

ACADEMICS

ACADEMIC REQUIREMENTS

The following courses must be taken as minimum academic requirements for graduation:

ENGLISH—4 years

FINE ARTS—3 semesters

- One semester in Freshman Rotation
- Two semesters of Chamber Orchestra, Chorus, Drama, Jazz Band, Jazz Dance, Studio Art, or Photography

FOREIGN LANGUAGE—3rd level

- 2 years minimum taken in Upper School

HISTORY—3 years

- Intro. to History, freshman year
- Modern World History, sophomore year
- U.S. History or AP US History, junior year

MATHEMATICS—3 years, including

- Geometry and Algebra 2

SCIENCE—3 years

- Physics
- Chemistry
- Biology

FRESHMAN ROTATION

PHYSICAL EDUCATION—4 semesters

- Participation for one season in a school sport, the Wellness portion of Freshman Rotation, and Karate Club all count for one semester PE credit. If a student has already fulfilled the Fine Arts requirement, a year of Jazz Dance can count for two PE credits. The maximum number of PE credits a student can earn per year is two.

COMMUNITY SERVICE—80 hours

- 20 hours per year

ACADEMIC OVERVIEW

The courses listed above are required. Menlo strongly recommends that students take other

coursework in addition. We recommend that students take four years of mathematics to comply with the recommendation of the University of California. A fourth year of history is also recommended. While Menlo requires a minimum of four academic core courses each year for four years, students will need to take five academic courses for several years in order to meet the graduation requirements. Academic core courses include all the offerings from the English, Foreign Language, History, Math, and Science departments in addition to Introduction to Computer Programming, AP Computer Science, Visual Storytelling, Engineering, AP Music Theory, and AP Art Portfolio.

Honors and/or Advanced Placement courses are offered in all academic departments; each department establishes the requirements for admission into its courses. Students enrolled in an AP course are expected to take the College Board AP Examination administered in May, but any student may elect to take any AP exam without taking the AP course.

Menlo offers AP exams in all AP courses offered. AP exams in courses not offered at Menlo can be ordered at a student's request by the Registrar.

Outside coursework may be taken for Menlo credit with certain stipulations. Students must receive prior approval from the Academic Dean before taking such courses. Units received at other schools may or may not be accepted for credit or course placement at Menlo. As the Menlo transcript represents a student's experience on campus, courses taken outside of Menlo generally will not appear on the student's transcript and are not included in the computation of grade point average (GPA). Courses taken to remediate a Menlo grade and those taken with the approval of the Academic Dean to accelerate a student's placement in a discipline will appear on the Menlo transcript.

A student may retake a course for one semester's work regardless of the grade received as long as they do so within a year of the original course. Students may repeat courses during the school year at Menlo, during Menlo's Summer Session, or at outside educational institutions. Before enrolling in classes at other institutions, students must obtain approval from the Academic Dean. The transcript will show both of the grades; the

grade earned in the repeated course will be used in the computation of GPA.

The deadline to add a course is two weeks after the beginning of the course. A student may drop a course without notation on the transcript up to the fifth week of that course. Beyond the fifth week, the transcript will indicate that the student withdrew from the course passing (WP) or failing (WF).

The freshman curriculum consists of required courses along with math and foreign language courses as determined through placement examinations. Sophomores, juniors and seniors fill out course selection forms in the spring. Students may **not** request a specific teacher for a course.

COURSE OFFERINGS

All non-required courses are offered subject to sufficient enrollment.

* Denotes Honors Course

ENGLISH

English 1
English 2
AP English Literature

ELECTIVES:

American Literary Landscapes
British Literature
Shakespeare
Fiction of the Fantastical
Colored Film
Tragedy
Literary Non-Fiction
Fiction Writing
Toni Morrison
Poetry
Austen and the Brontes
Screenwriting
Society and Self
Noir Analysis
Film, Literature, & Illusion
Humor and Satire
Native American Literature
Literature of Africa and the
Black Diaspora

HISTORY and SOCIAL SCIENCES

Introduction to History
Modern World History
U.S. History or AP U.S.

History
ELECTIVES:
AP Economics
AP European History
Asian Studies
Sociology of Service
Contemporary American
Issues
AP Government
19th & 20th Century
Western Art History
Art and World Cultures
Philosophy
Latino Studies
Introduction to the Law

FOREIGN LANGUAGE

French 1, 2, 3, 3*, 4, 5,
AP Language
AP Literature
Japanese 1, 2, 3, 3*, 4
Latin 1, 2, 3, 3*, 4/5,
AP Literature
Spanish 1, 2, 3, 3*, 4, 5
AP Language
AP Literature

MATHEMATICS

Geometry
Algebra 2
Geometry*
Algebra 2*
Pre-Calculus
Foundations of Calculus*
Statistics
AP Statistics
Senior Calculus
AP Calculus AB
AP Calculus BC
Advanced Topics in
Mathematics*

SCIENCE

Physics
Chemistry
Biology
AP Physics B*
AP Physics C* (offered every
other year)
AP Chemistry*
Electronics/Robotics
Forensics
Anatomy and Physiology
BioTech Research

FINE ARTS

Drama
Advanced Drama
Chorus
Select Mixed Chorus
Women's Select Chorus
JV Jazz Band
Varsity Jazz Band
Chamber Orchestra
Art
Advanced Art
AP Studio Art
Jazz Dance
Advanced Jazz Dance
Photography
Advanced Photography

ELECTIVES

AP Computer Science
AP Music Theory
Introduction to Computer Programming
Journalism
Movie Making
Music Matters
Engineering
Yearbook

FRESHMAN ROTATION

Introduction to the Arts
Freshman Seminar
Health and Wellness
Decision Making

Students may also pursue independent study. Students are limited to one independent study per semester or one full-year course.

Independent study courses may not be taken in lieu of a core course and do not count toward the minimum of four classes per semester. All independent study courses are taken on a pass/fail basis. These courses may be taken with permission from the Academic Dean and must be directed by a member of the Menlo staff. Petitions are available from the Registrar.

GRADES

Grades reflect the student's achievement and are based on examinations, classroom discussion, homework and any other performance standards that a faculty member considers relevant.

Grades are awarded on the following scale:

A (93-100) = 4.0	C (73-76) = 2.0
A- (90-92) = 3.67	C- (70-72) = 1.67
B+ (87-89) = 3.33	D+ (67-69) = 1.33
B (83-86) = 3.0	D (63-66) = 1.0
B- (80-82) = 2.67	D- (60-62) = 0.67
C+ (77-79) = 2.33	F (<60) = 0.0
	P (pass) = 0.0

Grade Point Average (GPA) is calculated using the scores above in conjunction with the credit-weight of the course. Pass/fail (+/-) grades are awarded in Physical Education and the non-fine arts half of the Freshman Rotation. Students may also elect to take courses that are not required and are not Honors or AP on a pass/fail basis. Under this option a passing grade is "C" or higher. The deadline to adopt the pass/fail option is the fifth week of the course. These courses do not enter into the calculation of the GPA.

Students' grades are adjusted upward by .3 in Honors or AP courses. Menlo does not rank individual students by GPA. To provide context, we publish GPA quintile breakdowns in our official school profile.

In order to remain in good academic standing, students must maintain a minimum GPA of 1.67 (C-) each semester in their academic core courses. Any student who falls below this minimum is placed on academic probation. Without significant improvement in the following semester, the student may be asked to leave the School. Seniors must pass all second semester courses and clear all Incompletes (INCs) in order to graduate.

ACADEMIC & LD SUPPORT SERVICES

Menlo School seeks to help all students reach their full academic potential and to become independent learners. Even though the School offers neither a formal resource program nor educational testing, we do provide support for students with diagnosed learning differences. For example, we hold periodic individual and group meetings that address what students can do to help themselves become their own advocates; we help students develop an awareness of their academic strengths, weaknesses and styles of learning; we refer students to outside tutorial help and to licensed professional evaluators; and we offer appropriate college counseling to ensure that students continue their higher education in a

setting commensurate with their individual needs and abilities.

Students seeking accommodations must meet with the Academic Support Coordinator and/or the Academic Dean to discuss how best to approach their academic program. Testing and assessment of a student with learning disabilities and attention deficit disorders by a qualified professional must be on file at Menlo School following the documentation guidelines developed by Educational Testing Service's Office of Disability Policy (available through the Academic Support Coordinator). This comprehensive testing should be in place by October of the sophomore year in order for the student to receive accommodations for standardized tests such as the PSAT and SAT.

Incompletes

The grade of INC (Incomplete) may be used if a teacher wishes to extend a student's opportunity to complete assigned work. Any case of an Incomplete status must be promptly and clearly communicated to the student, parents and advocate. A student will be given two weeks after semester grades are due to make up the work. Exceptions may be made for health reasons; these must be communicated to the student and Academic Dean. Work that is not made up by the end of the two weeks will become a "0" to be averaged with the student's other grades in that course. The final averaged semester grade is reported promptly to the Academic Office.

College Entrance Requirements

"D" grades are considered passing at Menlo and courses in which students receive grades of "D" earn credit toward Menlo's graduation requirements. However, students should be aware that "D"s do not meet the University of California and California State University "a-g" subject requirements for admission to those universities. This is the case even though the student's overall GPA might be higher than the minimum GPA required to be eligible for admission. For example, both the UC and CSU systems require applicants to complete four years of high school English with grades of "C-" or higher to be eligible for admission. Thus, any Menlo student earning a semester grade in English below "C-" will need to make up that subject deficiency in order to be eligible for admission to the UC or CSU systems.

GRADING PROCEDURES

The expectations for a course are established by individual teachers and given in written form to each student by the end of the first week of school. Each student is responsible for understanding the requirements and grading policy of courses in which he or she is enrolled.

Report Cards

Letter grades are reported mid-semester and at the semester's end. (Absences are also reported at these times.) Mid-semester grades are progress indicators and do not appear on the student's transcript or affect GPA. Semester grades appear on the permanent transcript. All semester grades except INC (Incomplete) are considered final.

Written comments by teachers accompany quarterly and semester grades for each course.

Changing Grades

A teacher may change a student's grade only if a computational or clerical error produced an incorrect grade. A teacher may not change a student's grade after re-evaluating his or her work. Any grade change must be approved by the Academic Dean.

ACADEMIC MAKE-UP POLICY

When students are ill, Menlo expects that they will stay at home and focus on getting well.

Upon returning from an excused absence, students will be given the opportunity to make up major pieces of work (tests and presentations) without loss of credit.

When a student misses a test or presentation with a verified excuse, he or she should be prepared to complete all academic work on the day of returning to school unless an alternative arrangement is made with the teacher.

Make-up policies for daily work such as homework and quizzes will be determined by the teacher.

If a student misses or expects to miss five consecutive days of school for health reasons, parents or the student must call the Academic Dean.

A student whose absence is unexcused will not receive credit for the unexcused day and will not

be allowed to make up work. All attendance decisions will be made by the Dean of Students.

A student who is consistently absent on test or quiz days or when major work is due will be reported to the Dean of Students. The Dean of Students and the teacher will discuss the situation and determine an appropriate course of action.

SUMMER SESSION

Summer school is open to Menlo students as well as to others not enrolled at Menlo. The program offers academic courses for semester credit and elective courses for enrichment. The session lasts five weeks and is held for three and one-half hours per day. A range of academic courses is offered each summer, varying from year to year depending on interest and enrollment levels. If interest exists, elective courses such as Reading/Writing and Study Skills are also offered. Summer School cannot be taken to place out of a required course.

The grade earned in the summer session replaces the grade earned for one semester of the course during the regular school year for the purposes of computing the GPA. The official transcript will show both grades earned.

COLLEGE COUNSELING

The Program

Menlo's college counseling program helps parents and students explore college selection and navigate the application process in its entirety. The team seeks to help each student find "matches" — that is, colleges and programs that best serve the needs of the student. The team's philosophy stresses both individualized, one-on-one counseling and keeping each student at the center of the process, with both the family and counselor serving as important, but peripheral forces. The *College Counseling Handbook*, updated annually, serves as a reference guide and resource.

The College Counseling Office

The College Counseling Office provides support for every student: college counselors write detailed letters of recommendation, answer questions, host college representatives, visit colleges, lead workshops/presentations, assist

with financial aid, and help with course selection as academic counselors. College catalogues, financial aid information, and standardized test registration/preparation booklets are available in the College Counseling Resource Center.

Standardized Tests for College Admissions

Note: 051960 is the Menlo School code for all standardized testing.

Preliminary SAT (PSAT)

All juniors take the PSAT – The National Merit Scholarship Qualifying Test – on Wednesday, October 12, 2005. Sophomores, like juniors, are registered automatically for the exam, but the sophomore PSAT is only taken for practice, while the junior PSAT is used in the National Merit Scholarship competition.

Like the SAT: Reasoning Test, the PSAT has verbal, math, and writing sections. However, unlike the SAT: Reasoning Test, there is no essay.

SAT: Reasoning Test

Typically students take the SAT: Reasoning Test during the spring of junior year, with the option of retaking the exam in the fall of senior year. The exam may be taken multiple times, normally until and including the month of January in the senior year (except if applying Early Decision/Early Action). Students with documented learning disabilities may take the exam with appropriate accommodations and should see their counselor to discuss the process of applying for accommodation eligibility.

SAT: Subject Exams

Most colleges will require a minimum of two SAT Subject Exams. Teachers can recommend when and whether students should take the exams. However, a student does not need teacher approval to take an SAT Subject Exam. Students normally take an SAT: Subject Exam toward the end or after a qualifying course, such as Level 3 Honors or Level 4 in a foreign language or U.S. History. The College Counseling Office will keep families updated about new SAT-related college policies.

The American College Test (ACT)

The ACT is accepted by many colleges and universities as an alternative to the SAT: Reasoning and even the SAT: Subject Exams. The ACT contains four multiple-choice tests that

measure academic achievement in English, mathematics, reading, and science, and includes an optional writing section. The test is scored from a minimum of 1 point to a maximum of 36.

Standardized Test Dates 2005-2006

SAT Test Dates

<u>Test Dates</u>	<u>Registration by</u>	<u>SAT</u>
October 8	September 7	Reasoning & Subject
November 5	September 30	Reasoning & Subject
December 3	October 28	Reasoning & Subject
January 28	December 22	Reasoning & Subject
April 1	February 24	<i>Reasoning only</i>
May 6	March 31	Reasoning & Subject
June 3	April 28	Reasoning & Subject

ACT Test Dates

<u>Test Dates</u>	<u>Registration by</u>
September 24	August 19
October 22	September 16
December 10	November 4
February 11	January 6
April 8	March 3
June 10	May 5

Both the College Board (PSAT/SAT/AP) and the ACT program provide students with free information and registration booklets, available in the College Counseling Office. Their websites also provide outstanding resources:

College Board: www.collegeboard.com

ACT: www.act.org

For more details about the College Counseling program, please refer to the *College Counseling Handbook* available on the school's website (www.menloschool.org).

STUDENT SUPPORT AND ACTIVITIES

The Department of Student Life

The Department of Student Life seeks to promote positive values, school unity and a sense of community. Through programs such as Interscholastic Sports, Wellness, Peer Leadership and Student Government, students gain a deeper understanding of themselves while contributing to the School community.

The Department of Student Life sponsors the following programs:

Advocacy

Advocacy at Menlo is a supportive program in which each student is assigned to a full-time faculty or staff member who serves as the student's advocate. Each advocate has about ten "advocates" (or avocados!) and meets with them weekly.

The advocacy program provides a safe place for students to develop supportive relationships with the advocate as well as with peers. The advocate provides the student with a positive adult presence, seen as vital for a successful Menlo School experience. The advocate can become a guide, a facilitator, or a mentor for the student. The advocacy program bridges home, school and real-world concerns.

Students in advocacy groups learn to respect individual differences, explore issues and increase caring for self and others. Each group supports members through good and bad times, fosters positive learning experiences, engenders cooperation in special projects such as community service, and works to establish collaboration with others.

The advocate serves as a liaison between the School and the parents of the students in the group. If parents have academic, social or other concerns about their children, they should contact the advocate directly by telephone (see Handbook Directory for extensions) or by e-mail.

Each Menlo student is assigned to an advocacy group at the beginning of freshman year. Questions regarding the selection process should be directed to the Dean of Students, at (650) 330-2001 ext. 2323.

Assemblies

Assemblies provide a weekly forum in which students, faculty and administrators share ideas and information. Assemblies are run jointly by the Student Council and the Administration.

Athletics

The Athletics Program strives to help students develop trust, self-control, an appreciation of teamwork, a sense of fair play and consideration for others. Please see the Athletics/Physical Education section for a full description of the program.

Community Service

The program supports Menlo's commitment to help students develop the skills necessary to respond intelligently and humanely to the complexities of an increasingly diverse world. The program gives students the opportunity to learn about the needs of the communities around them and to gain confidence in their ability to solve problems and effect positive change. The Community Service Coordinator oversees the program, organizes after-school and weekend community service activities and supports the Community Service Club.

Counseling

A credentialed School Counselor is available on a full-time basis. Counseling services include crisis intervention, individual and group counseling, parent consultation and referrals. The School Counselor also coordinates programs aimed at increasing student awareness of life-style choices such as body image, nutrition and wellness, and social issues such as substance abuse, tobacco use and eating disorders. The School Counselor also sits on various parent committees aimed at increasing parent awareness of high-risk adolescent issues and adolescent development.

Health Services

Health and medical services are provided by a licensed registered nurse who is on campus during school hours. The Health Office is located in Room 501 on the Middle School Arrillaga Family Campus.

Senior Peer Leadership

As part of Menlo's commitment to enhancing the quality of the freshman experience, we offer a series of activities and discussions aimed at both helping to ease the transition to the Upper School and allowing freshmen to engage in meaningful interaction with Senior Leaders.

The Class of 2009 will meet and be welcomed by Senior Leaders on Freshman Orientation Day. These seniors will lead the freshmen through a day designed to make each new student feel that they have found a home at Menlo. Each month, the mentors will plan activities and discussions designed to help the freshmen come to know and feel comfortable with the older students in the community.

This program pairs seniors with groups of freshmen, giving the freshmen the benefit of the older students' experience and leadership. Each

freshman will be assigned to a group led by two or three Senior Mentors. Throughout the year, these Senior Mentors will facilitate regular discussions for their small groups of freshmen, creating the opportunity for friendship and trust.

Senior Mentors will work together to help freshmen:

- Achieve a sense of belonging to the Menlo community
- Improve communication with peers, parents and teachers
- Form new friendships and achieve a sense of inclusiveness
- Think through problems, explore alternatives and make positive life choices
- Reflect on our diverse world and its challenges and opportunities

Clubs and Activities

Campus organizations provide students with opportunities to develop talents and explore new interests. Students should contact the appropriate faculty advisor if they have questions about specific organizations. Clubs usually meet during lunch or breaks. However, meeting times and locations may change periodically; please contact the faculty advisor for specific information.

Amnesty International
Anime
Art
Bridges Project
Chamber Ensemble*
Chorus*
Crochet
Dance Dance Revolution
Fiction Writing
Fly Fishing
Food Not Bombs
French
Gay-Straight Alliance (GSA)
Guitar
Ham Radio
Interact
Italian Conversation
Jam
Japan
Jazz Band*
Jazz Dance*
Jewish Student Union (JSU)
Journalism (Coat of Arms)*
Junior Classical League (JCL)
Junior Statesmen of America (JSA)
Karate

bus is in motion. Buses should be kept clean. Exits and aisles are to remain clear at all times. Instructions of the bus driver must be followed.

Dispute Resolution

For information please see the All School section.

Dress Code

Students should be clean, neat and dressed appropriately for school. Student dress may not depict the following: the use of tobacco products, the use of alcohol, the use of illegal substances, an act of violence, any other illegal act, profanity, explicit sexual material, nudity, and explicit sexual acts. Students whose dress is determined to be inappropriate by the Dean of Students will be asked to change clothing or will be sent home. For official school functions, the School will determine the standard of dress.

Sexual Harassment

For information please see the All School section.

Substance Abuse

Any student found to be *in possession* of, or to have *consumed, sold or distributed* any of the prohibited substances listed below while at school, during school activities or traveling to or from such events will be referred to the Disciplinary committee and may be subject to immediate expulsion. In addition, students found to be *in the presence* of these substances at school, during school activities, or traveling to or from such events may also be referred to the Disciplinary Committee.

Prohibited Substances: Alcohol, Tobacco Products, Illicit Drugs, Anabolic Steroids, Dietary, Nutritional and/or Performance-Enhancing Supplements not approved by the School.*

* See the Athletic Trainer for a list of approved supplements.

EXPECTATIONS OF PARENTS

Menlo considers the partnership between the School and home to be essential for the success and well being of students and for the fulfillment of the School's mission. Such a partnership involves parents respecting and upholding the policies stated in the *Student and Parent Handbook*. All of these policies are important; perhaps the most important relates to drugs and alcohol. Parents who knowingly allow minors to use drugs or alcohol in their homes should understand that they are violating California State Law, Menlo School

policies, and, most importantly, creating an unsafe environment. Because this is such a serious issue, in such circumstances, as well as in any other situation where drugs or alcohol are involved, Menlo will take appropriate disciplinary action. This may include the termination of the family's affiliation with the School.

ACADEMIC INTEGRITY AND EXPECTATIONS

Menlo School is committed to promoting the major values of trust, honesty, respect for people and property, appreciation of diversity and commitment to the community. The individual student, with unique talents, is the foundation of the Menlo community. We value the range in talents, interests, ideas, customs and cultures found among our students.

Academic integrity is essential to every academic institution. Students are expected to honor this value by acting honestly in every aspect of their academic lives. Violating academic integrity is contrary to Menlo School's values and will be grounds for disciplinary action.

A major goal of a Menlo education is to promote the intellectual growth of each student. To this end, Menlo students are expected to perform and produce their own work. Substitution of another's work for one's own violates the School's expectation of academic integrity, and impedes the intellectual growth of the student.

Students can improve their understanding of a topic by discussing assignments with parents, tutors or other students. However, we expect students to submit their own work. Submitting another's work or ideas as one's own without proper attribution constitutes plagiarism and is no less an academic offense than cheating on a test.

The following are examples of academic dishonesty:

- Presenting as one's own an idea or statement taken in full or in part, or even paraphrased, from some other source, whether another person, a published work (including computer programs), or another student's work.
- Using unauthorized notes or other aids in a test, or copying from or being influenced by another student's work (orally or visually) during a test, quiz, etc., or seeking unauthorized information about a test or quiz to be taken.

- Giving unauthorized aid to another student; allowing another student to copy or use one's test, paper, or homework; telling another student what was on a test that can reasonably be expected will be given to that student at a later time.
- Submitting papers or other work already produced for another course without the approval of both teachers.
- Obtaining help (from a parent, tutor, another teacher or another student) on homework or take-home tests that exceeds the limits specified by the teacher assigning the work (in effect, plagiarism).
- Stealing, deceptively using or deliberately destroying or altering library or other educational materials not one's own, including computer programs and laboratory procedures or notebooks. (This might be vandalism, but it is also academic dishonesty.)

The preceding situations are only illustrations. Inappropriate academic behavior may take other forms as well.

If a student is suspected of academic dishonesty, the teacher will report the incident to the Dean of Students. The Dean of Students and the Academic Dean will then review the incident. If the Dean of Students and the Academic Dean believe that the student may have engaged in academic dishonesty, an appropriate course of action will be determined and may include a review by the Disciplinary Committee. In certain instances, Menlo School may conclude that immediate expulsion is appropriate.

DISCIPLINARY PROCESS

Disciplinary Committee

Menlo seeks to provide students with support for personal growth and with a clear understanding of our community values and behavioral expectations and of the consequences for transgressions. On occasion, students may fall short of Menlo's expectations and values by committing at School or at a School activity a transgression that compromises School values, threatens the safety or reputation of themselves or the Menlo community, or detracts from the environment. For example, the following are considered violations: dishonesty, theft, verbal or physical abuse, sexual harassment, substance abuse, abuse or destruction of property, use of racist or sexist language, academic dishonesty, or use of a tobacco product. The above are only illustrations, and other types of

inappropriate behavior may be referred to the Disciplinary Committee.

When an infraction has occurred in the Upper School, the Head of School or Dean of Students may convene the Disciplinary Committee, which consists of the Dean of Students (chair), faculty members and student government officers. The course of action recommended by the Committee is forwarded to the Head of School for final action. The Committee may recommend actions that range from work service to expulsion. The student may receive counseling with teachers, his or her Advocate, the School Counselor and/or the Dean of Students, after the disciplinary action, to provide the student with opportunities to reflect on and learn from the situation.

The results of the Disciplinary Process will be communicated in writing to the student and his/her parents. In addition, the administration reserves the right to share the results of the disciplinary process with the School community in an effort to help students understand the relationship between the incident and the School's values.

Students who repeatedly violate the School's major behavioral standards or do not demonstrate an appropriate effort to correct their unacceptable behavior may lose the privilege of attending Menlo for the following school year. A pattern of less serious disciplinary issues may also lead to the loss of this privilege. Should a student be denied promotion to the next grade for disciplinary or any other reason, the School will endeavor to alert parents of this decision in a timely manner so that alternative school plans can be made; however, this may not be possible in all instances.

Reporting of Disciplinary Incidents to Colleges and Universities

Because colleges and universities place a high value on personal and academic integrity, prospective applicants and their college counselors are often asked to report disciplinary violations that have involved the student who is applying for admission. If requested by colleges and universities to which a student has applied, Menlo School will report incidents in grades 9 through 12 that resulted in the student being dismissed, suspended or placed on citizenship probation. Menlo School will also report voluntary withdrawals whenever this information is requested by a college or university. College admission officers generally seek additional information from the School to determine whether the violation was an isolated

incident or part of a pattern of behavior. Our experience is that it is to a student's advantage to deal with questions relating to disciplinary incidents in an honest, straightforward way; the student is well served by writing directly to the college or university's admissions office to explain the incident.

The School reserves the right to inform a student's prospective college or university of any significant change in behavior that required disciplinary action or resulted in departure from the School through the end of senior year. In fact, many colleges and universities require that we report such information even after the student has been accepted for admission.

ATTENDANCE INFORMATION

Students are expected to attend all scheduled classes except in the case of verified illness or when excused by the Dean of Students. Students must attend a minimum of three classes in order to participate in **any** extracurricular activities on the day of the absence, unless special permission is given by the Dean of Students. In the event of a Friday absence, the student may be ineligible to participate in extracurricular activities on Saturday or Sunday.

Semester Absence Policy

Any extended absence from class denies the student a complete understanding of the curriculum. If a student misses eight or more days, excused or unexcused, in any class during a semester, his or her status will be reviewed by the Dean of Students and/or the Academic Dean and he/she may lose credit for the class. For legal purposes Menlo School is required to keep accurate records of student attendance.

EXCUSED ABSENCE - FULL DAY

Illness

In the event of illness, the student's parents must inform the School by calling the Attendance Line at (650) 330-2000 ext. 2300 between 7:30 am and 9:00 am.

Appointments/Family Obligations

Students who expect to miss one or more days of school due to appointments or family obligations must obtain an Absence Request Form from the Student Life Office. The completed form must be returned to the Student Life Office at least two

days prior to the day(s) on which the absence will occur.

College Visits

Students are encouraged to visit colleges during school vacations. If a visit is scheduled when school is in session, the following procedure must be observed:

- The student must obtain an Absence Request Form from the Student Life Office.
- The Absence Request Form must be completed by the student's parents, teachers, coaches and advocate and by the College Counselor.
- The request must then be approved by the Dean of Students.
- This procedure must be completed no fewer than two days prior to departure from campus.

A total of five days of excused absences will be granted over the span of a student's junior and senior years.

Field Trips

Field trips, athletic contests, and special events cleared through the Dean of Students are excusable absences and will not count toward the semester absence policy as defined above. Teachers are informed of the student's absence through an approved roster of the event. Students are responsible for all work missed.

Religious Holidays

Religious holidays are considered excused absences and will not count toward the semester absence policy. The student's parents must inform the School by calling the Attendance Line at (650) 330-2001 ext. 2300.

EXCUSED ABSENCE – PARTIAL DAY

Illness

A student who becomes ill during the school day must alert his or her classroom teacher and then report to the Health Office located in Room 501 on the Middle School Arrillaga Family Campus.

Appointments

Written excuses for early dismissal for an appointment must be presented to the Dean of Students or to the Dean's Assistant by 8:00 am on the date of the request. The excuse must include the type of appointment and date and time of dismissal.

College Representative Meetings

When college representatives visit the campus, students are encouraged to meet with them during

free time. In the event that a student does not have free time during a representative's visit, the student must ask his or her teacher, one day in advance, for permission to miss the class. The teacher may require the student to remain in class. Juniors must also bring a note from their parents stating that their child may miss a class in order to attend a college meeting. Seniors are not required to provide such a note. Juniors may not miss more than two classes in any one subject, and they must not miss more than a total of five classes. To assist in planning ahead, the College Counselors provide a calendar, updated weekly, of upcoming visits by representatives.

UNEXCUSED ABSENCE

A student who is absent from a class or other School obligation for reasons other than illness, excused absence or early dismissal will be considered unexcused. The Assistant to the Dean of Students will notify a student if he or she has been recorded as unexcused from any class. A Student Summons will be placed in the student's mailbox on the same day of the unexcused absence. The student will then have forty-eight hours to clear the absence by having a parent or guardian contact the Student Life Office or clearing it with the classroom teacher. If the unexcused absence is not cleared within this forty-eight-hour period, the Dean of Students will meet with the student and notify the student's parents and advocate. After this time, the unexcused absence will become part of the student's permanent attendance record. Chronic unexcused absences are considered a serious discipline problem and may result in probation or dismissal from the School.

TARDINESS

Students are expected to arrive promptly for class. Each teacher establishes a classroom policy regarding tardiness and communicates the policy to students at the start of each semester. If a student is chronically late to class, the teacher will inform the Dean of Students, who will discuss the issue with the student and contact the student's parents. If the problem persists, further disciplinary action will occur. A student who is late to school must report to the Student Life Office prior to attending class.

FAMILY VACATIONS

Family vacations should be planned to coincide with official school vacations. Students who miss school for family vacations may lose academic credit, and their absence will become part of their attendance record.

ATHLETICS

ATHLETIC DEPARTMENT MISSION STATEMENT

Menlo School's athletic program provides athletes an opportunity to sharpen their individual talents, recognize their limitations, and teach the value of teamwork, competition and good character.

To accomplish these goals, athletes, coaches and parents work together and strive to:

- Develop a commitment to their team
- Develop the courage to try
- Promote the enjoyment of athletics
- Promote honesty, integrity and fair play
- Promote respect for coaches, officials, competitors and oneself
- Develop responsibility and accountability for one's own actions
- Encourage humility in defeat and graciousness in victory
- Develop emotional control and concentration
- Develop individual talents to their fullest potential
- Teach rules, strategies and appreciation of respective sports
- Teach the importance of nutrition and physical conditioning

ABOUT MENLO ATHLETICS

Menlo School has a long and proud athletic tradition. The School provides 11 boys' sports and 11 girls' sports, many on the frosh-soph and freshman levels as well as varsity. In the fall, boys compete in cross-country, football and water polo while the girls compete in cross-country, golf, tennis, volleyball and water polo. In the winter, both boys and girls compete in soccer and basketball. Spring sports for boys are baseball, golf, swimming, lacrosse, tennis and track. The girls' offerings are lacrosse, softball, swimming and track.

Menlo competes in the Peninsula Athletic League (PAL), a group of 18 San Mateo County schools—17 public—from Menlo Park to Daly City. The PAL is governed by the Central Coast Section (CCS), an organization

overseeing 11 leagues and 135 schools stretching from as far south as King City to San Francisco in the north. The Central Coast Section is one of 10 sections under the umbrella of the California Interscholastic Federation (CIF).

For post-season play, teams are placed in divisions determined by school size. There are up to five divisions represented. In five division formats, Menlo competes in Division IV. In three division formats, Menlo is a Division III school. For two division tournaments, Menlo is classified Division II.

Physical Education

Each student is required to pass four semesters of Physical Education to graduate. To fulfill the requirement, each freshman must complete the Freshman Wellness Program and, in addition, earn a total of three more semester credits participating in one or more of the following:

- Competing for an interscholastic team for one season (one semester credit)
- Participating in Karate Club (one semester credit for 14 weeks)
- Enrolling in P.E. class, five days a week from 3:15-4 pm (one semester of credit for 14 weeks)
- Enrolling in Dance class, given during the regular school day. Students receive one semester of credit for each semester class, but that credit cannot be used simultaneously to fulfill a Fine Arts requirement.
- Students may receive credit for outside activities such as crew, rugby or gymnastics. Students may only contract out for sports Menlo does not offer and may only do so for two semesters of credit. Please contact the Athletic Department for details regarding outside activity credit.

ATHLETIC TEAM INFORMATION

Starting Dates

An organized practice is attended by coach and players, at which the coach directs, instructs, and drills the player, players, and/or the team. Organized practices for league seasons will not begin before these starting dates:

FALL SPORTS – Aug 15

WINTER SPORTS – November 1

SPRING SPORTS – January 23

Practices

LENGTH OF PRACTICE: Classes are normally dismissed at Menlo School at 3 pm, and athletic practices typically begin at 3:30 pm. However, due to facility constraints, some practices will occur from 5 pm to 7 pm. Practices may not exceed two-and-a half-hours in length.

SUNDAYS: Sunday practices are strictly forbidden by the CIF. No practices of any kind, including individual workouts with coaches, are to be held on Sundays.

Lockers

Athletes who wish to use a locker to store their athletic equipment may obtain one at any time during the school year. In order to obtain a locker, get a lock from the Athletic Office in the Gym and then choose a locker in the appropriate locker room. Athletes should always secure all their personal effects and athletic equipment in a locked locker. The Athletic Department requires that all gym lockers be cleaned out by June 1.

Equipment and Uniform Return

In most sports the school will issue equipment and uniforms for the athletes use during the season. These items must be cleaned and returned promptly at the end of the season. Athletes may not participate in the next season's sport until everything is turned in to his/her Coach and or Team Parent.

Eligibility Policy

A student is scholastically eligible to participate in the Menlo School interscholastic athletic program if:

- The student is enrolled in at least 20 semester hours of work (each class is five semester hours).
- The student has passed at least 20 semester hours of work at the completion of the previous grading period.
- The student is maintaining progress toward meeting Menlo's graduation requirements.
- The student meets minimum academic standards.

Minimum standards are: at least a 2.0 grade point average, no more than 1 "D" and no "F" grade.

Consequences

- Failure to meet the minimum standard at the end of the grading period (quarter or semester) would place a student on probation.
- To be removed from probation a student must meet the minimum standard for two consecutive grading periods.
- To be removed from ineligibility status a student must achieve the minimum standard for the next grading period. If the minimum standard is achieved, the athlete will be placed on probation.

Probation will be invoked if a student fails to meet the minimum standard. Probation lasts for two grading periods and students are allowed to play and practice.

A student-athlete becomes ineligible if he/she fails to meet the minimum standard while on probation or has an "F" in any class. While ineligible, students are not allowed to practice or play with their team. Ineligibility lasts for one grading period.

Incomplete Grades

A grade of Incomplete (INC) is not considered a passing grade. Once the Incomplete has been changed to a letter

grade, the new grade will be considered in determining athletic ability.

Cutting from Teams

Certain teams at Menlo are highly competitive and making those teams is not guaranteed. While some sports have a no-cut policy, others have a limited number of positions available.

- **FRESHMEN:** Every effort will be made not to cut freshmen. However, playing time is not guaranteed. Coaches will meet with every freshman to explain the part he/she plays in the program.

- **SOPHOMORES-SENIORS:** All athletes who played in a program the previous year must be told individually by the coach why they are being cut and what they should work on if they wish to try out again the following season.

Quitting a Team

A high level of commitment is expected from our student-athletes. Quitting a team disqualifies that athlete from trying out for or participating in any other team for the remainder of the season. Athletes who quit a team cannot go out for another sport until the league season of the sport they left is over. This policy also applies to team members removed for disciplinary reasons.

An exception is made for freshmen, who are granted an initial 10-day tryout period after which they may elect to try out for a different team. This trial period covers only the first 10 days of the practice schedule and can be used once per season.

Placing a Freshman on Varsity

In general, varsity teams are composed of seniors and juniors. Frosh-soph teams are composed of freshmen and sophomores, and freshman teams are composed solely of freshmen. In some cases, however, a freshman may be chosen to play on a varsity team.

If a varsity coach decides a freshman would be best on the varsity, the head coach of the program will petition the

Athletic Director for the student to “play up.” The Athletic Director will decide whether the move is in the best interest of the athlete. In order for freshmen to play up, he/she must be taking five solids (math, science, history, English, and a foreign language), and be in good academic standing. The following individuals must approve the move before the underclassman can be moved up:

- The head coach
- The Athletic Director (to assess the need of the program and the appropriateness of competition for the athlete)
- The Dean of Students
- The advocate
- The parents
- The athlete

Post-Season Competition

A head coach wishing to bring a frosh-soph or JV player up to the varsity team for post-season play must:

- Determine if the player intends to go out for another sport the following season. If so, that player must move to the next sport rather than attend playoffs.
- Consult with and receive the approval of the Athletic Director.

Definitions and Regulations Concerning Off-Season Activities

Practice: An organized practice is attended by coach and players at which the coach directs, instructs, and drills the player, players, and/or the team. According to CIF, CCS and PAL rules, off-season practices may only take place from June 11, 2006 to August 14, 2006.

Open Facilities: At “open facilities” (gymnasium, fields, batting cage, etc.), coaches from the sport the students are playing may not be present. Coaches may be present to supervise their players only when they are running or lifting weights. In addition, facilities may not be used if they interfere with an in-season sport.

Off-Season League: Any league in which games are scheduled before or

after the sports’ school-sponsored season. Menlo teams will not participate in any such off-season leagues during the school year. Menlo coaches are not to be involved in any way in organizing such leagues, or encouraging participation in such leagues over participation on another Menlo team.

Weight/Conditioning Programs:

Coaches should encourage athletes to maintain a strength and conditioning program during the off-season. Programs may be developed by the coaches and/or certified trainers. The Menlo weight room is available for individual workouts. Formal programs that are required and supervised by members of the coaching staff during the off-season must follow CIF regulations.

Incoming Freshmen are eligible for summer league play as long as they have enrolled at Menlo School.

SPORTSMANSHIP

Menlo School is a member of the Central Coast Section of the California Interscholastic Federation (CIF). All members of the CIF/CCS are committed to providing a sportsmanlike environment for students, coaches officials and spectators. To that end, the CIF/CCS and Menlo School have adopted the following guidelines:

- School staff, coaches, players and parents are expected to demonstrate sportsmanship at all times.
- Coaches, players and spectators will respect the integrity and judgment of sports officials.

The following behavior is unacceptable at all contests:

- Negative comments toward the opponent
- Obscene cheers or gestures
- An act intending to disrupt the opponent (only cheer for Menlo, don’t jeer the opponent)
- Negative signs/banners
- Artificial noisemakers (whistles, air horns, clappers, bells, etc.)
- Complaints about officials’ calls (verbal or gestures)

Game Ejection Policy

Any player ejected from a contest for unsportsmanlike behavior will be disqualified from participating for a minimum of one contest, taking effect at the next contest. In addition, the incident will be reviewed by the Dean of Students which may result in further disciplinary action.

Any player ejected from a CCS playoff contest because of flagrant misconduct or unsportsmanlike behavior will be excluded from participating in the remainder of those playoffs.

Game Day Attire

Coaches may invoke a dress code on games days or for travel.

Team Travel

Long distance travel is minimal and allowed only under special circumstances. Generally teams are limited to two contests per school week (Monday through Friday), usually with no more than one away contest per week.

Varsity teams are encouraged to take one overnight trip per season to foster team building and to experience different competition. Financial aid is made available to cover the additional cost. All school policies are in effect on overnight trips.

TEAM PARENTS

The following are guidelines established by the MSA and Athletic Department as to the role and duties of team parents:

Liaison Between Coach and Parents

- Create a roster with player and parents' names, emails, phone numbers.
- As extensions of the Team/Athletic Department, Team Parents are asked to be supportive of the coach/team when hearing concerns, to encourage others to talk directly to coach/AD, and to let the coach know of parental concerns.
- Act as a PCA culture keeper.

Coordinate Extra Apparel Ordering with Bookstore

- The Bookstore handles all ordering and selling of extra apparel. The team parent works with the coaches, captains and the Bookstore on the design and quantity. All apparel orders and designs must be approved by the Athletic Director, the Dean of Students and the coach.

- Organize team parties, dinners and preseason events to allow players, coaches and parents to meet each other.

Help Coordinate Travel for Overnight Trips

- Research for best prices for plane, hotel, ground transportation.
- Help coach organize parent meetings and disseminate information about trip

AWARDS AND CELEBRATIONS

Athletic Awards are given in recognition of outstanding achievement and team commitment. Each team, coach, and sport sets different criteria for determining whether to give awards or not and who shall receive them.

Sport Celebrations

At the end of each sport season, a School-designated Sunday afternoon and evening is set aside to honor the players and coaches of each team from that season. Each program holds an individual banquet where coaches recognize players for their contributions to the program.

School Awards

- **Letters:** The purpose of a letter is to signify that a student has been a member of varsity team. Athletes will receive their letter after completion of their first varsity year in any sport. Students only receive one varsity letter, regardless of the number of different sports in which they participate.
- **Sport Patches:** These patches signify in which varsity sport(s) an athlete has participated. Athletes get a patch for each sport they played.
- **Participation Bars:** These signify the number of years an athlete has lettered in

a particular sport. Athletes receive a bar each time they letter on a varsity team, and may receive multiple participation bars.

- **Certificates:** These recognize everyone who has participated in a sport at Menlo. All athletes who successfully complete a season (varsity, junior varsity, frosh-soph, or freshman) receive a certificate recognizing their participation.

- **Team Awards:** These recognize the individual members of a team. Some teams may choose not to give awards.

- **League Awards**

The Peninsula Athletic League chooses all-league teams for all varsity and some frosh-soph sports. In individual sports (golf, track) end-of-the-year meets or tournaments determine the all-league team. The all-league selection process allows coaches to nominate players from their own team, briefly present their stats and make a case for them making an all-league team. All coaches in the league then vote for 1st, 2nd, and honorable mention (coaches are not allowed to vote for their own players). If a league MVP is chosen it almost always goes to a member of the championship team.

- **Academic Awards**

The CCS and CIF honor teams
For their academic achievement,

- **Individual Awards:** The CCS does not have a formal program to recognize individual student-athletes. They do offer many scholarship opportunities based on Athletic and Academic performance. Check the CCS website (cifccs.org) under Awards for more details

- **Team Awards:** The CIF chooses a state scholastic team champion in the sports that have state championships (Girls' Volleyball, Cross-Country, Basketball, Wrestling, and Track). The CCS honors all teams that achieve a team GPA above 3.00. The CCS also chooses a section scholastic team champion and recognized the top six finishers.

- **Section/State/National Awards:**

Many publications and groups give awards such as all-county, all-state, all-America. Menlo School, the CCS, and the CIF do not sanction any of these awards. Be wary of group or organization that asks for money in order for your athlete to be named to a "team."

ATHLETIC DEPARTMENT MEDICAL POLICIES AND PROCEDURES

The following medical policies and procedures were developed by the Director of Athletics and the Athletic Trainer. A concerted effort to understand and comply with the policies and procedures by coaches and athletes will help provide a safe environment for our athletes.

Confidentiality Compliance Statement (HIPPA)

In accordance with Federal legislation concerning personal health information, the School is required by law to maintain confidentiality of all individually identifiable health information. All records containing an athlete's protected health information are stored in locked files and remain confidential. Information is shared within Menlo School only for legitimate educational purposes to benefit the student.

Physical Examinations:

All athletes **MUST** receive and pass a physical examination prior to participation in official team practices and competitions. A record of the physical must be on file in the Athletic Office before the athlete may begin practices or be on or near the field, court or pool. The Athletic Trainer will provide a list to the coach of cleared athletes.

Dispensing of Medications:

It is against California Law for any coach or fellow student to dispense medications to an athlete. An athlete needing medication may visit the School Nurse during school hours or the

athlete's parent, if present, may dispense the medication.

Performance Enhancing Supplements:

To safeguard the health and safety of our students, Menlo School endorses sound nutritional practices, specifically the guidelines issued by the USDA. Additionally, consistent with CIF regulations, Menlo School prohibits the use, possession, sale or distribution of all dietary, nutritional and/or performance-enhancing supplements other than those listed below. Students who violate this policy are subject to disciplinary action and will be referred to the Dean of Students.

The School may waive its prohibition of a supplement if the School:

- receives written approval from a student/athlete's parent(s)/guardian(s) AND primary care physician authorizing the use of the specified supplement
- approves the use of a supplement.

Permissible Nutritional Substances

Using the guidelines of the NCAA Committee on Safeguards and Medical Aspects of Sports as a standard, Menlo School students may use any of the nutritional substances:

- Vitamins and minerals following USDA guidelines
- Energy bars
- Calorie-replacement drinks
- Electrolyte-replacement drinks

Mouthpiece Recommendations

The Athletic Department recommends custom made mouthpieces for athletes in contact and collision sports such as football, boys' and girls' lacrosse, boys' and girls' soccer, boys' and girls' basketball, boys and girls' water polo and volleyball. A custom-made mouthpiece is more comfortable; fits the individual athlete's mouth providing more comfort, ease of breathing and talking; reduces chance of injury to the face and teeth, concussions or jaw fractures. A custom-made mouth guard is expensive; however, the cost of replacing a single tooth can be costly.

Contact a dentist or orthodontist for further information.

Injury Procedures:

- Athletes must report all injuries to their coach and the Athletic Trainer as soon as possible. The Athletic Trainer will determine if participation is appropriate. A player should not simply decide not to go to practice because they are hurt.
- Any athlete unable to complete a practice due to injury will be required to obtain clearance from the trainer or a physician.
- The Athletic Trainer may continue to hold out an athlete who has been cleared by a physician when such action will result in a faster/safer return to full competition.
- An injured athlete is still considered a part of the team and expected to be present at games and practices, unless released by the Athletic Trainer. Players unable to compete due to an injury will be given alternate conditioning and rehabilitative activities. Appropriate clothing for practice must be worn.
- Athletes are expected to be at practice on time, regardless of their need to see the Athletic Trainer. Plan ahead and report to the training room early. Injury evaluation and treatment may be scheduled during lunch and/or free periods. If an athlete requires extensive treatment, a practice status slip will be issued, letting the coach know why the athlete was late and any practice restrictions.
- Athletes should report all dangerous conditions and/or broken equipment to the appropriate coach immediately. Safety equipment (helmets, pads) that is not functioning properly may not be used. Athletes should check their equipment daily.

Training Room Policies

The Athletic Training Room is a medical facility, and should be treated as such. All athletes are expected to observe the policies and rules of the training room, which are posted on the training room door and inside the room.

Guidelines for Submitting Medical Bills

Menlo School provides secondary insurance coverage for injuries resulting in participation in interscholastic athletics or while on campus. In order to have secondary coverage, a claim form must be filed with Menlo School's insurance company. Contact the Athletic Trainer to have the claim forms sent home. In order to receive reimbursement from secondary insurance, the athlete must be seen by a physician within 30 days of the injury. Any questions or concerns regarding the procedure or a claim should be directed to Heidi Hueber at (650) 330-2001 ext. 2249.

PARENTAL RESPONSIBILITIES

Positive Coaching Alliance

This is the third year of a partnership between Menlo School and the Positive Coaching Alliance (PCA). Menlo School is dedicated to creating a positive sports culture for students, coaches, parents, officials, and administrators.

Menlo School Parent-Student Athlete Pledge

Menlo School expects a positive environment for both athletes and coaches. Parents and student-athletes are expected to adhere to the following guidelines. Please read the following pledge before the upcoming season.

- We pledge to be on time to all practices and games. We understand that by being late or missing practice, athletes may be put at risk by not having adequate time for warmup and preparation. We will give the coach ample notice of any excused absences (i.e., teacher help session). This shows respect for both the coach and teammates.
- We pledge to use positive encouragement to fill a student-athlete's emotional tank, because athletes do their best when their "Emotional Tank" is full. We understand that less than 1% of youth sports participants receive college scholarships and the top three

reasons students play sports are to have fun, make friends and learn new skills. We understand the game is for the players and will keep sports in proper perspective.

- We pledge to reinforce the ELM tree of Mastery. (E for Effort, L for Learning and M for bouncing back from Mistakes.). Winners are people who make maximum effort, continue to learn and improve and do not let mistakes—or fear of making mistakes—stop them. We understand people are born with different abilities and the true measure is not how one student-athlete compares to others but how he/she is doing in comparison to the concept of "best self."
- We pledge to Honor the Game. We understand the importance of setting a good example for all student-athletes. No matter what others may do, we will show respect for all involved in the game, including coaches, players, opponents, opposing fans, and officials. We understand that officials make mistakes and even if we feel a mistake has been made, we will Honor the Game and be silent.
- I pledge to refrain from yelling instructions to my child. I understand this is the job of the coach. I understand games are chaotic times for student-athletes trying to deal with fast-paced action and respond to opponents, teammates and coaches. I will limit my comments during the game to encouraging my child and other players for both teams.
- We pledge to refrain from making negative comments about the coach and other members of the team. We understand this negatively influences the motivation and the overall experience of everyone involved with the team.
- We pledge to abide by the CCS sportsmanship policy, which prohibits artificial noisemakers, negative signs, berating opponent's mascot or players, complaining verbally or with gestures at

officials' calls. We understand we should only cheer for our team, for opponents' exceptional plays and never against a team or individual.

ATHLETE-PARENT-COACH COMMUNICATION

Open communication is the foundation of the relationship between coaches, athletes and parents. Please refer to the following guidelines to help foster this communication communication.

Communication Parents Expect from Coaches

- Team Philosophy
- Team and Individual Expectations
- Team Rules
- Procedures to follow when athlete is injured/sick
- Ways to help the child improve

Communication Coaches Expect from Parents

- Concerns regarding a coach's decision, philosophy and/or expectations
- Notification of any illness or injuries that will cause the athlete to miss a practice or game

Appropriate Concerns to Discuss with Coaches

- Treatment of your child, emotionally and physically
- Ways to help your child improve
- Concerns about your child's behavior

Issues Not Appropriate to Discuss with Coach

- Playing time
- Team strategy
- Other members of the team

Parental Procedure for Communicating Concerns

- Have your child take the responsibility to speak to the coach about any concerns. It is important that we teach students to communicate with adults in a mature manner.
- If you believe your child's conversation with the coach did not help reach a resolution, then you should meet with the coach directly.
- If the issue still has not been

resolved, arrange an appointment with the Athletic Director. Some situations may require a conference between the coach, athlete and parent in order to reach a solution.

Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both parents and coaches. Meetings of this nature rarely promote resolution.

UNDUE INFLUENCE

The CIF recruiting rule applies to all Menlo personnel and sports representatives and is as follows:

The use of undue influence by any person or persons to secure or retain a student may cause the student to be ineligible for high school athletics for a period of one year and shall jeopardize the standing of the high school in the CIF. Undue influence is any act, gesture, or communication (including accepting material or financial inducement to attend a CIF member school for the purpose of engaging in CIF competition regardless of the source) which is performed personally, or through another, which may be objectively seen as an inducement, or part of a process of inducing a student, or his/her parent or guardian, by or on behalf of a member school, to enroll in, transfer to, or remain in a particular school for athletic purposes.

Members of the Menlo community (coaches, teachers, parents, athletes, administrators) should avoid even the appearance of recruiting. Students and parents of a student who express and interest in attending Menlo to a member of the Menlo Community should be directed to the Admissions Office.

FREQUENTLY ASKED QUESTIONS

When must medical release and parental permission forms be turned in?

All students must have a physical form on file in the athletic office before beginning practice for their sport.

Can I drive my child to and from games or allow him/her to get a ride back after the game?

Athletes may be released to their parents following the game only if the coach is informed directly. Athletes are not allowed to depart with another parent unless the coach has received prior written notification from their parent(s).

Parents planning to drive teams to and from a Menlo event must show proof of insurance and sign a release the Menlo Transportation Department can share with the California Department of Motor Vehicles.

If my child misses school, can he/she participate in a game?

A student must attend at least three classes on the day of competition in order to be eligible to play. A student who misses a full day of classes is not permitted to be present at the competition.

How do I balance my child's fine arts events and athletic schedule?

Menlo athletics challenges its athletes to make a commitment. However, the Menlo Athletic Department has no policy prohibiting athletes from participating in other school activities; indeed, the Athletic Department recognizes its role as part of the total educational environment for the student.

Therefore, athletes certainly may participate in other activities; but they must be prepared to balance their involvement in other school activities – especially those which might require a significant time commitment of their own – with their obligation to the team. The higher the level of play (freshman to frosh-soph to varsity), the greater the importance for the player to be with his/her team for practices and contests. The athlete, once committed, must be able to recognize the need to fulfill the obligations of that season-long commitment before making any other commitment.

How do I pay for the extra expenses that occur each season?

Menlo realizes that playing an interscholastic sport can force a family to incur added expenses for equipment, apparel, and team travel. Every effort is made to keep these added costs down.

All extra expenses (team dinners, apparel, and travel) are charged through the Bookstore so student accounts may be used. If families are in need of financial assistance there are funds available through the Jay Ward Athletic Endowment Fund. Forms should be turned into the Athletic Director. (Forms were mailed out in a summer athletic mailer, or are available in the Athletic Office.)

How do I find out the latest updates on schedules and rainouts?

Check the Athletics website (<http://www.menloschool.org/athletics/index.html>). Format changes will make this a quick and reliable source. Call the Menlo Athletic Hotline at 330- 2001 ext. 2701. Both of these sources are updated at least once a day.

How do I make sure that my student-athlete doesn't fall behind academically during their athletic season?

A significant time commitment is required to be a high school athlete. Student-athletes will occasionally have to miss class. With 76% of the student body participating in interscholastic sports each year, the Menlo faculty knows very well how to work with our student-athletes. Students need to plan ahead and let teachers know in advance when they are going to miss class. Students should schedule help sessions or try to go to classes during their free periods. Menlo athletes and faculty have been extremely successful in making all this work, as witnessed by everyone of our 22 teams receiving CCS Scholastic Team Awards (cumulative team GPA above 3.00) for the past 4 years.

UPPER SCHOOL GENERAL INFORMATION

• **Announcements**

Announcements will be read daily in the first two classes. Anyone interested in placing an announcement in the daily bulletin should contact the Student Life Office before 1:30 pm, on the day *before* the announcement is to be read.

Announcements may also be viewed by accessing our website (<http://www.menloschool.org>).

• **Driving Privileges**

Driving at Menlo is considered a privilege, not a right. Students are expected to adhere to the following guidelines:

- Due to limited parking on the campus, driving privileges are extended to **11th and 12th grade students only**. Students must park only in the lot assigned.
- Students must register their vehicle with the Student Life Office. Students are expected to display a parking decal on their vehicle at all times. Vehicles without parking decals will not be admitted into the parking lot.
- All student vehicles must be parked in a designated student parking lot. All cars must be parked entirely within a space. Unregistered or illegally parked vehicles will be ticketed and may be towed.
- To enforce handicapped parking laws, the School parking lot is patrolled by the Atherton Police Department. Tickets will be issued and/or towing will be enforced by the APD.
- Cars parked in posted fire lanes are subject to a fine and immediate towing.
- Driving motor vehicles, including mopeds, on School walkways is prohibited. Violators are subject to a fine and removal of driving privileges.
- Parking and registration fines are paid at the Student Life Office.
- Unless otherwise posted, the speed limit on campus is 10 mph.
- No through traffic is allowed on the interior roads of the campus.

• **Lockers**

Each student is entitled to a book locker and an athletic locker. At the start of the school year, students select a locker in which to keep books and personal belongings. Lockers are selected on a first-come, first-served basis. Book locker numbers **must** be registered with the Student Life Office.

Freshmen will be issued a lock from the Student Life Office and will become the students' property. If a lock is lost or broken, replacements may be purchased at the Bookstore. **Only school issued locks may be used on school lockers.**

Athletes may only obtain an athletic locker for the duration of the sports season during which they are actively participating. Locker numbers **must** be registered with the Athletic Department.

• **Mailboxes**

Each student is assigned a student mailbox to receive communication from the School. Students are expected to check their mailboxes daily.