



# SAN JUAN CAPISTRANO

STUDENT HANDBOOK

Academic Year 2020-2021

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## **USING THIS HANDBOOK**

Fairmont students and parents acknowledge and understand that each party accepts and agrees to abide by the regulations and policies of Fairmont Schools. The administration has the right and authority to determine policies which are in the best interests of Fairmont and its student body. All students are expected to conduct themselves in accordance with the guidelines and standards of Fairmont Schools as set forth in this Handbook. Conduct outside of school may also be a determining factor in the acceptance and retention of a student.

Fairmont students are expected to be responsible for their behavior and prepared to accept the consequences for their decisions. The inability of a Fairmont student to make good decisions will jeopardize his or her privileges and may result in disciplinary measures.

Fairmont reserves the right to alter policies at any time without prior notice.

## **PARENTAL ATTITUDE AND COOPERATION**

Fairmont strives to work in concert with parents as we prepare our students for success in school and in life. While Fairmont acknowledges parental responsibility and welcomes positive involvement, Fairmont reserves the right to deny student admission or discontinue enrollment in the event that a parent exhibits behavior that is, but not limited to: discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. In such a case, the decision of the Head of School regarding the suitability for continued enrollment or acceptance in the school will be final.

## **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. All Fairmont students and parents are expected and required to abide by the spirit of this Social Vision statement through their words and actions. Fairmont families are expected to treat teachers, staff, students and parents with kindness and respect. Fairmont students and parents are expected to sign the Anti-bullying agreement statement.

PART I - GENERAL INFORMATION

**2020-2021 BELL SCHEDULE**

**BLOCK SCHEDULE**

Time	Monday Block A	Tuesday Block B	Wednesday Block C	Thursday Block D	Number of Minutes
7:10-7:50	P0	P0	P0	P0	40
8:00-9:25	P1	P5	P4	P8	85
9:25-9:35	Passing Period	Passing Period	Passing Period	Passing Period	10
9:35-11:00	P2	P6	P3	P7	85
11:00-11:45	Lunch	Lunch	Lunch	Lunch	45
11:50-1:15	P3	P7	P2	P6	85
1:15-1:25	Passing Period	Passing Period	Passing Period	Passing Period	10
1:25-2:50	P4	P8	P1	P5	85

**SHORT FRIDAY (BLOCK F)**

Time	Period	# of Minutes
8:00-8:25	P1	25
8:30-8:55	P2	25
9:00-9:25	P3	25
9:30-9:55	P4	25
9:55-10:05	Passing Period	10
10:10-10:35	P5	25
10:40-11:05	P6	25
11:10-11:35	P7	25
11:40-12:05	P8	25

**FRIDAY ACTIVITY (BLOCK E)**

Time	Period	# of Minutes
7:10-7:45	P0	35
8:00-8:35	P1	35
8:40-9:15	P2	35
9:20-9:55	P3	35
9:55-10:05	Passing Period	10
10:05-10:40	P4	35
10:45-11:20	P5	35
11:25-12:00	Activity	35
12:00-12:35	Lunch	40
12:40-1:15	P6	35
1:20-1:55	P7	35
2:00-2:35	P8	35

**NO ACTIVITY (BLOCK G)**

Time	Period	# of Minutes
7:10-7:50	P0	40
8:00-8:40	P1	40
8:45-9:25	P2	40
9:30-10:10	P3	40
10:20-10:20	Passing Period	10
10:20-11:00	P4	40
11:05-11:45	P5	40
11:45-12:20	Lunch	40
12:25-1:05	P6	40

1:10-1:50	P7	40
1:55-2:35	P8	40

## **COMMUNICATION**

Phone lines are staffed from 7:30 a.m. to 5:00 p.m. Calls prior to 7:30 a.m. will receive the voicemail system. All staff have e-mail access and addresses. Email is encouraged since teachers may not be available during normal school operating hours. School personnel can be contacted via e-mail, please refer to the online directory. All staff members have a voice mail box as well. General information will be distributed through the Fairmont e-newsletter, calendar, and morning announcements.

## **ATTENDANCE PROCEDURES**

SJC Attendance Office (949) 443-4050

Parents/Guardians are requested to call the Attendance Office by 9:00 a.m. on the day of a student's absence. This applies to an all-day absence or if the student is more than fifteen (15) minutes late to their first class, which would be considered an absence for that period. The Attendance Office needs to be notified each day of a student's absence.

If a parent does not call the Attendance Office on the day of the absence, the student must bring a note to the Attendance Office before school on the first day they return to school. For partial day absences, parents/guardians need to either call or send a note with students and have them report to the Attendance Office upon their arrival to school and before attending classes. Notes must contain the dates of absence and reason for the absence. All notes should be handwritten in ink and must be signed by the parent or guardian. A readmit slip will then be issued to the student who will present it to each teacher for their signature. Emails will not be accepted to dismiss a student's absence.

When a parent/guardian has not called to report an absence, a student has one day following the absence to submit a valid written excuse from their parents/guardians to clear an absence. Failure to clear an absence (provide verification of excuse for absence) will be considered a truancy violation.

## **EXCESSIVE ABSENCE POLICY**

Students who demonstrate issues adhering to the attendance policy may be placed on an attendance contract which may lead to the exclusion of campus events.

## **EXCUSED ABSENCES**

Excused absences are recognized for personal illness, family emergency, medical appointments, and special trips.

Missing class harms the student academically and places an unnecessary burden on the teacher and student.

In order for a student to be eligible to participate in any school extra-curricular activity, the student must attend at least half of the class periods the day of the event.

Upon return from an excused absence, students must email or arrange with their teachers within two school days of the absence to make up tests, quizzes, or other activities. Students will have two school days for each excused absence to complete make-up work.

Number of Absences per semester	Result
Three	Email notification sent to parent/guardian
Six	Email notification sent to parent/guardian. Student will meet with the Dean of Students.
Ten	Email notification sent to parent/guardian. Student signs attendance contract with Dean of Students acknowledging the breach of the school's absence policy. Student serves a one day in-school suspension.
Ten or more	Results in a grade of zero on any assignments given on that day of absence. School-related functions do not count as absences.
Eleven or more	May result in further review from the Disciplinary Review Board which will determine further action.

### **COLLEGE VISITS**

Students with a Junior or Senior class status may miss up to three (3) days per semester to visit college campuses. Students are responsible for notifying each teacher whose class will be missed as a result of the visit. As with all other "excused" absences, students are responsible for all missing assignments and must provide parent/guardian documentation regarding the visit, otherwise the visit will be counted as unexcused. Since college visits must be "prearranged," students must coordinate with teachers about tests, projects, etc. before going on the visit.

### **LEAVING EARLY FOR EXTRA-CURRICULAR ACTIVITIES**

When students must leave school early for an extracurricular activity, they must come fully prepared for class even though they plan to leave early. In the event a scheduled game or extra-curricular activity is cancelled, the student will be required to complete the in-class work that day including any tests or quizzes.

### **EARLY DISMISSALS/LEAVING CAMPUS**

Prior to leaving campus, students must acquire an early dismissal pass issued by the Attendance Office. Students are required to bring a note from their parent/guardian to the Attendance Office prior to the start of the school day, stating the reason for the absence and the time they are to be released. If circumstances dictate an unscheduled early dismissal situation, the parent/guardian must contact the school and demonstrate appropriate identification in order to have the student signed out. If the parent/guardian or other recognized adult whose name appears on the Emergency Identification Form needs to have any other individual sign out a student, written permission from the parent/guardian stating who is to pick up the student and reason will be required. That person will also need to show identification in order to pick up the student. Students, regardless of age, may not write notes for themselves at any time. Parents/guardians are the only people with authority to write notes.

### **TARDY POLICY**

Tardiness is defined as a student late to school or class during the first 15 minutes of the period. Punctuality and being on task promote student responsibility and self-discipline. Arriving to class after 15 minutes is considered an unexcused absence and subject to disciplinary action, which may include being put on a tardy contract.

Students are considered tardy if they are not inside the classroom when the late bell rings. Any student late to a class must report to the attendance office to receive a pass to class. Student may be subject to disciplinary action for a tardy.

Tardies	Consequence
5	Parents/Guardians notified by email
8	Saturday School
10	Saturday School
15	Saturday School

### **SATURDAY SCHOOL**

Fairmont administration issues Saturday School on scheduled Saturdays during the school year from 8:00 am – 12:00 pm. The Saturday School is a supervised schoolwork period. Students must bring a signed Saturday School Form and school-related material to work on. Any student who fails to attend an assigned Saturday School, fails to cooperate, and/or causes disturbances will be asked to leave, and will receive a suspension from school.

If a student accumulates more than two Saturday Schools at any one time (before they have served one) they will be assigned a one-day suspension. No Saturday Schools will be assigned after May 1st. Any actions that would normally result in a Saturday School will be moved to a one-day suspension.

### **STUDENTS WHO ARE SICK**

Students who become ill after arriving on campus should get permission from the teacher to come to the office. The office personnel will tend to those who are feeling ill and will make a determination about the student returning to class or being sent home. Any student with a temperature of 100 degrees Fahrenheit or more or who is vomiting must be sent home. Students who have had a fever must be fever free for 72 hours before returning to school.

### **MEDICATION**

Should a student need prescription medication during the school day, Fairmont must be given permission from a parent/ guardian and written instructions from the student's doctor. Per State law, such medication must be in its original container, properly labeled by a pharmacist, and must include the name of the student, doctor, dosage, the name of the medication, a current date, and the method and time to be administered.

Students may not carry any medication with them unless it has been specifically discussed with the school administration. Specific requirements must be met before the student carries the medication with them. A directive from the student's physician is required.

### **LATE START/ EARLY DISMISSAL**

Juniors and Seniors that have accumulated enough credits for graduation may apply for Late Start/ Early Dismissal. Late Start/ Early Dismissal allows students to carry only seven periods rather than the standard eight. Late Start/

Early Dismissal must be approved by the student's Counselor, School administration and the student's parent or guardian.

### **PARENTS/ GUARDIANS OUT OF TOWN**

Parents or Guardians who plan to be away while school is in session should notify the school in writing as to who will be legally responsible for their students during this time.

### **AGE POLICY**

Often students turn 18 years old while they are in high school. Fairmont considers 18 year old students as minors and still under the authority and responsibility of their parents/guardians. All information from Fairmont will be sent to the parent/guardian of the student. In addition, all forms, permission slips, etc. must be completed by the parent/guardian and not the 18 year old student.

### **EXTENDED LEAVE OF ABSENCE**

Please refrain from taking vacations during school days. However, if this is unavoidable, the school may approve up to five (5) days of absence for students in good standing. If the trip is longer than five (5) days the teachers will be under no obligation to provide make-up work, tests, etc. Students holding an I-20 may not leave the country while school is in session.

The following procedure must be followed to ensure the absences are recorded as "Excused".

- Obtain an Extended Leave of Absence Form application from the Counseling Office
- The parent/guardian must complete the form indicating the reason for the absence
- The student must submit the form with all teacher signatures to the Counseling Office
- All completed applications must be approved by the Dean of Students Office.
- Extended absences will not be approved for students who have already accumulated six (6) or more absences for that semester.

### **VISITORS AND GUESTS**

Fairmont is a closed campus. To ensure campus security, all guests, including parents, alumni and others are required to sign in at the front desk. If visitors enter school grounds, they will be required to wear an identification badge at all times while on school grounds. The presence of guests on campus and in the classrooms may be disruptive to the educational process. For this reason, the presence of guests on campus is strictly limited and controlled. No unauthorized guests are permitted on campus.

### **EMERGENCY PREPAREDNESS**

Fairmont has developed an Emergency Readiness Plan which is updated each year. This plan is given to all faculty members at the beginning of the school year who then share the information with students. It includes the steps to follow for drills and real emergencies such as fire, earthquake, and lock-down.

During the event of a drill or real emergency, students are to remain under the supervision of their instructors until dismissed to go back to class or to be released to go home by the administrator in charge. Students will be released at a designated gate by the student release team. Students would only be released to those adults authorized on the student's Emergency Identification Form.

Parents/Guardians: In case of major emergencies, please do not contact the school. We have adopted an emergency notification service called SchoolMessenger, which allows us to send a phone, text, or e-mail message to parents and guardians providing important information about the emergency. We will do everything in our power to ensure the safety and well-being of students until parents or guardians arrive.

## **PART II- CODE OF CONDUCT**

Fairmont is an academic institution that relies on the goodwill and common sense of its faculty and students to maintain an atmosphere that is conducive to the pursuit of knowledge.

Behavior that distracts other members of the school community from pursuing this goal will result in an appropriate response from the faculty, staff and school administrators. Disruptive behavior in class or on campus is a distraction. This applies to Fairmont school-sponsored events and travel to and from said events.

We believe our students should cultivate a sense of responsibility for their own conduct as well as for the general well-being of the academic community of which they are a part. Students are expected to be actively engaged in academic pursuits throughout the class day.

### **STUDENT EXPECTATIONS**

The purpose of the student expectations is to provide the student body with a safe and orderly academic and social setting. These regulations should also enable Fairmont Prep students to grow in their respect for each other, for the Fairmont faculty, staff, administration and for the campus environment. Violation of these regulations may result in disciplinary action.

- Students must follow directions given by the Fairmont administration, faculty and staff at all times.
- Students must have their student identification card on their person during school hours and at all school functions.
- Use of cellular phones during class hours is prohibited, phones may be used at break and lunch only.
- Inappropriate use of electronic devices may result in confiscation of the device. If the device is confiscated a second time, it will be held in the Dean of Students Office until a parent/guardian can pick up the electronic device.
- Skateboards, roller blades, hoverboards, and other wheeled transportation are not allowed on campus. If a student is found with such, appropriate disciplinary action will be taken.
- Gum chewing is not permitted anywhere on the Fairmont campus.
- Respecting administration, staff, teachers, fellow students, and one's self at all times
- Attending school daily and being on time to class
- Giving the best academic effort at all times
- Abiding by Fairmont rules and regulations
- Being an active member of the school community
- Maintaining academic honesty and integrity
- Complying with Fairmont 's dress code
- Helping keep classrooms, school grounds, and other buildings clean and neat
- Students are expected to be at their desks and be prepared to work at the time the second bell rings.
- Students are not allowed to leave a room during a class period without a signed pass or a specific designated item from a teacher or staff member. Likewise, students must obtain a signed pass to return to a classroom from the office or other campus location.

### **CELL PHONE USAGE**

Fairmont understands what an important place a cell phone has in our everyday lives. However they can also be detrimental to the educational process. In addition to students being distracted by sending and receiving text messages, cell phones and other electronic devices are being used to gain unauthorized assistance on tests and other assignments. They also allow students to gain access to websites which we normally block on our school computers. Therefore, Fairmont has adopted the following policy to maintain an optimal learning environment:

- Cell Phones may not be used in lieu of laptops or tablets in the classroom
- During class, phones may not be used for any reason (including talking, listening, ringing, text messaging, checking the time, taking pictures, etc.).
- Phones may not be on, ring, or vibrate during the class period.
- Use of the camera function (unless required by a teacher) is prohibited at **all times** on campus.
- The use of camera phones is strictly forbidden in private areas, such as, locker rooms, restrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.
- Students should use cell phones in a mature and appropriate manner. Inappropriate pictures sent over the cell phone will result in suspension or expulsion. Asking another student to send an inappropriate picture may result in expulsion.
- Using a cell phone to bully or harass a student or faculty member may result in suspension or expulsion. Inappropriate pictures on cell phones may result in suspension or expulsion.
- If there is any suspicion concerning violation of other school rules using the device or potential criminal activity, the phone may be turned over to law enforcement officials.

Possession of a cellular telephone or other electronic communication device (ECD) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. A cell phone or any other electronic device will be confiscated if it is used in class without teacher permission, used as a camera or recording device without permission. The discipline matrix for violations of this policy will be as follows:

1st Violation	The device will be confiscated and returned to the student at the end of the day
2nd Violation	The device will be confiscated and the student will be assigned detention. The device will only be returned to a parent/guardian.
3rd Violation	The device will be confiscated with possible suspension for defiance. The device will only be returned to a parent/guardian.

Repeated offense may result in severe disciplinary actions up to and including expulsion.

Fairmont understands there may be unique circumstances that require use of a cell phone or electronic communication device. Examples of special authorizations include:

- Medical circumstance (e.g., an ill family member, or his/her own special medical condition). Parents/Guardian may obtain prior authorization from the Head of School and may be asked to provide supporting documentation.
- The student uses the cell phone or ECD during an emergency situation involving the immediate health/safety of themselves or other individual(s).

The student who possesses a cellular telephone or ECD is responsible for its care. Fairmont is not responsible for preventing theft, loss, damage, or vandalism to ECDs brought on campus.

## **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, but is not limited to: direct physical contact such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation, all of which can occur in person, or online via social media platforms, text messaging, or other forms of communication.

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 will 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 activities.

To ensure bullying does not occur on school campuses, Fairmont will provide staff development training in bullying prevention and cultivating acceptance and understanding among 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.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students, and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as part of the student handbook and/or information packets at the beginning of each year.
- The school will make reasonable efforts to keep a report of bullying and the results of investigations confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. Anyone witnessing or experiencing bullying is strongly encouraged to report the incident; such reporting will not reflect on the target of the bullying or the witnesses in any way.

## **REPORTING OF BULLYING OR HARASSMENT**

When reporting such an incident, in order for the school to conduct a thorough investigation, please provide as much information as possible, such as: a description of the event(s); the number of occurrences with dates and locations; the names of any and all witnesses; and, if appropriate, any documents or other evidence to substantiate the claim.

If a staff member becomes aware of an incident of harassment involving students, it is the staff member's responsibility to notify Campus Administration, who will ensure a prompt and confidential investigation in accordance with this policy.

The Campus Administration shall immediately investigate any report of harassment involving a student. Upon verifying that such a violation did occur, they shall ensure that appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment.

If a staff member believes they are the subject of harassment by a student, they should report such incidents immediately. This report may be verbal or written and should be submitted to the staff member's Director or Fairmont's Human Resources Department (ext. 2712).

- Any student who engages in bullying may be subject to disciplinary action, up to, and including, expulsion.
- Students are expected to immediately report incidents of bullying to a Campus Administrator or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confident manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the administration. Fairmont School prohibits retaliatory behavior against any complainant or any participant in the complaint process.

#### **ADDITIONAL REMEDIES**

Civil and/or criminal remedies may also be available against an alleged harasser, depending upon the circumstances. In addition, inappropriate sexual conduct directed at a minor may be considered a violation of laws relating to child abuse.

#### **CONFIDENTIALITY**

All complaints and allegations of harassment shall be kept confidential except as required by applicable laws and as necessary to carry out the investigation or take other subsequent and necessary action.

#### **INFORMING STUDENTS, STAFF, AND PARENTS**

This policy shall be provided to parents and students upon a student's enrollment and at the beginning of each school year. It shall also be provided as part of the orientation program for each faculty member, administrative staff member, and support staff member, upon initial employment and every two years, thereafter.

#### **SEARCHES**

By attending Fairmont, parents and students agree that a student's locker, backpack, vehicle, or person may be subject to search at any time upon Administration discretion.

#### **RANDOM DRUG TESTING**

Fairmont may conduct a random and mandatory drug and alcohol screening of a student if there is reasonable suspicion. The purpose of this is: (1) To provide for the health and safety of all students; (2) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) To encourage

students who use drugs to participate in drug treatment programs. Failure to comply with this process may result in suspension and involuntary withdrawal from Fairmont.

### **SECURITY CAMERAS**

Security cameras connected to video recorders are positioned throughout the school and camera locations change periodically.

### **DISCIPLINE PHILOSOPHY & POLICIES**

Fairmont's progressive disciplinary policies are intended to teach students to be responsible for their choices and limit disruption to quality instructional time. Fairmont's discipline authority is delegated to the school by, and in partnership with parents for students enrolled at the school. Discipline will have a natural consequence related to the offense. The goal is for students to accept the consequences of poor choices and to develop proven character. Restoration should be a major goal of discipline.

The following are examples of behaviors and possible consequences for infractions. This list is not all inclusive and students may be disciplined for any violation of this Student Handbook or other conduct that is not congruent with Fairmont's rules and standards. Students are expected to use good judgment regarding their actions at all times. Fairmont reserves the right to discipline students for any infraction of Fairmont's rules, regulations, and policies in the manner deemed most appropriate given the circumstances of the situation.

The following is intended only as a guideline to assist students and parents in understanding the school's expectations and the possible consequences for violating Fairmont's rules, regulations, and policies.

### **DISCIPLINARY INFRACTIONS**

Examples of Level I Infractions
Dress/ grooming code violations
Littering
Chewing gum
No Student ID Card on person
Minor disregard of student regulations or school policies
Use of cellular phone during class hours
Potential Level I Consequences
Detention
Loss of privileges
Suspension for remainder of the day

Examples of Level II Infractions
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Multiple or flagrant Level I infractions
Classroom disruption
Dishonest behavior that includes falsified excuses/signatures/phone messages, plagiarism (copying another's work), cheating on any class work or class tests. The consequence of this violation will result is a grade of "0" for each infraction.
Use or possession of tobacco and tobacco products, including vaping, on or near school property or at any school function
Failure to turn in prescription medication to the Front Desk at the beginning of the school day
Defiance or disrespect for authority and/or school code
Gambling on or near school property or at any school function
Intimidation, hostile action, hazing, or any willful act that may cause injury (mental or physical) to another person
Theft, invasion of privacy, possession of stolen property or destruction of another's property
Possession of hate material or the use of hate language including that which is racial, ethnic, or religious in nature
Construction and use of websites that defame students, school personnel, or other entities as deemed inappropriate by Fairmont administration
Inappropriate use of the internet including social media in violation of the acceptable use policy
Conspiracy or intent in any of the above actions
Potential Level II Consequences:
Any combination of Level I consequences
Parent conference
Saturday detention
Suspension
Disciplinary Probation Contract
Liability for damages

Examples of Level III Infractions
Multiple, flagrant, or serious Level II infractions
Immoral or scandalous conduct on or near school property or at any school function, or off-campus at any time
Defiance of authority and/or school code of a serious nature
Theft or destruction of property of a serious nature

Possession/use of any weapon, including, but not limited to knives, firearms (real or imitation), or pepper spray
Possessing, furnishing, using, distributing, selling, purchasing, transporting, or being under the influence of any controlled substance without prescription) or intoxicant (including alcohol or drug paraphernalia) or or near school property or at any school function.
Selling, distributing, or giving one's prescription medication to another student
Lighting fires, and/or possessing, using or threatening to use any incendiary or explosive devices such as flares, firecrackers, M-80s, Cherry Bombs, Smoke Bombs, Stink Devices, or similar products
Direct involvement as principal or accessory in any malicious mischief
Direct involvement as principal or accessory in any crime where student arrest or arraignment takes place
Any sexual or aggravated assault
The use of extreme hate language or the distribution of any hate literature including that which is racial, ethnic or religious in nature
Harassment, hazing (verbal, written, electronic) or any willful act that may cause injury (mental or physical) to another person
Conspiracy or the act of a serious dishonest behavior that includes falsified documents and cheating
Construction and use of web sites that defame students, school personnel or other entities as deemed inappropriate the Fairmont administration
<b>Potential Level III Consequences:</b>
Any combination of Level II consequences
Disciplinary Probation Contract that could include but is not limited to: counseling, community service, etc
Extra or co-curricular attendance or participation ineligibility up to one calendar year in length
Suspension and referral for counseling
Disciplinary conferencing with the student and/or parent/guardian
Withdrawal or expulsion from Fairmont

## **DETENTIONS**

Detentions, as designated by Fairmont administration, is a one-hour block of time served after school or during lunch. Students are responsible for arranging transportation following after-school detentions. Failure to return the detention form with a parent/guardian signature will result in a call to the parent/guardian and may result in additional consequences.

## **SUSPENSION AND/OR EXPULSION**

Disciplinary matters deemed severe enough to warrant action by the school's administration are serious and may begin a process that could lead to the student's dismissal from Fairmont. Suspensions may be served at home or on

campus as assigned by the Dean of Students. On campus suspensions will be served in the Dean's office during the course of the school day with direct school supervision.

**No academic credit can be given by the teacher during the time a student is serving a suspension.**

**Coursework or tests cannot be made up as a condition of the suspension.**

A student may be suspended or expelled in circumstances where their conduct is not within the standards and guidelines of Fairmont. Suspensions may be for up to three (3) days depending upon the severity of the student's conduct. While serving an off-campus suspension, the student may not be on campus without the express permission of a campus administrator and the student shall not participate in any school-related or school-sponsored activities. Suspensions are implemented by the Dean at their discretion.

### **DISCIPLINARY REVIEW BOARD**

In circumstances that may warrant long-term suspension or expulsion, the Head of School shall convene the Disciplinary Review Board. The Board consists of the Head of School, Dean of Students, three (3) faculty members selected by the Head of School, the student's school counselor, and may include one other non-voting faculty member chosen by the student to advocate on the student's behalf.

The Dean of Students shall inform the student and his or her parents of the nature of the alleged violation(s) of school policy/rules, as well as the date, time, and location of the Disciplinary Review Board meeting as soon as possible. The parents shall be permitted to attend. No other person may attend the meeting without the express permission of the Head of School.

At this meeting, the Board shall afford the student and their parents an opportunity to be heard. The Board shall also have the right to question the student regarding the alleged conduct.

The Board shall provide its recommendation regarding the appropriate disciplinary measures to the Head of School. The Head of School may accept, reject or modify the Board's recommendation. The Head of School's decision shall be provided to the parent or guardian within three (3) school days of the Board meeting. The Head of School's decision is final and may be appealed to the President of Fairmont Schools only if there is new information that may affect the outcome of the decision.

Once a student is expelled, in compliance with the Fairmont Policy, and as deemed necessary by authorities, the expulsion shall be brought to the attention of appropriate local and state authorities, including the local juvenile authorities acting pursuant to statute, in order that such authorities may address the student's educational needs.

Under extraordinary circumstances, Fairmont will consider a student's request to re-enroll in accordance with the following procedure.

### **READMISSION TO FAIRMONT SCHOOLS AFTER REVIEW BOARD**

Any student who has been suspended or expelled shall be allowed to apply for readmission after one year (two years after mandatory expulsion). If a student desires to be readmitted to the school from which they have been suspended/expelled, the student shall submit a written application to the Head of School, who shall recommend admission or non-admission. If a student wishes admission to another Fairmont school, they shall submit the written application to the appropriate Fairmont administrator. The application shall include:

1. The reasons the student wants to return and why the request should be considered.
2. Evidence which supports the request

3. A supporting statement from the parent/guarding or others who may have assisted the student during the time they have been gone from Fairmont.

Fairmont Private Schools shall, in writing, advise the parent/ guardian and student of the decision.

## **PREGNANT STUDENT**

Fairmont Private Schools' policy is to inform parents as soon as we are aware of their student being pregnant.

## **UNIFORMS**

2020-2021 is a uniform transition year. Families will be welcome to purchase Fairmont uniform items, but will not be required to do so. Fairmont's uniform vendor, Lands End, provides all the required clothing for Fairmont students. Items are for sale online at [www.landsend.com](http://www.landsend.com).

All students are expected to exercise good judgment regarding their dress and grooming in order to maintain a positive educational environment and to ensure student safety. Campus administrators have the final word on the appropriateness of uniform and "relaxed dress" attire. Violations or defiance of the school policies concerning relaxed dress may result in disciplinary action including suspension for the remainder of the day.

## **DRESS CODE**

- Students are expected to wear a red, white, or royal blue polo shirt
- Students may wear black, tan, or navy khakis, shorts, or skorts
- Seniors are permitted to wear jeans that are not torn or have holes
- Skirts and shorts must be no shorter than the mid-thigh
- All shirts must be tucked in at all times
- Shoes must be closed-toed (no spiked shoes or boots above the knee)
- Sweatshirts and jackets must have the Fairmont logo
- Fairmont hooded sweatshirts may be worn. However, hoods may not be worn on head.
- Jackets and sweatshirt may not be worn under a school polo
- Short sleeved or long sleeved undershirts must be white and solid in color with no print
- Khaki pants and shorts must fit appropriately
- Belts must be worn at all times
- Jeans for non-seniors may only be worn on designated "free dress" days
- Body piercing is only permitted for girl's ears. No other body piercing is permitted.
- Piercing expanders are not allowed nor items used to retain its non-permitted piercing holes
- Tattoos and body markings may not be visible
- Hats and beanies may not be worn, unless a head covering is part of a recognized religious practice
- College/ University polos and sweatshirts may be worn by seniors only during the second semester
- No excessively baggy, tight or ill fitting clothing
- No ripped or torn clothing of any kind
- No leggings, stretch pants or yoga pants
- No studded belts or shoes
- No mini skirts
- No spaghetti straps
- No bare midriffs
- No sandals, backless shoes, or Crocs
- No "gang-style" clothing
- Facial hair is not permitted unless it is part of a recognized religious practice

- No clothing with inappropriate writing, graphics or other objectionable content is permitted, such as clothing with profane or obscene language or pictures, vulgar gestures, racial, ethnic or sexist slurs, language that promotes violence, language that refers to or promotes the use of drugs, tobacco, or alcohol.

## **HAIR POLICY**

- Extreme or “faddish” hairstyles or colors are NOT permitted
- Extreme changes in hair color are NOT permitted; Natural hair colors only
- Students will be suspended from classes until the style/color is corrected
- Boys hair cannot touch eyes or the top of collar
- Boys may not have ponytails, top knots or “man buns”
- If hair is worn spiked, it may not be more than 1.5” in length
- Step haircuts and bald shaved heads are NOT permitted

## **PERSONAL PROPERTY**

Students shall assume full responsibility for their own personal property. Fairmont will make every effort to help protect personal property, but will not be held responsible for it. Students should not bring expensive items or large sums of money to school. Students should never leave books, clothing, electronics, or other personal possessions unattended, including backpacks. Students should not put such items in their lockers. All students are expected to use assigned lockers for books and belongings and protect locker contents. Non-Fairmont issued locks will be removed and disposed of.

Items found will be turned into lost and found. Students should check this area when looking for lost items.

## **PARKING LOT/AUTOMOBILES**

Fairmont is not responsible for any student’s vehicle or the items inside. Students who wish to park on campus must obtain a parking permit from the Dean of Students office. No car will be allowed in any parking lot without its parking pass hanging from the vehicles inside rear view mirror. The parking pass must remain hanging from the rear view mirror while the vehicle is parked in the parking lot. If the parking pass is not visible, the vehicle will not be allowed to park in the lot – no exceptions. If students do not have a parking permit they will not be allowed to park on campus.

Students may not go to any car (their own or faculty’s) during the school day. Permission from a Dean, Security Supervisor or an administrator is necessary for anyone wishing to go to the parking lot during school hours.

There shall be no stickers or decals on any vehicle’s windows or exterior depicting any signs of violence, vulgar language or disrespect.

A speed limit of five (5) M.P.H. will be enforced in the parking lot at all times. Disregard of the speed limit may result in loss of parking privileges. Cars may not be left overnight in any parking lot without permission from the Dean of Students Office.

## **ISSUANCE OF PARKING PERMITS**

Issuance of parking passes will be given by seniority to graduating class with seniors first.

International students may not drive a vehicle to campus.

Please consider arranging carpools to campus in an effort to minimize congestion in the parking lot, as well as, help reduce emissions to the environment.

All parents/guardians are encouraged to pull forward and refrain from parking when dropping off students unless you are here for school business. Adhere to all directions by Security Staff.

All unauthorized parking, failure to follow directions by the Security Staff, or parking violations may result in a detention, suspension, or revocation of parking permit. Repeated offenses may result in the student vehicle being towed at the owner's expense.

## **PART III- STUDENT LIFE**

### **DANCE POLICY AND REGULATIONS**

Fairmont's expectations are that students will observe school rules and regulations at all school events. Please read this information carefully so that expectations are understood by both parents and students.

Fairmont students must have their student ID with them at the dance and all guests must be cleared at least four (4) days prior to the dance by submitting an Event Guest pass (available when you purchase your ticket to the dance). or activity. Guests must be at least enrolled in 9th grade and no older than 20 years of age to attend any school dance. Students on attendance or academic contracts must receive prior approval from the Dean of Students Office to attend.

### **DANCE DRESS CODE**

- Dresses must be no shorter than six inches above the knee
- The tops of all dresses must fully cover the chest area; v-neck dresses may not plunge any deeper than the top of the under garment area
- The midriff may not be exposed
- The back of the dress may not fall below the waist
- Dresses may not have slits that go higher than six (6) inches above the knee
- At formal dances, gentlemen are expected to wear a jacket and tie; for semi-formal dances, a jacket is not required
- Proper dress shoes are required (no tennis shoes, sandals, athletic type shoes will be allowed)

If a dress is questionable, students may bring a picture of the student in the dress to the Student Services Department for advance approval (see the Dean of Students or contact via email). Coming to a dance dressed inappropriately will result in the student being turned away from the dance and sent home without refund.

### **DANCE BEHAVIOR**

Bumping, grinding or any dancing of a sexual nature is not allowed (as determined by staff). Repeat offenses may result in parents/guardians being notified and students being asked to leave the dance without refund.

### **DANCE ARRIVAL/DEPARTURE**

Students are expected to arrive in a timely fashion to the dance. Please make transportation and dinner plans accordingly so you arrive no later than one hour after the posted dance start time. Students will not be allowed into the dance more than one hour after the start time, and will not be issued a refund.

Once a student has checked into a dance, they are not allowed to leave. If the dance is 3 hours in length students will be allowed to leave 30 minutes prior to the end of the dance, unless picked up and signed out by a parent or

guardian. If the dance is 4 hours in length, students will be allowed to leave 1 hour prior to the end of the dance, unless picked up and signed out by a parent or guardian. Students must plan their departure for the posted end time of the dance.

## **TRANSPORTATION SERVICES**

Fairmont transportation service's mission is to accommodate the student's need for a safe transportation system. 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.

Dropping Off and Picking Up:

- In the interest of safety, students must be dropped off or picked up from Fairmont property
- No student is allowed to wait for a parent off Fairmont premises.

Transportation schedules and requests are located on the Fairmont website.

## **ON-CAMPUS RELATIONSHIPS**

Students should not engage in any behavior considered unsuitable by the administration. This policy applies to Fairmont students visiting any Fairmont campus, at any school event, whether on or off campus, and while in any Fairmont vehicle. Intimacy is not permitted. Students who violate this policy may be subject to disciplinary consequences.

## **ATHLETICS**

Students interested in playing on an athletic team at Fairmont must maintain a 2.0 CIF Eligibility GPA to be eligible for participation. All prospective student athletes must submit a physical exam completed by a licensed Health Care provider at the beginning of the sport of choice. The physical exam is valid for one calendar year from completion. One (1) semester of PE credit will be earned upon the completion of the sport season.

Athletic Fees will be required and vary by sport. Additional costs are subject to each team's needs. Uniforms and game equipment issued to student athletes must be returned at the end of the sport. Failure to do so may preclude the student from sitting for final exams and attending school functions.

## **HOUSING FOR INTERNATIONAL STUDENTS**

Fairmont Homestay is available for all International Students interested in learning more deeply about American culture while in attendance at Fairmont. Fairmont Homestay is organized by the Homestay Department at Fairmont Schools and arranges a safe and fun living environment for students while they are living here in the United States. Students interested in applying for Fairmont Homestay may speak with their counselor and ask for more details.

Non-Fairmont Housing is available for all students living outside of the Fairmont Homestay Department. All Non-Fairmont Housing must meet the following criteria and be approved by the Dean of Students. All Non-Fairmont Housing paperwork is given out to all students with their re-enrollment contract and needs to be turned in to the Dean of Students.

- All homes must have a guardian over the age of 25 living with the students at all times in the home.
- Students will be subject to home visits from Fairmont staff verifying living residences of all students. During the home visit, Fairmont will need a copy of the guardian's ID and 2 utility bills verifying residence.
- Please contact the Dean of Students to schedule a convenient time to have your home visited

- All International Students living outside of Fairmont Homestay will be subject to a non-refundable \$2000 fee covering expenses of the Non-Fairmont Housing verification process. The fee will only be waived if the student is living with a biological parent, as proof through utility bills and government issued ID.

### **PASSPORT COLLECTION**

Student safety is of utmost importance to Fairmont, especially while students are traveling outside of a school sponsored activity. In an effort to ensure that our students are always accounted for during the school year, Fairmont will be collecting student passports for safe keeping while they are in attendance. All students attending Fairmont on a school sponsored I-20 will be required to turn in their passport. Students will be allowed to checkout their passports through the school check out process at any time.

### **COMMUNITY SERVICE**

Recognizing the value of service to character development and citizenship, Fairmont provides students with a variety of sources for community service. Community service is expected of all Fairmont students and should amount to 20 hours per year of attendance for a total of 80 hours for high school graduation. Information about the requirement and opportunities can be found in Canvas.

Students will earn a Pass/ No Pass mark on their transcript each year for the hours completed by May 1 of each school year.

## **PART IV- TECHNOLOGY ON CAMPUS**

The Internet and other online resources provided by Fairmont are intended to be used to support the instructional program and further student learning. Fairmont facilities are to be used in a responsible, efficient, ethical, and legal manner.

### **TECHNOLOGY AND COMPUTER USE**

Fairmont supports and encourages the appropriate use of technology in the classroom by students, faculty, and staff. All students have access to free wireless internet on campus. All students are expected to have an iPad or laptop to further the integration of technology. Because the internet contains an unregulated collection of resources, Fairmont cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter.

### **SUPERVISION**

Faculty shall supervise students while using online services at the school site, and may ask staff and student aides to assist in this supervision. The IT administration oversees the planning and maintenance of each campus' technological resources and may establish guidelines and limits on their use. Campus administration will ensure that all students using these resources receive training in their proper use.

### **ACCEPTABLE USE AGREEMENT**

Students must abide by the acceptable use agreement signed at the beginning of the school year.

### **USER OBLIGATIONS AND RESPONSIBILITIES**

Students are authorized to use the Fairmont's online services in accordance with user obligations and responsibilities specified below:

Campus administration or designee shall make all decisions regarding whether or not a user has violated these regulations and may deny, revoke or suspend a user's access at any time. The decision of the campus administration or designee shall be final.

- The student in whose name a network account is issued is responsible for its proper use at all times. Users shall keep their password private. They shall use the system only under their own account.
- The school's network and computers shall be used only for purposes related to education. Commercial, recreational, political, and/or personal use unrelated to an education purpose is strictly prohibited.
- Fairmont reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by administration.
- The use of the Fairmont network is a privilege, not a right, and inappropriate use shall result in a cancellation of all privileges.
- Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. (Harmful matter includes matter, taken as a whole, which to the average person applying contemporary standards, and appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.)
- Users shall not use the network to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or school policy.
- Copyrighted material may not be placed on the Fairmont network without the author's permission. Users may download copyrighted material for their own use only.
- Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating of computer viruses and/or any malicious attempt to harm or destroy school equipment or materials or the data of any other user. Vandalism also includes installing non-approved software or hardware.
- Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
- Users shall report any security problem or misuse of the services to the teacher or administrator. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- All students must sign the Acceptable Use Policy before a student can use Fairmont owned computers or network resources.
- Students who fail to abide by these rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate

The student understands that the following is a non-exhaustive list of activities that will not be tolerated, and that violations may result in the loss of account privileges, as well as other disciplinary and/or legal action:

- Sending or displaying offensive pictures or graphics
- Using obscene language
- Cyber-bullying, harassing, insulting, threatening or abusing other network users
- Violating copyright laws
- Using another user's account and password
- Damaging computers, personal or network files
- Installing or using unapproved software (i.e. games, file sharing systems, etc.)
- Trespassing in another user's private files

- Attempting to circumvent network security

## **PUBLIC MEDIA AND SOCIAL NETWORK POLICY FOR STUDENTS**

Social network sites are 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 Networks:** Social network sites such as Facebook, Instagram, Snapchat and other digital platforms and distribution mechanisms facilitate student communication with other students. Facebook and similar directories are hosted outside of the Fairmont Schools' server. Violations of school's policy (e.g. harassing language, drug or alcohol policy violations, copyright infringement, etc.) or evidence of such violations in the content of online social networks or digital platforms are subject to investigation and sanction under the Student Code of Conduct and other school policies.

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

### **STUDENTS AT FAIRMONT SHOULD:**

Remember that the social network is an extension of the classroom. Students should not post anything on a social network site that they would not say, write, or show in your classroom. Use common sense, but if students are ever in doubt ask a teacher or parent whether or not what they are considering posting is appropriate.

Know that speech 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.

Not initiate nor accept social network friend requests 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 Head of School or assignee to the student outlining the policy.
- Temporary suspension from school until prescribed conditions are met.
- Dismissal from school

## **PART V- HUMAN RESOURCES**

### **HARASSMENT**

Fairmont is committed to providing a working and learning environment which is free of unlawful discrimination including sexual harassment. In keeping with this policy, Fairmont will not tolerate any inappropriate harassment, sexual conduct or sexual harassment by or towards any of the students at school or at school sponsored or school

related activities. Fairmont also prohibits retaliatory behavior or action against individuals who complain, testify, or otherwise participate in the complaint process established by this policy.

Fairmont will take appropriate action to prevent and correct behavior that violates this policy. All Fairmont employees will receive training in what constitutes sexual harassment, what state and federal laws stipulate and what actions employees and students should take to report such conduct. The Chief Executive Officer of Fairmont Private Schools ("CEO") or designee will also ensure that students receive age appropriate information related to the school's policy on sexual harassment and how to report such conduct.

## **DEFINITION OF SEXUAL HARASSMENT**

"Sexual harassment" as used in this policy means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or a condition of that individual's employment, academic status, or progress.

Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

In determining whether the alleged conduct constitutes sexual harassment or otherwise violates this policy, consideration will be given to the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred.

To help students, parents and employees better understand what types of verbal, visual or physical conduct might be considered violations of this policy, the following examples are offered:

- Sexual remarks, sexually derogatory comments, offensive jokes, slurs, obscenities and/or sexual innuendos.
- Unnecessary and unwelcome physical contact, offensive touching or intentionally impeding or blocking movement.
- Use, possession and/or display of sexually derogatory or offensive posters, cards, objects, calendars, cartoons, graffiti, drawings, or gestures.

## **SEXUAL MOLESTATION POLICY**

Fairmont is committed to providing a safe and secure learning environment for its students. It is the responsibility of all employees to protect students from suspected abuse and neglect by becoming knowledgeable about abuse and neglect, by cooperating with child protective services agencies responsible for protecting children from abuse and neglect, and by filing mandatory reports, as required by law and such school policy. This policy ensures all Fairmont employees have access to the information needed to fulfill their obligations under the law.

The school maintains and strictly enforces its policy regarding sexual molestation and other forms of child abuse. Each employee, as a condition of employment, is required to sign a copy of the policy, agreeing to be bound by its

terms and conditions. A copy of the policy is also maintained at each school office and in the administrative offices of the Fairmont Private Schools. Questions regarding this policy should be directed to the Human Resources Office.

## **COMPLAINT PROCEDURE**

Any student who feels sexually harassed should immediately report the incident to the Head of School, Dean, or CEO (directly, or with the assistance of their parent or legal guardian). Any administrator or staff member who receives a sexual harassment complaint involving a student shall notify the CEO. It is the responsibility of the CEO to ensure all complaints are appropriately investigated in a timely and confidential manner, respecting the privacy of all parties concerned to the degree permitted by applicable law and the provision of this policy and aiming towards the goal of a fair and equitable resolution. The investigation must be completed and a conclusion rendered as soon as feasible, but no later than 45 days after receipt of the complaint, absent any circumstances beyond the school's control. A written report of findings and disposition of the complaint will be given in a timely manner to the appropriate parties.

When reporting such an incident, please provide as much information as possible, such as: a description of the event(s); the number of occurrences with dates and locations; the names of any and all witnesses; and, if appropriate, any documents, papers or other exhibits to substantiate the claim.

If a staff member becomes aware of an incident of sexual harassment involving students, it is the staff member's responsibility to notify the CEO who will ensure a prompt and confidential investigation in accordance with this policy.

The CEO or designee shall immediately investigate any report of sexual harassment involving a student. Upon verifying that such a violation did occur, the CEO shall ensure appropriate action is promptly taken to end the harassment, address its effects on the person subjected to the harassment, and prevent any further instances of harassment.

If a staff member believes they are the subject of sexual harassment by a student, they should report such incidents immediately. This report may be verbal or written and should be submitted to the staff member's Director, the CEO or Fairmont's Human Resources Department (ext. 2712).

## **ADDITIONAL REMEDIES**

Civil and/or criminal remedies may also be available against an alleged harasser, depending upon the circumstances. In addition, inappropriate sexual conduct directed at a minor may be considered a violation of laws relating to child abuse.

## **CONFIDENTIALITY**

All complaints and allegations of sexual harassment shall be kept confidential, except as required by applicable laws and as necessary to carry out the investigation or take other subsequent and necessary action.

## **INFORMING STUDENTS, STAFF, AND PARENTS**

This harassment policy shall be displayed in a prominent location in the main administrative building and will be provided to parents and students upon a student's enrollment and at the beginning of each school year. It shall also be provided as part of the orientation program for each faculty member, administrative staff member, and support staff member, at the start of the school year and upon initial employment.

## **SUICIDE PREVENTION**

Fairmont is dedicated to protecting the health and well-being of all its students as well as providing education and resources to assist students with suicide prevention. Fairmont's suicide prevention policy works to ensure:

- Student will learn about recognizing and responding to warning signs of suicide of friends, using coping skills, having access to support systems and seeking help for themselves and friends. This will occur through direct instruction by a qualified mental health professional once during the school year.
- Fairmont's licensed Therapist, Academic Counselors and Administrators serve as points of contact for students in crisis and they will refer students to appropriate resources. Teachers will also refer students to these points of contact.
- When a student is identified as being at risk, they will be assessed by Fairmont's licensed therapist / mental health professional who will work with the student and help them contact appropriate resources.
- Students will have access to national resources which they can contact for additional support, such as:
  - The National Suicide Prevention Line 1-800-273-8255
  - The Trevor Lifeline 1-866-488-7386
- All students are expected to help create a school culture of respect and support where students feel comfortable seeking help for themselves or others. Students are encouraged to tell any staff if they, or a friend, are feeling unsafe or are in need of help.
- Students need to be aware that while confidentiality is of the utmost importance when counselors talk to students about sensitive and personal issues, when managing the safety of students, confidentiality and privacy concerns are secondary when seeking help for students

## 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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