traveling to or from a school-sponsored function. Such events would include plays, athletic contests, ski trips, dances, school trips, remote learning classes, and any other events sponsored by Prep.

The following are not permitted at school: matches, lighters, e-cigarettes and cartridges, vaping devices and products, tobacco or nicotine products, and any tobacco cessation products not prescribed by a physician. Use of tobacco, nicotine, electronic cigarettes, and vaping products is prohibited on the Santa Fe Prep campus and on school-sponsored events. Such use or possession by students will likely result in suspension; repeated offenses will receive more serious consequences.

Reasonable suspicion about drug or alcohol use or possession may lead to searches of student automobiles, backpacks, lockers, or persons. The School reserves the right to administer blood tests, urinalysis or other means of testing in dealing with any student suspected of being under the influence of a prohibited or misused substance. We may also require students to complete a drug testing program. As a safety measure, the School conducts random alcohol Breathalyzer tests at Upper School dances and the Prom.
**Substance Abuse Procedures:** When a student is observed and/or evidence is presented that s/he is using or possessing drugs or alcohol while under the School’s jurisdiction, we will meet with the student immediately. Parents will be notified that this interaction has taken place and informed about the process that will unfold. In the Upper School, the student is likely to be asked to appear before the Council on Community Expectations. In the Middle School, the Division Head, Assistant Head, and Head of School will meet to determine the consequences.

**Substance Abuse Consequences:** For a first offense of our drug and alcohol policy, the likely response will range from some combination of the following—suspension; behavioral probation; removal from teams, plays, and/or leadership positions—all the way to a requirement to withdraw from school. The School recognizes the serious nature of drug or alcohol use by adolescents and will make every effort to assist students in addressing this problem. As part of any set of consequences that would involve continued enrollment at Prep, the student will be required to undergo an alcohol/drug assessment by a school-approved counselor or facility. The financial cost for the assessment is the parents’ responsibility, and the student’s ongoing enrollment at Prep is dependent upon successful completion of the assessment and any recommended follow-up care. Should there be a second violation of the drug and alcohol policy, the likely response is an immediate requirement to withdraw.

The school community places a high value on truthfulness and individual responsibility. Any student who self-reports an infraction of the drug and alcohol policy can expect the CCE and the administration to consider favorably his/her honesty as they determine consequences. As well, we encourage students who are concerned about a friend’s use of drugs or alcohol to seek out an adult in the school community and share that concern.

Santa Fe Preparatory School takes very seriously any violation of the above-stated drug and alcohol policy. Our highest commitment is to a safe and secure community and learning environment for students and adults. Possession, use, or distribution of illegal drugs compromises this safety and will result in a serious response. Violators may also be subject to the laws of the State of New Mexico.

**Harassment:** In order for students to learn and grow within our classrooms and beyond, our community must be a safe and secure environment for all. For this reason, we expect all members of the community to treat others with respect and kindness regardless of race, gender, gender identity or expression, ethnicity, religion, age, sexual orientation, political beliefs, or socioeconomic background. The school encourages any student witnessing or experiencing behavior that is not respectful to speak with a teacher or administrator. Such actions will demand a response from the school.

Specifically, any form of sexual harassment—that is, unwelcome conduct of a sexual nature—is strictly forbidden between students or other members of the school community. Hazing of other students, which includes forcing others to engage in humiliating or dangerous activity to be included in a group, is expressly forbidden. Such actions—spoken, written, communicated through technology or otherwise acted upon—will be subject to serious disciplinary consequences that may include probation, suspension or expulsion. Any student who experiences or observes such harassment should talk with the School Counselor, their advisor, Dean, or Division Head.

**Council on Community Expectations (Upper School):** Members of the Council on Community Expectations (CCE) work closely with the school administration to respond with fairness and consistency to compromises of Prep’s community expectations. Membership on the CCE includes students, teachers,
and the Assistant Head of School. The selection process and required training will take place at the beginning of the school year.

All Upper School major disciplinary cases will be reviewed by the CCE unless determined otherwise by the administration. (During final exams, for instance, the CCE will not convene to avoid compromising the academic responsibilities of its members.) Through review, discussion, and consensus, the CCE will recommend appropriate consequences for disciplinary infractions.

The objective of the disciplinary process is to calibrate an appropriate response from the school community should violations occur. This response should reflect the shared values of our school: honesty, respect, and compassion. The CCE process begins with the Assistant Head of School informing committee members that an issue has arisen. The student then meets with the CCE to describe the situation and to respond to any questions. The student may be asked to leave school during the period that the case is being deliberated. After the CCE has deliberated, they recommend a set of consequences to the Head of School, who determines the final response. This decision is communicated to the student and his/her family, to the faculty, and, if appropriate, to the broader school community.

VISITORS TO CAMPUS

Students must get permission in advance from the Division Head if they wish to bring guests to school. All visitors must check in at the Front Desk when they arrive on campus. Students from other schools may not visit Prep students during the school day without permission, including during lunch.

Parents are welcome to visit classes if they schedule a visit with the Division Head in advance. Whenever possible, meetings with the Head of School, other members of the administration, and faculty should also be pre-arranged.

HEALTH AND WELLNESS

Our school recognizes the value of social, emotional, behavioral, and interpersonal health as integral to, and reflective of, our approach to campus-wide wellness and student support. We provide confidential school counseling services to our student body via student request, identified need, and referral. When indicated, our school counselor may offer family consultation and care coordination as well as referrals to counseling services outside of school. In addition to individual services, our school counselor coordinates student forums and parent education to provide community resources and training regarding a variety of age-appropriate and socially salient topics to our community. Students and families are encouraged to contact our school counselor, Amy Reich (areich@sfprep.org, 505-365-1969: confidential, direct line), if they have concerns about themselves or someone else. Emergency hotlines are also provided below.

NM Crisis Access Link: 1-855-662-7474
Peer to Peer Warmline: 1-855-4NM-7100 (1-855-466-7100)
National Suicide Prevention Lifeline: 1-800-273-8255 or 1-800-273-TALK
Texting Hotline: Text “HOME” to 741-741
ACADEMIC PROGRAM

UPPER SCHOOL GRADUATION REQUIREMENTS

Minimum Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>4 years (Grades 9-12)</td>
</tr>
<tr>
<td>HISTORY</td>
<td>4 years (Grades 9-12)</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>3 years (Biology, Chemistry, Physics)</td>
</tr>
<tr>
<td>LANGUAGE</td>
<td>3 years (or demonstration of third year proficiency)</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>3 years (Algebra I, Geometry, Algebra II)</td>
</tr>
<tr>
<td>HEALTH</td>
<td>1 semester (Grade 10)</td>
</tr>
<tr>
<td>ARTS</td>
<td>4 semesters (at least 1 Visual Arts and 1 Performing Arts course)</td>
</tr>
<tr>
<td>ATHLETICS/PHYSICAL EDUCATION</td>
<td>Yearly participation</td>
</tr>
<tr>
<td>COMMUNITY SERVICE (TAP)</td>
<td>4 years (Grades 9-12)</td>
</tr>
<tr>
<td>SENIOR INTERNSHIP PROGRAM (SIP)</td>
<td>Spring of Senior year</td>
</tr>
</tbody>
</table>

1. Students must meet all graduation requirements as listed above. Students must take five courses per semester and are expected to take a sixth course for most of their semesters. Students must get approval from the Assistant Head of School to take only five courses per semester. Graduation requirements are ordinarily completed during the regular academic year unless extenuating circumstances exist. Variation from this policy must receive the approval of the Assistant Head of School in advance. Students failing a course must repeat the course.

2. Students in grades 9 and 10 must participate in two (2) school team sports or participate in one (1) school team sport and fulfill one (1) PE contract or fulfill two (2) PE contracts. Students in grades 11 and 12 must participate in one (1) school team sport or fulfill one (1) PE contract. Students in grades 9 and 10 may receive a sports waiver for one semester per year for participation in the fall play or spring musical. Details about waivers are available from the Registrar.

3. Special academic programs, reduced course load, academic accommodations (for students with documented learning differences) and semester study away must be reviewed and approved by the Assistant Head of School.

4. Independent Studies, Course Plan Variations, and Sports Waivers must be pre-approved.

5. Honors and AP courses with permission.

MIDDLE SCHOOL CURRICULUM

The standard course load consists of five academic courses, P.E., and electives. Middle School students take the following courses:

Minimum Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>2 Years</td>
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<tr>
<td>SOCIAL STUDIES</td>
<td>2 Years</td>
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<tr>
<td>SCIENCE</td>
<td>2 Years</td>
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<tr>
<td>MATHEMATICS</td>
<td>2 Years</td>
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<tr>
<td>LANGUAGE</td>
<td>2 Years</td>
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<tr>
<td>PHYSICAL EDUCATION</td>
<td>2 Years</td>
</tr>
<tr>
<td>LIFE SKILLS</td>
<td>2 Years</td>
</tr>
</tbody>
</table>
ACADEMIC ACCOMMODATIONS AVAILABLE

Santa Fe Preparatory School is committed to the value of diversity in our student body and recognizes the variety of learning styles and the presence of learning differences among our students. We work to serve the needs of students with learning differences within the context of our mission to provide a college preparatory education and to help all students meet the highest standards.

Referral Process: Referrals to the School’s Learning Specialist may come from teachers, parents, or the student. Before a referral is made for a full diagnostic evaluation, the Learning Specialist may conduct a screening that can include classroom observations, evaluation of work samples, and conversations with teachers, parents, and the student. As part of the screening, we may suggest that teachers try certain modifications or accommodations on a trial basis before testing is recommended.

An accommodation plan will be put into effect when a complete diagnostic evaluation, completed within the last three years by a licensed diagnostician, is approved by the School and is on file.

A complete testing report must be made available to the School. The Learning Specialist will provide a summary of the information from the testing to the student’s teachers, advisor, and the Division Head. The expectation is that parents will collaborate with the school in implementing the recommended accommodations. Every accommodation on the part of the School carries with it the expectation that students are responsible for their own learning.

These accommodations will be implemented at Santa Fe Preparatory School when testing results indicate them:

- Extended time on all tests and exams: double time maximum.
- Use of calculators when the diagnostic report indicates a need (also at discretion of the math instructor).
- Use of audio books.
- Spelling and grammar will not be graded on assignments written in class. This accommodation does not apply to foreign language classes.
- Use of mechanical aids such as laptop computers or tape recorders for note taking.
- Use of a computer with word processing software for writing in-class papers and written exams.
- Allowance for outside tutors to come to the School during a student’s study halls or open periods to provide one-on-one tutoring.
- Voice recognition software for writing.
- Option to take American Sign Language (ASL) instead of a Foreign Language for Upper School students with identified learning differences. The third-year graduation requirement for a foreign language may be waived for students who take ASL, and Santa Fe Prep will offer two years of ASL.

Clarifications:

- All students are expected to fulfill Santa Fe Prep’s graduation requirements.
- Santa Fe Preparatory School will not provide oral testing as an alternative to written tests; however, under certain conditions families may provide a reader for oral testing.
If a student with learning differences is re-evaluated during his or her time at Prep and it is determined that additional services are needed, the School cannot guarantee that it can accommodate all requested services.

**ACADEMIC DIFFICULTY**

Students in academic difficulty ordinarily receive letters of concern from the Division Head. In addition, a meeting may be called to discuss a student’s performance. Students who continue to struggle, earning below a 2.0 GPA for a semester or having a pattern of grades in the D or F range, will ordinarily be placed on academic probation. In most cases, with support from the family and the School, students show marked progress and are removed from academic probation. Removal from academic probation requires significant, sustained improvement, normally indicated by no grade lower than a C-. In extreme cases, students whose work does not show meaningful improvement may be dismissed from school or not be extended contracts for the following year.

Students who are on any kind of official probation at the end of the first semester will not receive an enrollment contract for the following year until the terms of their probation have been met. A notation of probationary status is placed in the student’s file.

**ACADEMIC FREEDOM**

The School is committed to the belief that teachers, with the approval of the school administration, have the freedom to choose materials and activities that they deem appropriate. Parents who feel that these materials or activities are unsuitable should contact the teacher, Department Chair, or Division Head.

**ACADEMIC HONESTY**

Honesty is one of Santa Fe Prep’s core values. Cheating on papers, projects, tests, quizzes or homework will result in disciplinary consequences: in all cases, the work will receive a zero; further consequences may include suspension and probation or dismissal from the School. Cheating includes plagiarism, that is, the copying of someone else’s work without giving the source credit. Students in the Middle School and the Upper School receive regular instruction in what constitutes plagiarism and how to avoid it.

**AP/HONORS/ACCELERATED RECOMMENDATION CRITERIA**

Recommendations are made by current and past teachers in consultation with the student’s advisor and the administration. No single criterion is sufficient for a recommendation, and not all criteria need to be met.

- Demonstration of quality performance in previous classes—homework quality and timeliness, creative and active class discussion, good performance on tests, and strong writing skills (including lab reports) as applicable.
- Ability to extend concepts and skills to new applications and think critically about very challenging problems.
- Respectful, cooperative, and mature behavior.
- Curiosity toward new and difficult concepts and enjoyment of open-ended discussions.
- Clear dedication, love, and passion for the subject matter.
- Responsible time-management skills.
- Initiative, independence, and drive to explore ideas beyond requirement.

**AP EXAMS**

Advanced Placement (AP) exams are offered in certain courses. Doing well on such exams may entitle students to receive college credit for the courses. These exams are given to students at the recommendation of their teachers and are held during a two-week period in May designated by the College Board. During AP Exams, students may miss morning classes if they have an afternoon exam on the same day, and students may miss afternoon classes after a morning AP Exam if they have another AP Exam the following morning. Otherwise, students are expected to attend all classes as usual. Contact the AP Coordinator before the end of the first quarter for more information about these exams. AP exams are ordered and administered according to the policies and procedures of the College Board.

**COURSE PLAN VARIATIONS (Upper School)**

In the event a student needs to take a course outside of the Prep curriculum to fulfill a requirement, the student must obtain prior approval by applying for a course variation through the Assistant Head of School. This course plan variation form outlines the process and the necessary documents to be submitted; forms may be obtained through the Registrar. Outside courses taken without an approved course plan variation will not be accepted for credit.

**DROP/ADD**

The first two weeks of each semester are set aside for students to make changes in their schedules should they need to do so. Drop/Add forms may be picked up in the front office. The process for changing a course involves approval by appropriate teachers, advisors, and parents. After the approvals have been secured and the appropriate form has been submitted, requests will be reviewed by the Course Change Committee (composed of the Division Head, Director of College Counseling, and Registrar). This committee will determine if, given the student’s overall program and overall consistency with other drop/add proposals, the petition should be approved. All students are expected to follow their original schedules until changes have been finalized.

**DROPPING AND ADDING COURSES**

Dropping or adding courses should be completed during the drop/add period at the beginning of each semester.

**One-Semester Courses:**
A student may drop a one-semester course up to one week after the mid-term grades are published without the course and a “W” for withdrawal appearing on the student’s transcript.

**Year-Long Courses:**
A student may drop a year-long course up to one week after the first quarter grades are published without the course and a “W” for withdrawal appearing on the student’s transcript.

A student dropping a year-long course at the semester will receive credit for that semester. The course and the semester grade will appear on the transcript and will be calculated into the GPA. A “W” for withdrawal will appear on the transcript for the subsequent semester.
COURSE LEVEL CHANGES

A student may change levels in a course where level options are available (e.g., math, science, or language courses). Faculty approval is required and classroom space must be available.

A student may change levels in a course up to one week after the first quarter grades are published without the course and a “W” appearing on the student’s transcript.

A student’s grade will be determined by the teacher, department chair, and Division Head on a case-by-case basis.

A student changing levels at the semester will receive credit for that semester. The course and semester grade will appear on the transcript and will be calculated into the GPA. A “W” for withdrawal will not appear on the transcript for the subsequent semester.

An eleventh or twelfth grade student should only consider dropping a course or changing course levels after conversations with their advisors, parents and college counseling.

GRADE REPORTS

Students receive grades on their progress from each of their teachers at the beginning and end of the semester. In addition, narrative comments are included for three out of the four grading periods. Grade reports are published in My BackPack. Prep uses traditional letter grades. The Registrar computes students’ grade point averages (GPA) on a 4.0 scale. See the grading scale below. The GPA is computed using all graded courses except P.E. and sports. The Honor Roll is determined at each semester. To be admitted to the Honor Roll (Upper School only), students must earn a semester GPA of at least 3.5.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>97 - 100</td>
<td>A+</td>
<td>4.33</td>
</tr>
<tr>
<td>93 - 96</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>90 - 92</td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>87 - 89</td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>83 - 86</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>80 - 82</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>77 - 79</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>73 - 76</td>
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<tr>
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<td>C-</td>
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<tr>
<td>67 - 69</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>63 - 66</td>
<td>D</td>
<td>1.00</td>
</tr>
</tbody>
</table>
SCHOOL WORK

All Prep students have homework. Middle Schoolers should plan to spend on average 75 minutes outside of class each day completing their assignments. Depending on individual learning styles as well as rigor of course load, Upper Schoolers average 2-3 per night of assigned work. Upper Schoolers have free periods and Academic Workshops during which they are encouraged to work on daily homework and longer assignments. There will be periods during each semester when papers, projects or tests will require more than the usual schoolwork time. Students should work with their advisors to budget time well during such periods.

Students who participate in extracurricular activities should remember that these activities take place in addition to academic responsibilities such as homework. Homework requirements are ordinarily not modified to accommodate extra-curricular activities, and students should take responsibility for communicating directly with their teachers around class work and for obtaining missed assignments. They should request assignments ahead of time when possible. Otherwise, they should call classmates or check PowerSchool for this information. Parents of students who have extended absences (3 or more days) may contact the school to obtain assignments.

Students are responsible for communicating anticipated absences and plans for completing assignments during these absences with their advisors and teachers. The Division Head must approve extended absences from school. Students returning home after 9:00 p.m. from mandatory late evening school events such as athletic games, rehearsals, TAP activities, etc. are allowed a one-day extension on daily homework assignments. Students are responsible for requesting this extension from their teachers in advance whenever possible. In extenuating circumstances, students may be exempted from homework. In all cases, however, previously announced tests, papers, and long-term assignments will remain due as scheduled.

INCOMPLETES

Students will receive grades of Incomplete (INC) at the end of a marking period if they have been unable to complete their courses because of personal illness, injury or bereavement. In such cases, students are expected to complete all course work in a timely manner, as agreed upon in consultation with the Division Head. The Registrar will publish grades when the work has been completed. If the work has not been completed by the agreed-upon dates and no alternative arrangements have been made, the Incomplete will become a failing grade.

REPEATING A COURSE

It is sometimes in a student’s best interests to repeat a class. For example, in sequential courses such as mathematics and language, students must be proficient at one level before proceeding to the next. Therefore, in consultation with the teacher, Department Chair, and Division Head, students may be asked to repeat a course. If a course is repeated at Prep, both grades will appear on the transcript and
are computed in the GPA. Additional credit towards graduation will not be awarded for repeated material.

SENIOR INTERNSHIP PROGRAM (SIP)

The Senior Internship Program gives seniors the chance to explore in depth a passion, talent or special area of interest that is meaningful to their education and their lives. Seniors finish regular classes about a month before the end of their last semester and embark on self-designed internships to complete the last four weeks of the academic year. Students are expected to demonstrate independence, initiative, and personal responsibility as they plan and execute their internships. Focus areas can be as diverse as academics, arts, service learning, business and community involvement. The Senior Internship Program offers an opportunity for the energy, curiosity, compassion and critical thinking of the students to result in an enriching culmination to their experience at Prep. Grading is on a Pass/Fail basis.

STUDY AWAY (UPPER SCHOOL)

As part of our mission to educate for a global society, we encourage students to seek opportunities for study, work and travel outside of New Mexico, both abroad and in the United States. To this end, Prep is committed to offering faculty-sponsored trips during spring break and the summer; these have included in past years travel to Nepal, Costa Rica, the Galapagos, Cuba, Paris, London, China, Barcelona, Peru and Cambodia.

In exceptional cases, students may request a leave from Prep to pursue their studies in an approved domestic or foreign program. These requests are reviewed on an individual basis; leaves are granted only to students who demonstrate academic and developmental readiness, who are on course to meet major graduation requirements, and who are in good academic and behavioral standing. Approval for study away from Prep is granted at the discretion of the Assistant Head of School.

TESTS, QUIZZES AND SEMESTER EXAMS

Full-period tests are given periodically at the discretion of the teacher. Students should have no more than two full-period tests on one day. Students who are assigned a third full-period test should consult with their teacher, advisor, Division Head, or Dean of Students (Upper School) immediately regarding rescheduling.

Quizzes will normally take up to half a period. Students may take up to three quizzes in one day. Students who are absent only on the day of a test or quiz should expect to take the test or quiz immediately on their return. Students with long-term absences should consult their advisors and teachers for appropriate makeup schedules.

Semester exams are typically given to Upper School students the last three days of each semester. Exams are given daily from 9:00 to 11:00 a.m. and 1:00 to 3:00 p.m. During those days, students are responsible for being at school only when they have exams scheduled. Middle School students do not take these specially scheduled semester exams, even if they are enrolled in an Upper School class. Eighth graders have ERB testing during the winter exam period. Students are required to take exams as scheduled unless they are ill or have an injury. The Upper School Head approves any rescheduled exam dates.
Upper School Final Exam Schedules
(Subject to Change)

First Semester

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>December 16</td>
<td>9:00 – 11:00 a.m.</td>
<td>Language, Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00 – 3:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>December 17</td>
<td>9:00 – 11:00 a.m.</td>
<td>History, Math</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00 – 3:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>December 18</td>
<td>9:00 – 11:00 a.m.</td>
<td>Conflicts</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>May 28</td>
<td>9:00 – 11:00 a.m.</td>
<td>Math, Language</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00 – 3:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>June 1</td>
<td>9:00 – 11:00 a.m.</td>
<td>Science, History</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1:00 – 3:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>June 2</td>
<td>9:00 – 11:00 a.m.</td>
<td>Conflicts</td>
</tr>
</tbody>
</table>

CLUBS AND PROGRAMS

CLUBS

Upper School Student Council: The members of the Student Council represent the voice of the students in grades 9 – 12. Among their responsibilities are: communicating the needs, desires and concerns of students to the administration; meeting yearly with department chairs to provide feedback on the curriculum; organizing the Fall Ball, the annual Halloween all-school event, Holiday Hot Chocolate Grams, Maintenance Appreciation Assembly, and other student activities; researching, developing and proposing initiatives that enhance student life, foster student engagement, and promote student voice. The members of the rising sophomore, junior, and senior classes are elected each spring, with four students representing each grade. Ninth grade members are elected in the fall of ninth grade year, to allow students new to the School to be elected.

Middle School Committees: The Middle School has ad hoc committees to plan dances, the yearly talent show, and other events. In addition, Middle School students assist in school events like Open House, the Welcome to Prep Picnic, admissions revisit days, and orientation.
**Additional student activities** at Prep often include: Model UN, GSA (Gay-Straight Alliance), Speech and Debate Team, Chess Club, *The Skirmisher* (literary magazine), Dodgeball, Prom Committee, Lego Robotics, Spirit Club, Games Club, and many others. Students interested in starting a club are encouraged to see their Division Head or Dean of Students (Upper School). There is a regular block in the weekly schedule for clubs to meet.

**PROGRAMS**

**Eligibility for extracurricular activities will conform to the standards set by the New Mexico Activities Association (NMAA).** In each grading period, students must have a minimum GPA of 2.0 and not be failing any courses. Students should also be advised that an Incomplete will be considered an F when it is included in the GPA. We follow these guidelines for all extracurricular activities, including athletics, drama, and student government.

**Arts:** Students at Prep have the opportunity to take excellent arts courses for academic credit and can also participate in numerous extra-curricular Visual and Performing Arts activities. These include plays, musicals, Arts Night, arts-oriented community service programs, and participation in the ISAS Arts Festival.

**Athletics:** Athletics is an important aspect of the overall program at Prep. Middle School students receive PE instruction four days per week, and the middle school offers eleven teams that compete in the APIAL. Eighth graders are eligible to participate on middle school, junior varsity, and varsity teams. They will receive invitations to “play up” based upon team numbers and needs and ability level. Upper School students participate in after-school sports or fulfill a PE contract.

In interscholastic athletics, the School maintains a no-cut policy in most sports, giving each student a chance to compete in individual and team sports. All team members are expected to travel via school transportation when games are played off campus.

Finally, all students must have accident insurance. Questions regarding the insurance policy should be addressed to the Director of Finance.

**Fall Orientation Programs:** Each fall, students participate in orientation activities. These include all-school and grade-level activities and focus on experiential learning. Students in seventh and eighth grade participate in multi-day off-campus orientation trips. For grades 9 – 11, orientation includes an off-campus camping experience early in the school year. We expect all students to participate, as this is an important component of the School’s commitment to experiential education. In twelfth grade, seniors stay on-campus and participate in a series of workshops about the college application process.

**Peer Mentoring Program:** Peer Mentors are tenth through twelfth graders who serve as advisors and counselors for their peers in the Upper School. They are available as a resource to all students, with a special focus on helping ninth graders and new students transition into the Upper School. Peer Mentors are selected through an interview process and undergo training in counseling, mediation and group facilitation. The School Counselor oversees the Peer Mentoring Program.

**Teaching Assistants:** Seniors have the special leadership opportunity of serving as teaching assistants in seventh through eleventh grade classes. Seniors who wish to assist a teacher in the classroom must complete an application at the beginning of senior year; forms are available in the Assistant to the
Division Heads’ Office. Teaching assistant duties range from helping in Middle School PE, to facilitating discussions in English and history classes, to conducting labs in science classes. Teaching assistants are required to commit at least one day per week to assisting in the classroom and may earn up to 15 hours of senior TAP credit. Seniors are encouraged to discuss this opportunity with teachers in their areas of interest.

**Teen Action Program (TAP):** TAP is a service learning-based program that involves the entire school community and sets Prep apart from most secondary schools. Through TAP, we hope to expose students to community needs and help them to gain the tools and mindset to make a positive difference. Each Thursday afternoon, seventh through eleventh graders participate in community service projects. Teachers and parents transport and supervise groups of students, working with community agencies. Between the end of their junior year and the beginning of their senior year, seniors create their own independent service projects.

All students and projects are evaluated regularly, and Pass/Fail grades are issued at the end of each semester. Consistent participation in TAP is essential to the success of the program. Students who have more than two excused absences in a semester may be required to make up this time at the discretion of the TAP Director. Students whose absences are unexcused will be required to serve detention.

Ninth through eleventh graders may apply to do an independent TAP project during the school year. This alternative allows students to follow a particular passion for service by completing a self-directed project. The spirit and practice of this level of TAP implies a high level of maturity and humility. Students check in with the independent TAP advisor periodically, and they complete log sheets and updates each quarter and write a self-evaluation each semester. Applications are available at the beginning of the year and are due in early September.

**RESOURCES**

**ADVISORS**

Every student at Prep is assigned an advisor, who is the student’s advocate in all areas of school life and the parents’ first point of contact for questions and concerns about the student’s life at school. Advisors meet with their advisees at specific times throughout the year and informally, as necessary. In the Middle School, boys and girls are in separate advisory groups; in the Upper School, advisory groups are mixed by gender and grade level. Students typically remain with the same advisor throughout their time in each division. A student wishing to change advisors should request the change through the Division Head. The Division Heads review any advisor change requests at the end of the school year.

**CLASS SPONSORS**

In the Upper School, each class is assigned a faculty sponsor who organizes grade-level teacher meetings and special events, coordinates dates for major assignments, and helps address issues unique to the class.
DEPARTMENT CHAIRS

The department chair oversees the content and presentation of curriculum in his or her field. Students who are struggling in a particular class may consult with the department chair as well as with the teacher and advisor. Department chairs are:

<table>
<thead>
<tr>
<th>Department</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science</td>
<td>John Utsey</td>
</tr>
<tr>
<td>English</td>
<td>Leslie Smith</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Anna Westen</td>
</tr>
<tr>
<td>History</td>
<td>Nick Wirth</td>
</tr>
<tr>
<td>Math</td>
<td>Aiyana Pendleton</td>
</tr>
<tr>
<td>PE</td>
<td>Rennae Ross</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Brad Fairbanks</td>
</tr>
<tr>
<td>Science</td>
<td>Marc Reynolds</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Alex Peña</td>
</tr>
</tbody>
</table>

HEAD OF SCHOOL — Aaron Schubach

As Head of School, Mr. Schubach is involved in all aspects of the School, from planning campus improvements, to hiring faculty and staff, to representing the School in the community. He works closely with the Board of Trustees, who oversee policy and the fiscal health of the School. Mr. Schubach also teaches an Upper School history elective in the second semester.

ASSISTANT TO THE HEAD OF SCHOOL — Melissa Fricek

Ms. Fricek assists Mr. Schubach with the many responsibilities of the Head’s office and with the Board of Trustees. In addition, she maintains the School’s website and oversees the School’s Social Media. Parents and students should contact her to schedule appointments with Mr. Schubach.

ASSISTANT HEAD OF SCHOOL & UPPER SCHOOL HEAD — Susan Matthews

Ms. Matthews oversees the Upper School and works closely with the Head of the Middle School, the Upper School Deans, the faculty, the instructional support staff, and the administrative staff. She also teaches a math class, sponsors the Upper School Student Council and the Girl Up Club, and chairs the Council on Community Expectations.

MIDDLE SCHOOL HEAD — Chris Chakeres

Mr. Chakeres directs activities and programs in the Middle School (Grades 7 and 8) and is the key contact person for Middle School students and parents. He works closely with the Middle School teachers and support staff. He also teaches a Middle School math class.

UPPER SCHOOL DEANS OF STUDENTS — Mark Bixby and Liz Friary

In the Upper School, the deans provide an extra layer of support for students as they navigate the challenges and opportunities of Prep. Deans work closely with the Upper School Head, Learning Specialist and Counselor to support all students in the upper school. They organize clubs and forums for
the year, work with class sponsors to help grade levels run smoothly and serve as a direct source of support for student issues, large and small. Ms. Friary is also the scheduler.

ASSISTANT TO THE DIVISION HEADS — Dina Jansen

Ms. Jansen works closely with Susan Matthews and Chris Chakeres and schedules all appointments with them for parents and students. Ms. Jansen also assists the Dean of Students and the faculty, helps coordinate various programs in the Middle and Upper Schools, and provides backup to the front office when needed.

DIRECTOR OF ADMISSIONS — Mary Little

Ms. Little handles all matters regarding applying for admission to Prep – applying, testing, visiting, securing financial aid and adjusting to life at Prep. She is an excellent resource for new students who may have questions or concerns about their new school. Summar Aubrey serves as the Associate Director of Admissions. Ms. Aubrey is also the School’s Director of Marketing as well as the Director of the E. E. Ford Summer Teachers’ Colloquium.

DIRECTOR OF ADVANCEMENT — Pamela Emsden

Ms. Emsden oversees fundraising, communications, alumni programs and associated events for the school. She is assisted by Director of Alumni Relations and Annual Giving Becky Anderson, Senior Advancement Associate Karen Burbank, and Advancement Associate Julia Abbiss.

DIRECTOR OF BREAKTHROUGH SANTA FE — Allie Cooper

Ms. Cooper coordinates academic and college prep programs for over 200 under-served students from Santa Fe’s public middle and high schools. Her responsibilities include case managing and college counseling Breakthrough’s 11th and 12th grade students, recruiting students and teachers, raising funds, and developing college prep curricula. Ms. Cooper works closely with Associate Director Jordan Bosiljevac and Breakthrough Student Support Coordinator Marvin Nogueda.

DIRECTOR OF COLLEGE COUNSELING — Story Leonard

Ms. Leonard and Matt Ybarra, Associate Director of College Counseling, work with students and families throughout the high school years to help make the most appropriate college placement for each student. Our counselors oversee standardized testing (ACT and SAT), initiate communication with colleges on behalf of seniors, and counsel students on college choices and gap-year opportunities.

DIRECTOR OF FACILITIES/DIRECTOR OF ATHLETICS — Todd Kurth

Mr. Kurth oversees all aspects of our buildings and grounds as well as our athletic program.

DIRECTOR OF FINANCE — Bruce Sachs

Mr. Sachs works closely with the Head of School and the Board of Trustees to monitor and maintain the financial health of the School. He also manages human resources. Christella Velarde is the Business
Officer Manager, handling billing and assisting class officers with their budgets and expenses. Amber Rougemont is the Accounts Payable Manager, and she is responsible for ordering and payables.

**DIRECTOR OF THE LIBRARY — Catherine McKenzie**

As Director of the Library, Ms. McKenzie works with the faculty and assists students with research materials, reading for pleasure, and using technology in their studies. Rebecca Allahyari serves as the Associate Director of the Library.

**DIRECTOR OF STUDIES — Kendel Fesenmyer**

Ms. Fesenmyer provides guidance and oversight for the School’s curriculum, working closely with the Division Heads and department chairs. She heads the Committee on Educational Policy (CEP), which sets academic policy for the School. Ms. Fesenmyer is also the School’s AP Coordinator.

**DIRECTOR OF SERVICE & ENVIRONMENTAL LEARNING — Eric Rounds**

Mr. Rounds oversees all aspects of Prep’s service learning program. He is assisted by Lisa Nordstrum, who coordinates TAP transportation and a corps of parent volunteers. Mr. Rounds also coordinates experiential education activities such as class camping trips and Winter Wonder Days.

**DIRECTOR OF TECHNOLOGY — John Utsey**

Mr. Utsey is responsible for the School’s computer network. Working with him are Associate Director of Technology Ambrose Ferber and Instructional Technologist Catherine McKenzie.

**DIRECTOR OF TUITION ASSISTANCE / DIRECTOR OF THE ARCHIVES – Jan Adesso**

As Director of Tuition Assistance, Ms. Adesso administers the tuition assistance program. As Director of the Archives, she will be establishing the school’s archives - visioning, cataloguing, and organizing the school’s records and enduring papers.

**FRONT OFFICE MANAGER — Anna Mirabal-LeJeune**

Ms. Mirabal-LeJeune is the first person students, parents and other visitors see when they arrive at Prep. She is responsible for greeting all visitors, answering phones, taking attendance, signing students in and out, and answering all questions.

**LEARNING SPECIALIST/DIRECTOR OF MULTICULTURAL LIFE — Claire Romero**

As Learning Specialist, Ms. Romero meets with students, families and teachers to assist in determining appropriate learning strategies for individual students. As Director of Multicultural Life, Ms. Romero serves as a resource and advocate for students, families, faculty, and staff of diverse backgrounds. In addition, Ms. Romero guides, coordinates, and advises on initiatives and activities involving diversity and multicultural life at Prep.
MAINTENANCE SUPERVISOR — Melesio Gonzales

Mr. Gonzales oversees the day-to-day operations and maintenance of the physical plant. The Maintenance Team includes: Eduardo Beltran, Gabriel Chacon, Jacob Cisneros, Joseph Gonzales, Mauricio Jaime-Andrade, John Montoya, Alfredo Pichardo-Rodriguez.

REGISTRAR

The Registrar publishes grade reports, ensures the accuracy of transcripts, and oversees registration. S/he generates the Honor Roll and the Academic Calendar. S/he also monitors student fulfillment of graduation requirements, sports eligibility, and academic standing. Eric Rounds is currently serving as our Interim Registrar.

SCHOOL COUNSELOR — Amy Reich

Ms. Reich supports the social and emotional well-being of our students. She consults with families, teaches Life Skills, and coordinates the wellness programs and initiatives at Prep. Ms. Reich also sponsors the Peer Mentors.

SCHOOL HEALTH COORDINATOR — Rennae Ross

Ms. Ross serves as our on-site medical resource and is the first person to contact regarding a medical emergency, illness or accident. Any student who has a medical condition, physical difficulty or who takes prescribed medication on an ongoing basis must inform Ms. Ross at the beginning of the school year.

The following policies outline the School’s policies against Harassment, Discrimination, and Retaliation and for accommodations for students with disabilities. The policies set forth and compliance and investigation procedures pursuant to the School’s obligations under the terms of its SBA Paycheck Protection Program (PPP) Loan. For more information on the School’s obligations, please review the SBA Non-Discrimination Compliance Policy on our Website. These policies will be in effect until the SBA PPP Loan has been satisfied in full.

Upper/High School Policies

No Harassment Policy

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off-campus behavior is also covered under this policy,
regardless of when and where the conduct occurred or who was affected by the student’s inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, color, age, religion, sex, national origin, handicap or disability. Harassment can take place between individuals of the same gender or different genders. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors
- Requests for pictures of a sexual nature. Sexual nature includes but is not limited to nude pictures or pictures showing one’s genitalia or private body parts.
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual’s sexual activity
- Coercing sexual activity by threat of punishment or offer of reward
- Forced sexual activity
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone’s movement in a sexual way
- Physical or verbal abuse concerning an individual’s sexual orientation (or presumed sexual orientation)
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another’s body
- Intimidating or suggestive remarks about an individual’s gender, gender identity, or gender expression whether actual or implied.

Examples of other forms of harassment based on race, color, age, religion, sex, national origin, handicap or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person’s disability, failure to speak English clearly, religious background, practices, clothing, or beliefs, or similar behaviors.

Harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any such offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can constitute harassment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify
behavior as a “prank” or “joke” do not change its harassing nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment, it is prohibited.

In addition, no faculty member, coach, or other employee is authorized to engage in any of the conduct prohibited in this policy, to engage in overly-friendly personal interactions with you, text or email with you about non-school related matters, enter into a sexual or romantic relationship with you, or ask you to meet with them off campus or in unsupervised areas of campus. Faculty members, coaches, and other employees are also not allowed to make any academic or disciplinary decision based in any way on a student’s submission to or rejection of sexual or romantic conduct or advances. No faculty member, coach, or other employee has the authority to suggest to any student that the student’s continued attendance or future advancement will be affected in any way because the student enters into or refuses to enter into a form of sexual or other personal relationship with the faculty member or other employee.

All concerns relating to harassment (or if bullying is on the basis of one of the basis set forth in this policy) should be reported immediately to the School’s Compliance Officer: Dina Jansen, Division Head’s Assistant and Compliance Officer, 505-795-7513, djansen@sfprep.org, 1101 Camino de la Cruz Blanca, Santa Fe, NM 87505. It is preferred but not required that complaints be made in writing. A complaint form is available from the individuals listed above. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment, the situation will be promptly investigated as confidentially as reasonably possible. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment to violate the School’s expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

**Sexual Misconduct**

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults;
- Any sexual activity between age appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
● Any digital media stalking and/or the nonconsensual recording of sexual behavior and the non-consensual sharing of any recording;
● Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School’s Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student’s ability to be comfortable in the school environment is a violation of our School values.

All concerns relating to sexual misconduct should be reported immediately to the School’s Compliance Officer Dina Jansen, Division Head’s Assistant and Compliance Officer, 505-795-7513, djansen@sfprep.org, 1101 Camino de la Cruz Blanca, Santa Fe, NM 87505. It is preferred but not required that complaints be made in writing. A complaint form is available from the individuals listed above. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of harassment, will report the incident to the appropriate individual identified above.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should also immediately report the information to the appropriate Division Head or the Head of School. In accordance with New Mexico law, the School reports suspected instances of sexual misconduct to the New Mexico Children, Youth and Families Department or local law enforcement.

Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from School, restricting the student’s movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to take action if it learns that a student’s actions violate the School’s rules and expectations, regardless of when and where the conduct occurred or who was affected by the student’s inappropriate behavior.
Non-Discrimination Policy

The School does not discriminate in admission to, access to, treatment in, participation in, or employment in its services, programs and activities, on the basis of race, color, age, national origin, sex, religion, or disability/handicap. The School further does not discriminate on the basis of a person’s citizenship status or genetic information.

Discrimination occurs when the School’s actions, procedures, policies or employees treat an individual adversely in an educational context solely on the basis of the individual’s race, color, religion, national origin, sex, age, disability or handicap.

To file a complaint alleging discrimination by the School on the basis of race, color, age, religion, sex, national origin, handicap or disability, please contact: Dina Jansen, Division Head's Assistant and Compliance Officer, 505-795-7513, djansen@sfprep.org, 1101 Camino de la Cruz Blanca, Santa Fe, NM 87505.

Investigation and Anti-Retaliation

When the School administration becomes aware of harassment or discrimination, the situation will be promptly investigated. Any student found to have violated the School policies prohibiting harassment or discrimination will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or discrimination to violate the School’s expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or discrimination. Retaliation in any form against anyone for making a complaint under the School’s policies or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Services for Students with Disabilities

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student’s medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School’s policy and general guidelines for addressing such requests.

General Policy: In general, it is our School’s policy to provide accommodations or adjustments for a student’s minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher’s ability to instruct other students, to classroom or school order and discipline, will not result in a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained or could not reasonably become trained. We also ask
parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Interactive Process and Accommodation Plan: Once a request for accommodation is received, the School will enter into the interactive process with the parent (and possibly student) to discuss the need and information that the School will need (discussed below). Once the documentation is provided, the appropriate personnel at the School will assess the accommodation requests and determine what accommodations can/should be provided at school, at home, and through third-party providers. After discussing these issues with the parent and coming to an agreement on the terms, the School will set forth the agreement in an Accommodation Plan, which will be signed by the School and the parent and will be distributed to those persons needing to implement the accommodations.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the Section 504 Compliance Officer, Dina Jansen, Division Head's Assistant and Compliance Officer, 505-795-7513, djansen@sfprep.org, 1101 Camino de la Cruz Blanca, Santa Fe, NM 87505, to discuss the need. The Compliance Officer will then assemble the appropriate persons to work through the process. The School will advise the parent of the type of medical documentation needed, which generally will state the student’s diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. In that case, the School will request that the parent(s) sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician’s cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

Assessment of Request: Once the parent’s request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent’s cost) any special or personal equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to do medical testing or have certain types of medicines administered during the day that the School believes are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.
Concerns or Complaints. If the parent believes that the accommodation request has not been handled properly or that the Accommodation Plan has not been implemented properly, the parent should contact the Section 504 Compliance Officer set forth above for further assistance. The parent may also make a complaint to the Office of Civil Rights and/or the Small Business Association as set forth in the SBA Non-Discrimination Policy on the School’s website.

Middle School Policies

No Harassment Policy

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. The School wants to know whenever anyone at School makes you feel uncomfortable. That could include things that make you feel uncomfortable that are done by another student, a teacher, another adult, a parent, or someone else who is working at or visiting the school.

The School does not allow any type of harassment (including repeated unkindness, meanness, or inappropriate behavior) towards others, including any conduct that is upsetting to someone else or makes it hard for them to learn, including mean comments, jokes, teasing, and other unkind conduct relating to a person’s race, color, age, religion, sex, national origin, handicap or disability.

Some examples of things that you are not allowed to do and should not be done to you include:

- Calling other students by mean names or teasing them in ways that are hurtful
- Telling lies about another person
- Grabbing or touching another student’s "private parts," or pulling down another student’s pants, looking up a girl’s dress, or intentionally opening the door on a student who is using the bathroom
- Drawings that show someone’s private parts
- Touching other students or adults on their private parts or anywhere on their body when they have asked you to stop
- Pinching, grabbing, or kissing other students or adults at school
- Hugging someone who does not want to be hugged and has asked you to stop
- Telling naughty jokes or jokes you would not want your parents or teacher to hear you telling
- Rubbing your private parts against someone else’s body
- Making mean or unkind gestures or movements towards another person
- Saying mean things about another person’s body
- Telling someone that something bad will happen if they do not do what you tell them to do
- Making fun of or teasing another student because they say they like or love another student. For example, if a girl says she “loves” another boy or girl
- Taking, sending or posting pictures of your or another student’s private parts or without their clothes on
- Making fun of or saying unkind things about the color of another person’s skin or their religion (including their religious clothes)
- Making fun of or saying unkind things about someone who is from another country or does not speak English clearly
- Teasing someone because they need help walking, talking, hearing, learning or seeing; for instance, teasing or making mean comments when someone needs a wheelchair, or they can’t see or hear
- Teasing someone because they want to dress like or be more like the other gender; for example, teasing a boy who wears dresses or plays with “girl” toys

Students are not allowed to do these kinds of things when they write, talk, draw or play with other students. Students are also not allowed to do these things out of school, including when talking to other students face-to-face, by phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of mean or threatening behavior, whether on or off campus, on a school bus, or at a school-related event, is not allowed. This type of behavior is not allowed regardless of whether it occurs during the school day or afterwards, or on campus or off School property, and regardless of who was affected by the student’s inappropriate behavior. The School will not permit this type of conduct even when students are joking or consider it to be a prank.

In addition, no teacher, coach, or other employee should be saying or doing any of the things outlined in this policy. They also should not be touching you in any private areas or rubbing your body, back, neck, touching or playing with your hair, asking you to send them photos, text with them, call on the phone, meet you outside of school or in unsupervised areas of school.

If you have seen or heard this kind of behavior, whether it was done to you, to your friend, or to someone else, you should tell a teacher or another adult who works at the School. If you are not sure who to tell at the School, please go see Dina Jansen, Division Head’s Assistant and Compliance Officer, 505-795-7513, djansen@sfprep.org, 1101 Camino de la Cruz Blanca, Santa Fe, NM 87505.

The School will investigate the concern raised by the student as confidentially as reasonably possible. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations. Students will not get in trouble, nor will anyone do anything bad to them if they tell their teacher, an adult who works at the school, or Dina Jansen, Division Head's Assistant and Compliance Officer, 505-795-7513, djansen@sfprep.org, 1101 Camino de la Cruz Blanca, Santa Fe, NM 87505, about the behavior, or if they cooperate in responding to questions about the behavior. If any student feels that something bad is being done to them because they told about the behavior, they should also tell Ms. Jansen about that immediately and the School will help to stop that from happening.
Non-Discrimination Policy

The School does not treat students differently because of their race, color, age, religion, national origin, sex, handicap or disability. For example, this means that no matter what color someone’s skin is, where they are from, if they are a boy or a girl, or if they have trouble walking, talking, hearing, learning or seeing, they are treated the same as everyone else. If you believe that you, your friend, or someone else, is being treated differently because of one of these reasons or if you want to ask about what discrimination means or what the School does not allow, please talk to: Dina Jansen, Division Head's Assistant and Compliance Officer, 505-795-7513, djansen@sfprep.org, 1101 Camino de la Cruz Blanca, Santa Fe, NM 87505.

Investigation and Anti-Retaliation

Students will not get in trouble, nor will the School permit anyone to do anything bad to them if they tell the School about any behavior that breaks these School rules, or if they answer questions about the behavior. If any student feels that they are being treated badly by anyone at School because they told about the behavior, they should also tell Dina Jansen, Division Head's Assistant and Compliance Officer, 505-795-7513, djansen@sfprep.org, 1101 Camino de la Cruz Blanca, Santa Fe, NM 87505, about that immediately and the School will help to stop that from happening. Any student who retaliates against another student or is mean to them because they reported improper conduct will also be subject to discipline, including but not limited to being dismissed from the School.

Services for Students with Disabilities

We understand that there may be circumstances in which a parent may request that the School provide an adjustment or accommodation for a student’s medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School’s policy and general guidelines for addressing such requests.

General Policy: In general, it is our School’s policy to provide accommodations or adjustments for a student’s minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher’s ability to instruct other students, to classroom or school order and discipline, will not result in a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained or could not reasonably become trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Interactive Process and Accommodation Plan: Once a request for accommodation is received, the School will enter into the interactive process with the parent (and possibly student) to discuss the need and information that the School will need (discussed below). Once the documentation is provided, the appropriate personnel at the School will assess the accommodation requests and determine what accommodations can/should be provided at school, at home, and through third-party providers. After
discussing these issues with the parent and coming to an agreement on the terms, the School will set forth the agreement in an Accommodation Plan, which will be signed by the School and the parent and will be distributed to those persons needing to implement the accommodations.

**Request and Documentation:** For any type of accommodation (including administration of medication at school), the parent must contact the Section 504 Compliance Officer, Dina Jansen, Division Head's Assistant and Compliance Officer, 505-795-7513, djansen@sfprep.org, 1101 Camino de la Cruz Blanca, Santa Fe, NM 87505, to discuss the need. The Compliance Officer will then assemble the appropriate persons to work through the process. The School will advise the parent of the type of medical documentation needed, which generally will state the student’s diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

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**Assessment of Request:** Once the parent’s request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent’s cost) any special or personal equipment needed, training for the school’s staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School believes are beyond the scope of the School’s responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

**Limitations on Requests:** Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. Examples of accommodations made for students include appropriate classroom locations, extended time on tests, use of computers, and/or dispensing with medication through the Clinic.

**Concerns or Complaints.** If the parent believes that the accommodation request has not been handled properly or that the Accommodation Plan has not been implemented properly, the parent should contact the Section 504 Compliance Officer set forth above for further assistance. The parent may also make a complaint to the Office of Civil Rights and/or the Small Business Association as set forth in the SBA Non-Discrimination Policy on the School’s website.