



**Elementary Student Handbook  
2020-2021**

**Anaheim Hills Campus**

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Dear Parents and Students,

Each year, Fairmont students set high academic and social goals, and our teachers and staff work diligently to help them meet their goals.

This handbook is a valuable tool designed to help you understand the guidelines we have established to help ensure academic and social success. Please read carefully so that you fully understand the information in this booklet.

As always, if you have any questions regarding these policies, do not hesitate to contact us. Our goal is to help you realize success in meeting your goals.

**Jamie Bone**

Interim Director, Anaheim Hills Campus

**Rebecca Lugo**

Director, Historic Anaheim Campus

**Kellie Cameron**

Director, North Tustin Campus

**Dana Vasquez**

Director, San Juan Capistrano Campus

**The Fairmont Vision**

We influence lives to create a better world.

**The Fairmont Values**

We value academic excellence, high expectations, lifelong learning, and an entrepreneurial spirit.

**The Fairmont Mission**

We develop and deliver world-class P-12 schools and educational services globally.

**The Fairmont Code**

At Fairmont, we provide a safe environment where all members of our community show respect and kindness to each other and protect and honor each other's rights, dignity, and individual differences.

**Citizenship**

It is important for students, teachers, and parents to have an understanding of shared values in a common language in order for everyone to hold themselves accountable to the highest standards possible.

**Coming And Going**

**Visitors**

Please check with your campus administration as to the most recent visitor policy.

**Leaving School Early**

For the safety and protection of students, only a parent or other recognized and approved adult may sign a student off school property. Before any student will be released from Fairmont property during the school day, the parent or other responsible adult must come to the reception office to sign out a child.

If you know in advance that you will be taking your child from school before the end of the day, it is always helpful to notify the office with a note or phone call. We highly recommend that doctor and dentist appointments be scheduled after school whenever possible.

**After-School Pickup**

**\*Please refer to Fairmont's Reopening Guidelines for current information**

Anyone who is not picked up by 4:15 p.m. on a daily basis must be enrolled in extended day. Extended day p.m. fee on a single day basis is \$25.00.

No student is allowed to walk or ride a bike to/from school without prior written permission from a parent or guardian.

If students are going to be picked up from school and transported to another location by someone other than his/her parent or guardian or someone not listed on the emergency card, written permission from the child's parent must be given to the front office before the child can be released. If necessary, the office may try to contact parents by phone, but if unsuccessful, your child will remain at school.

## **Transportation Services**

To ensure the safety of all, we reserve the right to revoke the privilege of school bus service whenever serious misconduct or repeated minor misconduct occurs.

Fairmont's Transportation Department issues a complete list of rider rules and regulations at the beginning of each school year. We must insist that all passengers abide by these rules whether riding to and from school or on a study trip.

## **Student Services**

All students remaining on campus who are not participating in an after-school activity become the responsibility of the Student Services Department after 4:15 p.m. They must enroll in extended day at that time.

Students are expected to act with the same respect and courtesy they exhibit during their normal school day. In today's world, it is very important to us to keep your child safe. Therefore, students must stay in the area where they are assigned and get permission from a member of Student Services if they want or need to leave that area. A single day extended day drop-in fee of \$25 will be charged starting at 4:30 p.m.

## **Absenteeism**

**\*Please refer to Fairmont's Reopening Guidelines for current information**

Whenever a student is absent from school, a parent note or phone call is required. A doctor's statement is required for absences of more than 5 days.

Students must be symptom free for 24 hours before returning to school (fever, pink-eye, vomiting, etc.). Parents are to notify the school office whenever a child has a contagious illness.

Any student missing 20 days or more of school during one school year may need to repeat his/her current grade level. The final decision will be at the discretion of the Director.

## **Homework: Make-up**

If a student is absent, for any number of days, missed work may be accessed online in each of his/her subjects or classes. Some teachers even allow work to be submitted electronically, but that is up to the individual teacher. If books or papers are needed for students who are absent for several days, a parent needs to call the school office to request materials. We ask that this call be placed BEFORE 9:00 a.m. of the day the materials will be picked up, and they will be available for pickup at the reception desk after 3:00 p.m.

Please do not call for make-up assignments. Each student should find two "study buddies" who may be contacted for assignments. Students will be given one day for each day of absence to make up the missed assignments starting on the day they return. Students may be expected to make up any missed test on the day they return to class if they have missed only one day.

## **Tardy**

Tardiness interferes with the teaching process as well as individual progress. Tardiness may adversely affect the citizenship grade as well as the academic grade.

The student must obtain a pass from the reception desk or from a teacher before being allowed to enter a class late. Traffic, sleeping in, or late breakfasts are not valid reasons for being late to school. Students may be assigned a disciplinary detention for five or more tardies.

## **Community Involvement**

Students are encouraged to participate in community service activities designed to develop an awareness of what it means to be a good citizen.

## Behavior

### Behaviors we expect

- Being kind and considerate
- Keeping your hands and feet to yourself
- Helping to keep classrooms and school grounds clean and neat
- Being on time
- Using appropriate language
- Using self control
- Behaving honestly and responsibly
- Listening
- Following the rules
- Making good choices
- Respecting authority, yourself and others
- Walking to and from class

### Behaviors we cannot allow

- Bringing weapons (play or real) or combustibles to school
- Making threats
- Bullying
- Fighting or play fighting
- The use of any kind of vulgarity in language or gesture
- Being disrespectful to any person on campus
- Crossing or stepping into the street without an adult
- Playing in or around administrative offices
- Chewing or possession of gum
- Spitting
- Damaging or littering school grounds
- Writing graffiti anywhere
- Being tardy (late) when coming to school, moving between classes, returning from recess, lunch, or physical education
- Bringing any type of pet to school without specific permission
- Running or bouncing balls in buildings, on sidewalks, or at the crosswalk
- Inappropriate use of technology

### No Admittance

Students are not permitted in these areas:

- the teachers' lounge
- the teachers' copy room
- staff vending machine area
- the parking lot without an adult
- the administrative offices without a signed pass
- any classroom unless a teacher or other staff member is present

### Grades and Reporting

Daily grades are available to all 2nd-8th grade parents. Parents may access their student's grades online at any time.

Progress reports and report cards are available online for preschool through 8th grade.

### Home Assignments

Home study is a necessary part of each student's education program. Students are expected to keep records of short and long-term assignments in **this handbook**.

Homework is assigned Monday through Thursday each week. Daily work not completed by Friday may be sent home for weekend work. This includes long term assignments. Failure to do homework will affect the student's grade.

Most homework assignments are posted daily or weekly online.

Please see Homework Make-Up Policy on page 2.

## Honor Roll

We recognize academic achievement in the 4th through 5th grades at our campuses with our Honor Roll.

Placement is in two categories:

- The Director's Honor Roll is for students who achieve all A's in their five core subjects: *English, Math, Reading, Science, and Social Studies*.
- The regular Honor Roll is for students who achieve a minimum of 3 A's & 2 B's in their five core subjects.
- Note that any "N" on a student's report card will disqualify a student from both Honor Roll categories.

<u>Letter Grade</u>	<u>Percent</u>
A+	98 - 100
A	93 - 97
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	59 and below

## Care of Textbooks

A charge covering the rental of textbooks is included in your fees. Books are numbered and the condition of each book is recorded when issued.

Books need to be kept covered throughout the school year.

A fee, according to the value of the book, will be charged for lost or damaged textbooks/library books.

## School Assemblies

**\*Please refer to Fairmont's Reopening Guidelines for current information**

We present a wide variety of school assemblies for all ages throughout the school year. Hand clapping is an appropriate way to show appreciation. Booing, hissing, yelling, and screaming are not permitted. We respectfully request that all audience members, including families, stay for the entire performance.

## Study Trips

**\*Please refer to Fairmont's Reopening Guidelines for current information**

Day and overnight study trips are an integral part of Fairmont's instructional experience. All students are expected to participate in this stimulating extension of the classroom curriculum. Parents are encouraged to chaperone on certain trips in limited numbers. Parents may sign up with their child's teacher and are subject to background checks as determined by Fairmont.

Students should attend school both the day before and the day after a study trip. A student who is ill a day or more before the trip may attend if he or she is certified as "well" by a doctor.

## Overnight Field Trips/Parent Travel

### **\*Please refer to Fairmont's Reopening Guidelines for current information**

In order to ensure the safety of our students at all times, Fairmont Private Schools requires parent chaperones of overnight travel to be fingerprinted through the Live Scan system. who choose to chaperone an overnight trip will need to request fingerprinting paperwork through the Fairmont Human Resources Department and the appropriate fee at the time of fingerprinting. Parents who plan to travel will need to be prepared as this process may take up to 30 days. The results of the Live Scan will be submitted to Fairmont electronically.

## Uniforms and the Fairmont Dress Code

### **\*SJC, please see addendum**

Fairmont students are required to wear school uniforms which are clean, pressed and in good repair. Students must wear their required uniform for school pictures, special events, study trips, and when designated by the campus director. Students who are not in uniform or in compliance with our dress code may be required to change into an acceptable uniform or be sent home.

Uniforms for elementary students **must** be purchased from Lands' End Uniforms.

General guidelines/requirements include these key points:

- Shoes must be solid in color - red, black, blue, white, grey
- Clothing more than one size. larger than a student's regular size is not allowed.
- Girls must wear tights or full length leggings or bike shorts in white, black, or navy under jumpers or skirts.
- Belts must be worn if pants/shorts have belt loops.
- Belts must be leather or cloth and may not be oversized.
- Boys' shirt-tails and girls' blouses **must be tucked in** at all times.
- Skirt and jumper lengths must touch the top of the knee.
- Pants must be worn at the waist and may not be pinned or cuffed.
- Shoe laces must be tied with the bow visible.
- No hats or caps are permitted.
- No open toe and/or open back shoes.
- No boots.
- Wednesday is Formal Dress Day *See Lands' End Uniform Guidelines for required attire for Formal Dress Day*

## When It's Cool Outside

If the weather is cool, students must wear a jacket, sweater, or fleece purchased through Lands' End Uniforms. **ANY OTHER OUTERWEAR IS NOT PERMITTED.**

## Hair Styles

Hair style must be conservative, must be neatly kept and of a natural color (parents will be notified and the student will be asked to change the color back to the original shade). Boys' hair may not be longer than the top of their shirt collars. Ears and eyes must be visible.

Extreme, radical hair styles are not acceptable. Hair may not be shaved so that skin is visible. Extremely spiked hair is unacceptable. Hair is considered spiked if the scalp can be seen when looking down on the top of the head. Ponytails are not allowed for boys.

## Jewelry and Makeup

Earrings may not exceed one inch in length or width. Boys may not wear earrings of any type. Girls may not wear more than 1 earring per ear. Only simple "fine" gold and silver necklaces are permitted. Dog tags, beaded necklaces or chokers, excessive bracelets or rings are not allowed.

Students may not wear makeup. Tattoos, temporary tattoos, or body art/graffiti using pens are unacceptable.

Repeated infractions of the Fairmont dress code may result in detention.

### **Uniform Optional Days**

As an incentive for special accomplishments, students are occasionally permitted to wear casual clothes. They must, however, dress for the weather, be in good taste, and adhere to our dress code:

- Clothing more than one size larger than a student's normal size will not be permitted.
- No tank tops with straps less than 2 inches in width
- No undergarments showing
- Midriffs may not show
- No hats or caps are permitted
- No oversized athletic wear
- Shorts may be worn for the entire school year. This also applies to the Scout uniform and free dress
- Shorts must be no shorter than 4 inches above the knee for girls and not below the knee for boys
- Leggings may not be worn as pants on free dress days.

Campus administrators have the final word on the appropriateness of uniform optional attire.

### **Health Services**

Students must have up-to-date information in Magnus on file in the school office in case of emergency.

We will do our very best to notify parents or other authorized adults if an accident occurs. Parents will be responsible for transporting a student home or to a medical facility except in cases of extreme emergency when we will call paramedics.

\*One emergency contact must be within 30 miles of the campus in case of emergency.

### **Medication**

Students are not permitted to bring any type of medication, including herbal medications, to school in a lunch bag, back pack, or on their person; nor are they allowed to keep medication with them during the school day.

If the student rides a Fairmont bus, medications, vitamins, and herbal medications must be given to the driver who will bring the medication to the reception desk.

If the student rides with a parent or other approved adult, the adult must bring the medication to the reception desk.

**Violations of this safety rule, where a student is in possession of medication, will result in disciplinary action.**

### **Prescription Medicines**

When we are required to give prescription medication for either a short or long term, we must have BOTH written permission from a parent/guardian AND written instructions from the child's doctor.

Such medication must be in its original container, properly labeled by a pharmacist, and it must include the name of the student, doctor, the dosage, the name of the medication, a current date, and the method and time to be administered.

Appropriate forms may be found in Magnus.

### **Food Service**

Students should be encouraged to eat a healthy breakfast and bring a healthy snack. This is important for maintaining high energy and learning levels throughout the morning.

Students are expected to take pride and behave appropriately in the cafeteria/eating areas. Students must remain seated while eating and wait to be excused at the end of the meal. They may not run or sit on table tops. Students must clean up after themselves and may be required to assist with cleanup if the area is not satisfactorily clean at the end of a lunch period.

Fairmont partners with Nutrition Management Services to provide a nutritious, diverse menu for our students. Due to food allergies, students are not permitted to share food. Students who bring lunch and snacks from home are encouraged to practice good nutrition by eliminating sugary snacks and candy.

### **Emergency Preparedness**

We practice earthquake, "shelter in place," and fire emergency preparedness several times each school year.

At the first sign of earth movement, students are instructed to "drop and cover" when in the classrooms or other buildings, or to move to an open area when outside. They are to remain in these positions until told to do otherwise by a staff or faculty member.

An earthquake kit is provided for each child by the school. In case of major emergencies please DO NOT contact the school. We have adopted an emergency notification service which allows us to send a telephone, text, and/or e-mail message to you providing important information about school emergencies.

The successful delivery of information is dependent upon accurate contact information for each student, so please make sure that we have your most current contact information throughout the school year.

We will do everything in our power to ensure the safety and well-being of students until parents or other responsible adults arrive.

## **Physical Education and Sports**

We expect all Fairmont students to participate in physical education classes. Sports promote physical endurance, teamwork, and leadership skills.

If a student is ill and cannot participate, a signed note from a parent/guardian is required. Instructors will modify or excuse that student's activity based on the content of the note. If a student is injured, or is excused for more than one week, he/she may be required to complete a written report.

A student's effort, participation, attitude, and skills testing are important components of a PE grade.

Elementary students do not dress for PE. Therefore, girls should wear navy PE shorts under their jumpers or skirts to help them feel more comfortable while participating in PE activities.

## **League Sports**

Students may be invited to participate in after-school athletics. **Athletes must maintain a 2.0 GPA with no failing grades and have proper school behavior to try out for and remain on a team. Athletes must attend a minimum of one half of the school day to participate on game day.** Fairmont is part of a league and participates in flag football, volleyball, basketball, and soccer. We charge a fee for each sport to offset the costs of transportation, referees, and trophies.

## **Probation, Suspension, And Expulsion**

- Grounds for probation and suspension include, but are not limited to:
- Poor academic achievement
- Fighting
- Stealing
- Cheating
- Plagiarism
- Participating in games of chance
- Vandalism, writing graffiti
- Disrespect, threatening or harassing students or adults including non verbal and non physical intimidation
- Profanity (unacceptable language)
- Forgery (including a parent's signature)
- Misuse of items where injury could occur (staplers, rubber bands, rocks, etc.)
- Inappropriate use of technology
- Repeated disciplinary infractions

## **Expulsion**

Grounds for expulsion may include, but are not limited to, the following:

- Any action that could result in major physical harm to another
- Striking another or using profanity
- Flagrant disrespect or insubordination
- Possession or misuse of combustibles on school buses or school grounds
- Possession of weapons or look-alike weapons (including pocket knives)
- Drugs, look alike drugs, tobacco products, alcohol, or e-cigarettes
- Communicating with fellow students in any form, including online, in an explicit or inappropriate way



- Gaining access to another student's email or social media accounts without their permission
- Repeated or major theft

All disciplinary infractions apply on any Fairmont campus, at any Fairmont activity, on any Fairmont study trips or online.

## **Communication**

We believe that frequent, open communication is vital to a student's success. We encourage parents to become involved with school activities. At the same time, we recognize that it is our responsibility to keep our parents informed.

### **Parent and Teacher Conferences**

Individual conferences between parents and teachers will take place in the fall. Additional conferences between teachers and/or campus directors may be scheduled at any time, either by phone or in person or virtually. We ask that, whenever possible, a parent speak with the student's teacher **before** speaking with an administrator.

### **Calendar**

The Monthly Calendar is available through Blackbaud.

In addition please look for our weekly campus e-newsletter.

### **Telephones/Cell Phones/Electronic Communication**

#### **Devices**

Students are not permitted to have cell phones, smartwatches, or other electronic devices unless permission is given by the Director.

Students will not be called to receive a telephone call during the school day unless it is an emergency. Each campus receptionist will forward messages to students and to parents when necessary.

Students may make calls during the day only in an emergency and only with permission. If a student is ill, he or she should see the office staff who will decide if a call home is necessary.

### **Birthday Celebration Policy**

#### **\*Please refer to Fairmont's Reopening Guidelines for current information**

We request that birthday celebrations adhere to the following guidelines:

- Celebrations to take no more than 20 minutes
- Refreshments to be kept simple
- No goodie bags
- Birthday or party invitations will only be distributed at school if each and every child in the classroom is invited. Otherwise the invitations are to be mailed.
- All parent information is confidential and cannot be shared by the school.

### **Parental Attitude and Cooperation**

While we acknowledge parental responsibility and welcome positive involvement, we reserve the right to deny student admission or discontinue enrollment in the event that a parent exhibits behavior that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. In such a case, the decision of the Campus Director regarding the suitability for continued enrollment or acceptance in the school will be final.

### **Anti-Harassment**

Fairmont is committed to providing a learning environment which is free of unlawful discrimination including harassment. In keeping with this policy, Fairmont will not tolerate any inappropriate conduct or harassment by or towards any of the students at school or at school sponsored or school related activities. Any student who feels he/she is being harassed should immediately report the incident to the school administration (directly, or with the assistance of his/her parent or legal guardian). Refer to the campus-specific fall mailer for Fairmont's complete anti-harassment policy.

### **Anti-Bullying**

Fairmont Schools believes that all students have a right to a safe and healthy school environment. Our school community promotes mutual respect, tolerance, and acceptance.

Fairmont Schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass or bully another student through words or actions. Such behavior includes: direct physical contact such as hitting or shoving; verbal or written assaults, such as teasing or name-calling; and social isolation or manipulation.

Fairmont Schools expects students and/or staff to immediately report incidents of bullying to a school Administrator. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school sponsored activity, during the lunch period, whether on or off campus, and during school-sponsored activity.

To ensure bullying does not occur on school campuses, Fairmont will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

### **Public Media and Social Network Policy for Students**

Social network sites may be considered an extension of the classroom environment online and therefore are subject to these guidelines as well as the rules and regulations of Fairmont Schools. These guidelines are not meant to be exhaustive and do not cover every contingency.

Social network sites and other digital platforms and distribution mechanisms facilitate student communication with other students. Facebook, YouTube, Instagram, and similar directories are hosted outside of the Fairmont Schools server. Violations of schools policy (e.g. harassing language, drug or alcohol policy violations, copyright infringement, etc.) or evidence of such violations in the content of on-line social networks or digital platforms may be subject to investigation and sanction under the Student Code of Conduct and other school policies. Please refer to the Acceptable Use Policy for additional information.

### **Computer Use at School**

Prior to using any Fairmont computers, students and parents must sign the "Computer Network and Internet Acceptable Use Policy and Agreement." A student will not be allowed to use a Fairmont computer until he or she and a parent/guardian have signed a computer-use agreement. Any infraction of this agreement will result in disciplinary action that may lead to expulsion.

#### **Students will always:**

- use computers for class work only
- treat the equipment with respect and always report any hardware and/or software problem to the librarian or instructor
- use only their own user identification, agree to use it for its intended purposes, and not share it with others
- respect the privacy of others by not sending them unwanted e-mail messages, misrepresenting others when sending email, or tampering with other accounts, files, or data
- leave computers as found
- close all screens and return to Windows Desktop when finished using a computer
- act responsibly when given the privilege of using a campus computer
- use projectors for classroom material only

#### **Students will never:**

- modify the settings of the computer
- transmit or download any material in violation of an Federal or State Law, including copyrighted or pirated audio, visual, motion picture or music files
- add or delete any software or files or download any software from the Internet
- use or otherwise access information on instructional or administrative computers for any reason
- use the computers for expressing either personal or political opinions
- try to repair any hardware or software problems
- play computer games that are not documented in the class curriculum or authorized by the IT Coordinator or IT Manager

- use computers for illegal purposes such as unauthorized copying of licensed or copyrighted software, images, music, movies, or other files
- attempt to break a computer system or access restricted data or websites
- harass other people, either by developing programs for these purposes or by using existing programs to do so
- eat or drink in computer labs or library

## Safe and Responsible Social Networking

The school's guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment.

As a student at Fairmont Schools, you should:

- Remember that the social network is an extension of your classroom. You should not post anything on a social network site that you would not say, write, or show in your classroom. Use common sense, but if you are ever in doubt ask a teacher or parent whether or not what you are considering posting is appropriate.
- Speech that may be considered inappropriate in the classroom is inappropriate on a social network site and could subject students to discipline. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.
- Do not initiate or accept a social network friend request with current or former teachers and/or staff.

## Prohibited Conduct

Students are highly visible representatives of Fairmont and are expected to uphold the values and responsibilities of the school while meeting all requirements set forth by the school. Fairmont prohibits malicious and reckless behavior when utilizing public media outlets.

Sanctions: Any inappropriate activity or language in violation of the above prohibitions, including first time offenses, may be subject to investigation and possible sanction by Fairmont Schools. Sanctions imposed by the school may include, but are not limited to, the following:

- Written notification from the Campus Director or assignee to the student outlining the policy.
- Temporary suspension from school until prescribed conditions are met.
- Dismissal from school.

## Personal Property

We expect students to assume full responsibility for their own property. We will do our best to help protect personal property; however, the school is not responsible for preventing theft, loss, damage, or vandalism. **Students SHOULD NOT bring expensive items or large sums of money to school.** We strongly recommend that all clothing and personal items be labeled with a child's FIRST AND LAST name and, whenever possible, room number. Periodically, unidentified, unclaimed items will be donated.

Items found by staff members will be turned in to the lost and found area at each campus. Students should check this area when looking for lost items. Lost and found is maintained by our Student Services Department.

Skateboards, cameras, toys, pets, trading cards, cell phones, smartwatches, and similar items are NOT permitted at school. These materials will be confiscated and parents may be asked to personally pick these items up at the school.

If a school activity requires the use of such items, prior special permission must be obtained in writing from the teacher. These items should be held by the teacher until used and then taken home.

## No Selling

Students may not sell items at school unless the items have been approved in advance by the campus director or other administrator.

## No Animals

Animals may not be brought to school unless prior permission is granted by the Campus Director. Family pets, including dogs and cats, are not allowed on campus at any time.

## TITLE IX COMPLIANCE

It is the policy of Fairmont Schools to prohibit discrimination on the basis of age, color, disability, marital status, sex, national origin, race, or religion in regard to the administration of all campus programs, services and activities including athletics, and the admission of students, employment actions, or other sponsored activities.

Title IX Policy\*

Title IX Grievance Procedures\*

Title IX Complaint Form\*

The following person has been designated to handle inquiries regarding the School's non-discrimination policies, including its Title IX policy:

Lori Pittman  
Vice President, Human Resources & Liability/Title IX Coordinator  
1575 W. Mable Street  
Anaheim, CA 92802  
(714) 234-2712  
lpittman@fairmontschools.com

For assistance related to Title IX or other civil rights laws, please contact OCR at [OCR@ed.gov](mailto:OCR@ed.gov) or 800-421-3481, TDD 800-877-8339.

\*For more information visit [fairmontschools.com/fairmont-code](https://fairmontschools.com/fairmont-code) or refer to the next pages of this handbook.



## TITLE IX POLICY

Consistent with Title IX of the Education Amendments of 1972 (“Title IX”), Fairmont Private Schools (the “School”) does not discriminate on the basis of sex in its educational programs and activities, course offerings, financial aid, athletics, or employment.

In addition to this Title IX policy, the School has established separate policies, that, among other things: (1) outline the School’s mandated reporting guidelines; (2) outline the School’s processes for managing interpersonal relationships safely and appropriately; and (3) seek to prevent sex-based discrimination, harassment, and violence. Please see the School’s Student Handbook or Employee Handbook, as applicable, for further information about these policies.

Students, parents/guardians, and employees are also encouraged to communicate with the Head of School, the Campus Director, the Human Resources Department, or the School Counselor with any questions or concerns regarding these policies. The School believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and is essential to fostering a culture of personal responsibility, mutual accountability, and positive leadership.

### Compliance Coordinator

The Compliance Coordinator is responsible for administering and ensuring the School’s compliance with Title IX. In order to ensure compliance with Title IX in all facets of the School’s operation, the Compliance Coordinator will coordinate with the School’s Administration to implement and administer this policy and the School’s related grievance procedures for resolving Title IX complaints. The Compliance Coordinator is also responsible for investigating complaints of sex-based discrimination, harassment, violence, or other allegations regarding violations of Title IX; working with law enforcement regarding such complaints when necessary; and ensuring that complaints are resolved promptly and appropriately to the extent possible. The Compliance Coordinator may delegate these duties to other school employees or external investigators, as necessary and in his or her sole discretion, to ensure the prompt and appropriate resolution of any complaint.

The Compliance Coordinator (or his or her designee) may also meet with the School’s students, parents/guardians, and/or employees regarding their rights and obligations under Title IX and to address any questions regarding the School’s compliance with such obligations.

Inquiries concerning this policy, Title IX, and any related issues of sex-based discrimination should be directed to the School’s Compliance Coordinator:

**Name:** Lori Pitman  
**Title:** Vice President, Human Resources and Liability  
**Office Address:** 1575 W. Mable Street Anaheim, CA 92802  
**Telephone Number:** 714-234-2712  
**Email Address:** lpittman@fairmontschools.com

### BUSINESS OFFICE

Preschool - 12th Grade  
Anaheim, Anaheim Hills, and North Tustin  
1575 W. Mable Street | Anaheim, CA 92802  
T (714) 765-6300 | F (714) 234-2794

[www.fairmontschools.com](http://www.fairmontschools.com)



## **Sex-Based Harassment**

The School prohibits sex-based harassment by students, employees, or third parties when the conduct is sufficiently serious to deny or limit a student's ability to participate in or benefit from the School's educational programs and activities; submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of admission or employment or the basis for an admission or employment decision; or such conduct has the purpose or effect of unreasonably interfering with performance or creating an intimidating, hostile, humiliating, or sexually offensive learning or work environment.

Title IX prohibits several types of sex-based harassment. For the purposes of this policy, the following definitions apply. Sex-based harassment means unwanted conduct that is related to an individual's sex or the sex of another person. Sexual violence is a form of sex-based harassment and refers to physical sexual acts perpetrated against a person's will or where an individual is incapable of giving consent (e.g., due to the individual's age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual's actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex-based discrimination prohibited by Title IX.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

Sex-based harassment may occur between students, between students and employees, between employees, between students and third parties, and between employees and third parties, regardless of the genders of the victim and harasser.

## **Complaints and Investigation Process**

The responsibility to investigate complaints (and/or designate other individuals to conduct investigations) under this policy has been assigned to the Compliance Coordinator. Students or employees who experience or witness conduct in violation of this policy should immediately report it to the Compliance Coordinator or any member of the School's Administration. Any member of the School's Administration receiving a complaint is required to immediately report it to the Compliance Coordinator.

Complaints may be reported orally or by using the School's Title IX Complaint Form. The Title IX Complaint Form may be obtained from the Compliance Coordinator, or the Human Resources Department.

Upon receipt of a complaint, the Compliance Coordinator (or his or her designee) will promptly conduct an investigation in such a way as to maintain confidentiality to the extent practical under the circumstances. The Compliance Coordinator (or his or her designee) will conduct the investigation in compliance with the School's Title IX Grievance Procedures.

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Any student or employee who is found to have harassed another student or employee will be subject to disciplinary action (up to and including expulsion and/or termination of employment). The School will also take appropriate corrective action to address harassment by third parties.

### **Prohibition Against Retaliation**

Retaliation or reprisal by any student or employee against complainants, witnesses, or any other individual who reports allegations of sex-based harassment, discrimination, and/or violence or provides information to assist in an investigation is strictly prohibited. Individuals who believe they have been retaliated against in connection with such action should immediately report such conduct to the Compliance Coordinator.

Any student or employee who is found to have retaliated against a student or employee in connection with a good-faith report of sex-based harassment or discrimination will be subject to disciplinary action (up to and including expulsion and/or termination of employment).

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## TITLE IX GRIEVANCE PROCEDURES

In compliance with Title IX of the Education Amendments of 1972 (“Title IX”), Fairmont Private Schools (the “School”) does not discriminate on the basis of sex in its educational programs and activities, course offerings, financial aid, athletics, or employment.

The School has adopted a Title IX Policy and these Title IX Grievance Procedures which apply to all students, employees, volunteers, independent contractors, vendors, and members of the School community. The Title IX Policy and Grievance Procedures shall apply to conduct that occurs on the School’s campus, at School-sponsored events, and to events on or off campus that have sufficient ties to the School.

The purpose of this document is to outline the steps the School will take to provide the prompt and equitable and reliable resolution of student and employee complaints under the School’s Title IX Policy. These procedures apply only to complaints alleging sex-based discrimination, harassment, and/or violence prohibited by Title IX and as outlined in the School’s Title IX Policy. For all other complaints, please consult the relevant policies in the School’s Student Handbook or Employee Handbook, as applicable.

### Sex-Based Harassment

The School prohibits sex-based harassment by students, employees, or third parties when the conduct is sufficiently serious to deny or limit a student’s ability to participate in or benefit from the School’s educational programs and activities; submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of admission or employment or the basis for an admission or employment decision; or such conduct has the purpose or effect of unreasonably interfering with performance or creating an intimidating, hostile, humiliating, or sexually offensive learning or work environment.

Title IX prohibits several types of sex-based harassment. For the purposes of these grievance procedures, the following definitions apply. Sex-based harassment means unwanted conduct that is related to an individual’s sex or the sex of another person. Sexual violence is a form of sex-based harassment and refers to physical sexual acts perpetrated against a person’s will or where an individual is incapable of giving consent (e.g., due to the individual’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Gender-based harassment is another form of sex-based harassment and refers to unwelcome conduct based on an individual’s actual or perceived sex, including harassment based on gender identity or nonconformity with sex stereotypes, and not necessarily involving conduct of a sexual nature. All of these types of sex-based harassment are forms of sex-based discrimination prohibited by Title IX.

Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. Indeed, a single or isolated incident of sexual violence may create a hostile environment.

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Sex-based harassment may occur between students, between students and employees, between employees, between students and third parties, and between employees and third parties, regardless of the gender of the victim and harasser.

## Complaint Process

All complaints regarding sex-based discrimination, harassment and/or violence experienced by students or employees in violation of Title IX shall be submitted to the School's Compliance Coordinator:

**Name:** Lori Pittman  
**Title:** Vice President, Human Resources & Liability  
**Office Address:** 1575 W. Mable Street Anaheim, CA 92802  
**Telephone Number:** 714-234-2712  
**Email Address:** lpittman@fairmontschools.com

### Step 1: Reporting Complaints

Complaints may be reported orally or by submitting the School's Title IX Complaint Form to the Compliance Coordinator. The Title IX Complaint Form may be obtained from the Compliance Coordinator, Campus Director, or the Human Resources Department.

The complaint, whether reported orally or in writing, shall contain information that describes the conduct that has allegedly occurred and caused the violation of the School's policy and Title IX prohibitions against sex-based discrimination, harassment, and/or violence and identifies the complainant, respondent(s), and any witnesses to the alleged conduct.

Complaints may be reported by employees or students (or on their behalf) as detailed above. While the School encourages the reporting individual to reveal his or her name to facilitate investigation, complaints reported anonymously will be investigated to the fullest extent possible under the circumstances.

### Step 2: Determining Applicability of Procedures

Upon receipt of a complaint, the Compliance Coordinator will review the information provided to determine whether the matter falls within the scope of these procedures. Within ten (10) days after receipt of a complaint, the Compliance Coordinator will either begin an investigation or inform the complainant in writing that the conduct alleged in the complaint is not within the scope of these procedures and an investigation will not be conducted. If the matter does not involve allegations of sex-based discrimination, harassment, or violence within the scope of these procedures, the Compliance Coordinator will forward the matter to the appropriate School administrator to handle a review in accordance with applicable School policies and procedures.

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### Step 3: Investigation

If the complaint falls within the scope of these procedures, the Compliance Coordinator will initiate an investigation. The Compliance Coordinator may conduct the investigation or designate other school employees or an external investigator (the “Investigator”) to assist with an investigation, as necessary, in his or her sole discretion. The Compliance Coordinator will advise the parties of the name of the Investigator assigned to the complaint. To the extent practicable, the Investigation shall include interviews with all the parties identified in the complaint as well as other witnesses, students, or employees whom the Investigator determines may provide information relevant to addressing the complaint. Both the complainant and respondent(s) will have an opportunity to identify witnesses to be interviewed and provide documentation or other relevant evidence for review by the Investigator. The Investigator may take any additional actions as necessary to complete the investigation.

The Investigator will maintain documentation of all proceedings related to the investigation, which may include, but is not limited to, notes or transcripts from witness interviews, evidence provided by witnesses or involved parties, audio recordings, or written findings of fact.

### Step 4: Closure of Complaint

The Investigator will provide written notice of the results of the investigation, including the Investigator’s findings and conclusions (based on the preponderance of the evidence) supporting the determination, promptly after the complaint is resolved, to the complainant and respondent, and in the case of minor students to their parents/guardians. The written notice shall also advise the parties of their right to appeal an adverse decision to the Compliance Coordinator or the Head of School (or his or her designee).

If the Investigator determines that the preponderance of the evidence supports the allegations of discriminatory conduct, the Investigator, in consultation with the Compliance Coordinator, shall also provide recommendations for: (a) immediately ending the discriminatory conduct; (b) ways to remedy the effects of the discriminatory conduct on the complainant, and if applicable, the School community; and (c) steps to be taken to prevent the recurrence of any discriminatory or harassing conduct found to have occurred.

The School will strive to complete investigations, including issuance of written notice of the Investigator’s findings and conclusions to the complainant and respondent, in as timely and efficient a manner as possible within sixty (60) days of receipt of a complaint. However, this timeframe may be extended based on factors such as, but not limited to, schedule and availability of witnesses, holidays or semester breaks including summer break, and complexity of the complaint. If an investigation cannot be completed within sixty (60) days of receipt of the complaint, then the Investigator will notify the complainant and respondent of that fact and provide a timeframe for completing the investigation. Both parties will be given periodic updates throughout the investigation process.

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## Step 5: Appeal Rights

Any party not satisfied with the result of a Title IX investigation or the suggested recommendations of the Investigator and/or Compliance Coordinator may submit a written appeal to the Compliance Coordinator and/or the President (or his or her designee). Appeals shall be decided by the President.

The written appeal shall state the nature of the disagreement with the result of the investigation, the reasons supporting the appeal, and how the outcome would be changed by reconsideration of the determination. The President (or his or her designee) will consider all issues presented by the appealing complainant, respondent, or their parent/guardian and the relevant documentation. The President (or his or her designee) will issue a written determination within a reasonable timeframe after receipt of the appeal.

### **Confidentiality**

Confidentiality will be maintained to the greatest extent practicable during the complaint and investigation process. Any information gathered during the investigation will only be shared with those who the Compliance Coordinator determines has a need-to-know, except in limited circumstances, including but not limited to, when the School is required by law to report the information, in order to further an investigation and/or stop a discriminatory practice, or when such disclosure is necessary to protect the health, safety, or well-being of members of the School community.

### **Interim Measures During Complaint Process**

The School will take steps to strive to ensure equal access to its educational programs and activities and protect the complainant as appropriate, including taking interim measures before the final outcome of an investigation, once it has notice of a complaint. The School will notify the complainant of his or her options to avoid contact with the respondent and/or change his or her academic and extracurricular activities, living, transportation, dining, and working situation as appropriate. Other interim measures will be based on the complaint and may be based on a variety of considerations, such as: any specific need expressed by the complainant; the ages of the individuals involved; the severity or pervasiveness of the allegations; any continuing effects on the complainant; whether the complainant and the respondent share class, transportation, or extra-curricular activities; and whether any other measures have been taken to protect the complainant.

The School will ensure that the complainant is aware of his or her rights under Title IX and any other available resources that may be applicable, such as academic support, counseling, and health and mental health services.

### **Relationship Of These Procedures And Timelines To Law Enforcement Activities**

Though the School has jurisdiction over all Title IX complaints, nothing in these procedures should in any way be deemed to discourage the complainant from reporting acts subject to these procedures, including acts of sexual violence, to local law enforcement.

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In the event that an allegation includes behavior or actions that are under review by law enforcement authorities, the school will consider whether continuing its own investigation will interfere with a criminal investigation. The School may defer its investigation to avoid compromising the criminal process, but once it is clear that any such concerns have passed or can be mitigated, the School will promptly resume its investigation.

In the event the School elects to delay temporarily the fact-finding portion of a Title IX investigation while local law enforcement officials are investigating, the School may impose interim measures to protect the complainant during that time. The School will also continue to update the parties on the status of the investigation and inform the parties when the School resumes its Title IX investigation.

### **Right to Additional Complaint Procedures**

The School's Title IX Policy and Grievance Procedures are designed to prevent and address sex-based discrimination, harassment, and violence under Title IX promptly and appropriately. These grievance procedures are not intended to be the exclusive remedy for such violations. School community members, complainants, respondents, and their parents/guardians are entitled to pursue additional avenues of recourse, which may include reporting or filing charges with appropriate legal, state, and federal agencies, initiating civil action, or reporting perceived criminal conduct to the appropriate authorities, including but not limited to:

California Department Of Fair Employment And Housing  
320 West 4 th Street, 10th Floor  
Los Angeles, CA 90013

or

U.S. Department of Education Office for Civil Rights  
San Francisco Office  
50 United Nations Plaza  
Mail Box 1200, Room 1545  
San Francisco, CA 94102

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## TITLE IX COMPLAINT FORM

As outlined in the School’s Title IX Policy and Grievance Procedures, consistent with Title IX of the Education Amendments of 1972 (“Title IX”), Fairmont Private Schools (the “School”) does not discriminate on the basis of sex in its educational programs and activities, course offerings, financial aid, athletics, or employment.

**INSTRUCTIONS:** Individuals alleging Title IX discrimination or harassment and requesting review under the School’s Title IX Policy and Grievance Procedures, are encouraged to complete this form and submit it to the School’s Compliance Coordinator as soon as possible after the occurrence of the alleged discrimination or harassment. This form should only be used for complaints alleging sex-based discrimination, harassment, and/or violence prohibited by Title IX and as outlined in the School’s Title IX Policy and Grievance Procedures. For all other complaints, please consult the relevant policies in the School’s Student Handbook or Employee Handbook, as applicable.

### COMPLIANCE COORDINATOR INFORMATION:

Name: Lori Pittman  
Title: Vice President, Human Resources & Liability  
Office Address: 1575 W Mable Street Anaheim, CA 92802  
Telephone Number: 714-234-2712  
Email Address: lpittman@fairmontschools.com

### COMPLAINANT INFORMATION:

Name: \_\_\_\_\_  
Department/Title: \_\_\_\_\_  
School/Grade: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Today’s Date: \_\_\_\_\_

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PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING YOUR COMPLAINT BELOW.

**1. Name of person(s) you believe committed the offense(s) against you and how you know the person(s).**

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**2. Nature of Grievance:** Please describe the action and/or conduct that you believe may be sex-based discrimination, including complaints of sexual harassment or sexual violence, in violation of Title IX and identify with reasonable particularity any person(s) you believe may be responsible. Please attach additional sheets, if necessary:

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**3. When and where did the actions described above occur?**

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**4. Were there any witnesses to this action/conduct?**

(Please Circle)    **Yes**        **No**

If yes, please identify the name and contact information for all witnesses:

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**5. Did you discuss this matter with any of the witnesses identified in Item 5?**

(Please Circle) **Yes** **No**

If yes, please identify the name of the person(s) who you communicated with, the date(s) on which the communication occurred, and the method(s) of communication:

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**6. Have you spoken to any School Administrator(s) or other School employee(s) about this matter?**

(Please circle) **Yes** **No**

If yes, please identify the name of the person(s) who you communicated with, the date(s) on which the communication occurred, and the method(s) of communication:

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**PLEASE ATTACH ANY ADDITIONAL INFORMATION OR DOCUMENTATION WHICH YOU BELIEVE IS RELEVANT TO YOUR COMPLAINT.**

The information provided in this complaint is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my complaint and provide whatever evidence the School deems relevant and/or necessary to investigate this matter.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Parent/Guardian

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