



## **Junior High Student Handbook 2020-2021**

### **Anaheim Hills Campus**

Interim Director – Ms. Jamie Bone  
5300 East La Palma Ave.  
Anaheim, CA 92807  
(714) 693-3812

### **Historic Anaheim Campus**

Director - Mrs. Rebecca Lugo  
1557 West Mable Street  
Anaheim, CA 92802  
(714) 563-4050

### **North Tustin Campus**

Director - Mrs. Kellie Cameron  
12421 Newport Ave.  
Santa Ana, CA 92705  
(714) 832-4867

### **San Juan Capistrano Campus**

Director - Ms. Dana Vasquez  
26333 Oso Road  
San Juan Capistrano, CA 92675  
(949) 443-4050

Dear Parents and Students,

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

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

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

**Jamie Bone**

Interim Director, Anaheim Hills Campus

**Rebecca Lugo**

Director, Historic Anaheim Campus

**Kellie Cameron**

Director, North Tustin Campus

**Dana Vasquez**

Director, San Juan Capistrano Campus

**The Fairmont Values**

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

**The Fairmont Mission**

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

**The Fairmont Code**

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

**Citizenship**

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

**Coming and Going**

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

**Visitors**

We welcome parents and other visitors at all times. To help ensure campus security, we request that ALL visitors sign in at the reception desk as soon as they are on Fairmont property. Visitors will be issued a "Visitor Pass," which must be worn until they are ready to leave Fairmont property.

**Leaving School Early**

For the safety and protection of students, only a parent or other recognized and approved adult may sign a student off school property. Before any student will be released from Fairmont property during the school day, the parent or other approved adult must come to the reception desk to sign out the student. If you know in advance that you will be taking your student from school before the end of the day, it may be helpful to notify the office with a note or phone call.

## **Transportation Services**

To ensure the safety of all, we must reserve the right to revoke the privilege of school bus service whenever serious misconduct or repeated minor misconduct occurs. Fairmont's Transportation Department issues a complete list of rider rules and regulations at the beginning of each school year. We must insist that passengers abide by these rules.

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

If students are going to be picked up from school during or after school hours and transported to another location by someone other than his/her parent or guardian, written permission from the child's parent must be given to the front office before the child can be released. If necessary, the office may try to contact parents by phone; if unsuccessful, your child will remain at school. Students cannot ride a bike, walk, or use rideshare services such as Uber or Lyft.

## **Student Services**

As stated above, all students remaining on campus who are not in a sport, serving a detention, or receiving academic assistance become the responsibility of the Student Services department **after 4:15 p.m.** They must enroll in extended day at that time. Students are expected to act with the same respect and courtesy they exhibit during their normal school day while in extended day. Students must stay in the area to which they are assigned and get permission from a member of Student Services if they want or need to leave that area. **A single day extended day drop-in fee of \$25 will be charged starting at 4:30 p.m.**

## **Absenteeism**

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

Subject information gained through classroom discussion, lectures and participation is an integral part of the learning process. Students should make every effort to attend classes.

When your child is going to be absent for more than two days, please call the front office. A doctor's statement is required for absences of more than 5 days. Any student missing 20 days or more of school may be required to repeat core subjects at the Campus Director's discretion.

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

## **Make-up Work**

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

Please do not call for make-up assignments. Students will be given one day for each day of absence to make up the missed assignments, starting on the day they return. Students may be expected to make up any missed tests on the day they return to class if they have missed only one day.

## **Tardy**

Tardiness interferes with the teaching process as well as with individual progress. Tardiness may adversely affect the citizenship grade as well as the academic grade. The student must obtain a pass from the

reception desk or from a teacher before being allowed to enter a class late. Traffic, sleeping in, or late breakfasts are not valid reasons for being late to school.

### **Where's Your Pass?**

Students are not allowed to leave a room during a class period without permission. Likewise, students must obtain a signed pass to return to a classroom from the office or other campus location.

### **Academic Honesty Code**

Academic dishonesty, cheating, or plagiarism involves an attempt by a student to show possession of a level of knowledge or skills which he or she does not possess. The staff of Fairmont expects that the grades students receive will reflect, in the fairest possible way, the academic work they have done.

Cheating is:

- using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work
- using notes, aids, or the help of other students on tests in ways other than those expressly permitted by the instructor
- looking at another student's test or asking another student for an answer
- allowing another student to cheat from one's own test or other course work
- talking during a test or quiz

Plagiarism is:

- taking the specific substance of another's work and offering it as one's own without giving credit to that source
- not using quotation marks, indentation, and/or footnotes to denote that material has been directly quoted from another source
- paraphrasing an author without using footnotes

The consequences for cheating and plagiarism include a grade of "zero" for said assignment and a phone call to parents.

### **In Class Protocol**

If a student is observed working on a subject for a different class, the work is to be confiscated and given to the correct teacher. The student receives a zero from the teacher whose work he/she was doing.

### **Discipline Policy**

Fairmont's disciplinary policies are intended to teach students to be responsible for their choices and limit disruption to the educational process. 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 the Fairmont Code. 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. Fairmont honors the confidentiality of its students and will not share consequences outside of the student's family.

The following are examples of behaviors and possible consequences for infractions.

## **Major Infraction**

Definition: "Deliberate, serious injury to person or property. Deliberate, ongoing defiance."

Examples of Major Infractions include, but are not limited to:

- possession of weapons
- possession of drugs, alcohol, tobacco products, or e-cigarettes
- verbal disrespect toward a teacher or staff member
- deliberate provoking until a fight occurs
- deliberate humiliation of a student
- cheating on a test or quiz or assignment
- plagiarism
- forgery
- taking another person's property without consent
- physical contact with hostile intent (fighting)
- leaving campus without permission
- deliberately damaging school property, i.e. vandalism, graffiti
- deliberately setting off the fire alarm
- possession of combustibles
- inappropriate use of technology

## **Minor Infraction**

Definition: "Any violation of school or classroom rules or policies. Any disruptive behavior."

Examples of Minor Infractions include, but are not limited to:

- infraction of dress standard
- violation of our "hands-off" policy
- inappropriate behavior on a bus could also be a Major Infraction
- being in an "off-limits" area
- verbal disrespect to a student
- roaming on campus without a pass
- on-campus use of cell phone during the school day
- gambling
- chewing gum
- profanity
- possession of unauthorized electronics
- littering
- running on campus (playground excluded)

Minor or Major Infractions, depending on the severity, may result in the following:

- probation
- in-house or at home suspension
- expulsion

## **No Admittance**

Students are not permitted in these areas:

- the staff lounge and kitchen
- teachers' copy room
- the administrative offices without a signed pass
- any classroom unless a teacher or other staff member is present

- the junior high area without supervision

### **Probation, Suspension, and Expulsion**

Disciplinary matters that are 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. Progressive discipline will generally apply. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary.

#### **Probation**

A student may be placed on academic or disciplinary probation. Academic probation is defined as having a GPA below a 2.0 or an "F" in any core subject. The probation period may be a month, a quarter, or a semester. Failure to show improvement in the area for which the probation was assigned may result in expulsion.

#### **Suspension**

Depending on the severity of the infraction, a student may serve an in-house or at home suspension. Academic credit will be given for assignments or quizzes during the length of the suspension. Tests must be made up, and academic credit will be given.

#### **Expulsion**

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

- striking or using profanity with adults
- flagrant disrespect or insubordination
- possession or misuse of combustibles on school buses or school grounds
- the use or possession of drugs, tobacco products, alcohol, or e-cigarettes
- possession of weapons (including pocket knives) or weapon lookalikes
- repeated or major thefts
- inappropriate use of technology
- communicating with fellow students in any form, including online, in an explicit or inappropriate way
- gaining access to another student's email or social media accounts without their permission

#### **Uniforms and the Fairmont Dress Code \*SJC please refer to addendum**

Please refer to the separate Uniform and Dress Code Guidelines for specific items available.

All Fairmont students are required to wear school uniforms which are clean, pressed, and in good repair. Uniforms for junior high students must be purchased from Lands' End Uniforms.

Students who are not in uniform or in compliance with our dress code may be required to change into an acceptable uniform (clean but used) or be sent home.

#### **Ultimately, the judgment of school administrators will dictate what is acceptable in dress and grooming.**

Repeated infractions of Fairmont's dress code will result in a consequence.

General guidelines include:

- clothing that is more than one size larger than a child's normal size is not allowed.
- boys' shirt-tails and girls' blouses must be tucked in at all times.
- solid black belt must be worn with all pants/shorts.
- belt must be visible.
- skirts must touch the top of the knee.
- skirts may not be rolled at the waistline.
- girls' shorts must be no shorter than 4 inches above the knee.
- boys' shorts must be no longer than the bottom of the knee.

- pants must be worn at the waist and may not be pinned or cuffed.
- shoes and laces should be predominantly red, white, navy, black, or grey and should be tied at all times
- socks, tights, and leggings should be navy, white, or black.
- **boots are not allowed.**

### **When It's Cool Outside**

If the weather is cool enough to require outerwear, students must wear either a school sweater, fleece, school jacket, or blazer. All of these items must be purchased from Lands' End Uniforms. **Any other outerwear is not permitted.**

### **Special Activity Clothing**

Special activity clothing, such as Academic Pentathlon team shirts or sports uniforms, may be worn on game/event days.

### **Hair Styles**

Hair styles must be conservative, must be neatly kept and of natural hair color. Parents will be notified, and the student in violation will be required to change his/her hair back to the original shade. Excessive use of mousse/gel products is not permitted. Boys' hair may not be longer than the top of their shirt collars. Eyes and ears must be visible.

Fad haircuts and radical haircuts are not acceptable. Styles that combine buzzed or short-cropped lengths with longer lengths are not acceptable. Spiked hair longer than one inch is not acceptable. Hair may not be shaved so that skin is visible. Ponytails are not allowed for boys. Students wearing excessive hair ornaments may be asked to remove them; scarves or handkerchiefs worn on the head are not acceptable.

### **Jewelry and Make-up**

Earrings may not exceed one-half inch in length or width. Boys may not wear earrings of any type. Girls may not wear more than two earrings per ear. Only simple "fine" gold and silver necklaces are permitted. Dog tags, beaded necklaces or chokers, excessive bracelets or rings are not allowed. This type of jewelry will be confiscated and will need to be picked up by a parent. Girls may wear clear lip gloss. Eye shadow, mascara, blush, lipstick, eye liner, and glitter are not allowed. Tattoos, temporary tattoos and/or body art/graffiti using pens is unacceptable. All final decisions are at the discretion of the Director.

### **Uniform Optional Days**

As an incentive for special accomplishments, students are occasionally permitted to wear casual clothes PROVIDED THAT THEY ADHERE TO FAIRMONT'S DRESS CODE.

General guidelines include:

- clothing more than one size above a child's normal size will not be allowed
- see through blouses are not permitted
- tight fitting clothes are not permitted
- leggings must have a blouse/shirt that is jumper/skirt length
- shorts must be no shorter than 4 inches above the knee for girls and not below the knee for boys
- no strapless tops
- no spaghetti straps
- straps on blouses must be 2 inches in width
- midriffs may not show
- no low-cut shirts or blouses
- no hats or caps are permitted
- no camouflage, combat attire
- students must still dress for PE
- PE uniforms are not acceptable as free dress attire

- no ripped jeans/clothing

Appropriate logos, pictures, sports teams and college tees are acceptable. Pictures or slogans in reference to drugs, alcohol, rock bands, violence, or anything of a sexual nature are not acceptable. Campus administrators have the final word on the appropriateness of uniform optional attire.

### **Book Fees**

A charge covering the rental of textbooks is included in your tuition. Books are numbered and the condition of each book is recorded when issued. An extra fee will be charged for lost books or books unduly damaged.

### **Backpacks**

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

Backpacks are not permitted in the classrooms. Backpacks and their contents must be placed in locked lockers. Fairmont is not responsible for a student's backpack or its contents. All personal items should be secured in a locked locker.

### **Homework**

Home study is a necessary part of each student's educational program. Students must keep records of short and long term assignments in their student planners. Points will be taken off homework assignments for the following reasons:

- Homework was not completed at all or was not completed by the due date.
- The work was done poorly and below the student's ability.
- The homework did not meet the required criteria.

### **Academic Assistance**

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

Fairmont's faculty members are required to offer academic assistance one day per week before or after school. Students should sign up with the teacher(s) involved at least 24 hours in advance of the session being offered. Students are responsible for arranging transportation home after these sessions. If you cannot pick your child up after an academic assistance session offered in the afternoon, your child must sign in with Student Services.

### **Grades**

Students will have quarter and semester grades. The semester grades will be cumulative. At the end of the year, the second semester grade includes the final exam. GPA's include grades from the six core subjects.

Because quarters are on average ten weeks, Progress Reports will be made available only to parents of students who are getting a C+ or below. Teachers may send individual progress reports at various times to keep parents informed of changes in their child's behavior or grade.

<u>Grade</u>	<u>GPA %</u>	<u>GPA*</u>
A+	98-100	4.3
A	93-97	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0

*\*Grades for Honors classes are rated on a 5.0 grading scale for transcripts only. Honors classes include honors literature and math placement of geometry or above.*

### **Final Exams**

Students are expected to take final exams in May during the scheduled times. If a student cannot take final exams during the regularly scheduled times, the teacher for that final exam must be notified by **May 15**.

### **Honors**

We recognize academic achievement with our Honor Roll. Placement is in two categories:

- Director's Honor Roll is for students who achieve an A+, A, or A- in their six core subjects. *English, Literature, History, Math, Science, and Spanish*
- Honor Roll is for students who achieve a 3.2 grade point average in their six core subjects based on the grading chart above. Core subjects do not include Study/Comp. Skills.
- Note that any "N" on a student's report card will disqualify a student from both Honor Roll categories.

### **Husky Elite and Warrior Elite**

Husky Elite and Warrior Elite Awards are for Fairmont's top performing 8th grade students. Students must have attended Fairmont for both 7th and 8th grade. Aside from receiving well-earned recognition, these students will become distinctive members of a community of leaders and have the advantage of a Merit Based Award at Fairmont Preparatory Academy or Fairmont, San Juan Capistrano.

### **Husky Elite and Warrior Elite Merit Based Awards**

75% Merit Based Award at Fairmont for the 8th Grade Valedictorian

50% Merit Based Award at Fairmont for the 8th Grade Salutatorian

40% Merit Based Award at Fairmont  
for the 8th Grade Students Ranked 3-10 Academically

The top 10 students are calculated at the end of the first semester of 8th grade. The Husky Elite/Warrior Elite Award is renewable each year of high school if the student meets the maintenance requirements. Renewal requires semester review of academic standing by the Admin Council.

### **8<sup>th</sup> Grade Promotion Requirements**

To be eligible for 8th grade Promotion, students need to maintain a 2.0 GPA and receive a passing grade in all core courses and complete required community service hours. Students receiving an F in specific core courses are recommended to attend summer school in order to meet the requirements for Promotion.

## **8th Grade Promotion Awards**

### **David R. Jackson Leadership Award**

This is presented to one boy and one girl at Promotion. These students must have participated in two or more campus activities in 7th and 8th grade, display leadership qualities, and must be in good academic standing.

### **Citizenship Award**

This is presented to one or more 8th grade students at Promotion who best displays citizenship. This award is voted on by the junior high teachers.

### **Valedictorian and Salutatorian**

Plaques are given to the two 8<sup>th</sup> grade students with the highest GPA in the 6 core subjects including Spanish. The Valedictorian and the Salutatorian must have been at Fairmont for 7<sup>th</sup> and 8<sup>th</sup> grade. GPA's are calculated for the two semesters in 7<sup>th</sup> grade as well as the first semester and 3<sup>rd</sup> quarter grade in 8<sup>th</sup> grade. The two students will give a speech at the 8<sup>th</sup> Grade Promotion.

### **Student Government**

Students in junior high may run for ASB leadership. The ASB officers are President, Vice President, Secretary, and Treasurer. There are also two representatives from each homeroom. ASB leadership must maintain a GPA no lower than a 2.0. These students are expected to exhibit leadership and be role models of exemplary student behavior.

### **Community Service**

The United States Department of Education encourages community service and considers it an essential part of an exemplary school program. Seventh and eighth grade students must complete a minimum of 16 hours of community service as a promotion requirement.

### **Health Service**

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

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

### **Medication**

Students are not permitted to bring any medication, including vitamins, to school, and are not allowed to keep the medication with them during the school day.

If the student rides a Fairmont bus, the medication must be given to the driver who will bring the medication to the school office. If the student rides with a parent or other approved adult, the adult must bring the medication to the school office.

### **Prescription Medicines**

If we are to administer prescription medication, we must have written permission from a parent/guardian and doctor. Appropriate forms may be found in Magnus. Such medication must be in its original container, properly labeled by a pharmacist, and it must include the name of the student, doctor, the dosage, the name of the medication, a current date, and the method and time to be administered. This medication will be kept at the main office.

### **Physical Education and Sports**

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

If a student is sick and cannot participate on any given day, a signed note from a parent/guardian is required. If a student will miss two or more days of PE, a doctor's note is required. Instructors will modify or excuse that student's activity based on the content of the note.

### **Dressing Out**

Junior high students are expected to change from their school clothes into gym shorts and shirts for PE classes. Shorts and shirts are available for purchase through Lands' End Uniforms. Students must dress out on optional dress days unless given permission by coaches.

### **League Sports and Cheerleading**

We encourage our junior high students to participate in after-school athletics. Anaheim Hills, Historic Anaheim, San Juan Capistrano and North Tustin are part of the Tri-Way League and participate in flag football, volleyball, basketball, and soccer. To offset the cost, athletes are charged a participation fee for each sport.

The following criteria must be met to participate in athletics or cheerleading:

- All participating students must have a physical exam.
- An athletic emergency form must be filled out and signed by a parent.
- The student must maintain a 2.0 GPA in their 6 core classes and cannot have an F in any class.
- A student may be declared ineligible for numerous incomplete or missing class assignments, for excessive absences, or for unsatisfactory conduct in class or on campus.

### **Study Trips**

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

Study trips are an integral part of Fairmont's instructional experience. All students are expected to participate in this stimulating extension of the classroom curriculum.

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

### **Social Events**

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

Social events are an important part of the junior high experience. They are rewards for work well done. Students who are performing below grade expectation or who are being disciplined may be restricted from a social event.

Fairmont offers activities such as bowling, dances, and carnivals as part of a well-balanced program for adolescents. Students must follow the dress code guidelines when attending a school event both on and off campus. Students must be picked up at school and not at the off-campus activity site. Arrangements must be made for students to be picked up on time.

### **Attend School to Participate**

**Any student who is involved in an after-school activity like sports, drama, cheerleading, or a school dance must be at school for at least 4 periods to participate.** This does not include missing school due to academic events such as Science Fair.

### **Food Service**

Students who take advantage of Fairmont's hot lunch program are entitled to an entree and a variety of side selections. Due to food allergies, students are not permitted to share food with their fellow students. Hot lunches and drinks may be purchased.

Students are expected to behave appropriately in our cafeteria. They may not run in the lunch area or sit on table tops. Students are expected to clean up after themselves.

## **Lockers**

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

Junior high students will be issued locks and lockers at the beginning of the school year. Lost locks result in a \$5 fee. Fairmont administrators and staff reserve the right to search lockers and book bags at any time. Lockers must remain locked at all times.

## **Personal Property**

We expect students to assume full responsibility for their own property. We will do our best to help protect personal property, but we cannot be responsible for it; this includes electronic devices and all personal property. Students are not allowed to bring expensive items or large sums of money to school.

Items found by staff members will be turned in to "lost and found." Students should check this area when looking for lost items.

We strongly recommend that all clothing and personal items be labeled with a child's FIRST AND LAST name. Misplaced or stolen clothing can seldom be recovered if the clothing is not labeled with the child's first and last name. Unclaimed items will be donated.

## **Computer Use at School**

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

### **Students will always:**

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

### **Students will never:**

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

- attempt to break a computer system or access restricted data or websites
- harass other people, either by developing programs for these purposes or by using existing programs to do so
- eat or drink in computer labs or library

**Student use of an iPad requires the signing of Fairmont’s Acceptable Use Policy.**

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

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

Social Networks: Social network sites such as Facebook, Instagram, 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 schools policy (e.g. harassing language, drug or alcohol policy violations, copyright infringement, etc.) or evidence of such violations in the content of on-line social networks or digital platforms may be subject to investigation and sanction under the Student Code of Conduct and other school policies.

**Safe and Responsible Social Networking:**

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

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

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

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

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

**Emergency Preparedness**

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

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

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

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

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

### **Communications**

We believe that frequent, open communication is vital to a student's success. We encourage parents to visit Blackbaud to view campus calendars and other pertinent information. We also encourage parents to communicate with staff via email, telephone, or a scheduled conference, and to read all school correspondence.

### **Parent/Teacher Conferences**

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

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

### **Parental Attitude and Cooperation**

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

### **Anti-Harassment**

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

### **Anti-Bullying**

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

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

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

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

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

### **Office Phones/Cell Phones/Electronic Communication Devices (ECD)**

Cell phones and smartwatches must remain in students' lockers during the school day and 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. The use of camera phones is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.

**Parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone or text message.**

If there is any suspicion concerning violations of other school rules using the device, the phone will be taken by school administration and placed in a sealed envelope until the phone can be turned over to a parent or legal guardian. If there is any potential for criminal activity, the phone may be turned over to law enforcement officials.

Possession of a cell phone or other 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.

**Any digital device used on campus must be used in compliance with our acceptable use policy.**

Students are not allowed to access Fairmont's network unless permission is granted by a teacher or school administrator.

The discipline matrix for violations of this policy will be as follows:

First Violation - Confiscate the cell phone/ECD and return phone to a parent/legal guardian only.

Second Violation - Confiscate the cell phone/ECD, with possible suspension for defiance, return phone to a parent/legal guardian only.

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

The requirement that cell phones and ECDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the Campus Director:

- The student has a special medical circumstance (e.g., an ill family member, or his/her own special medical condition) and has received prior permission from the Campus Director/Headmaster or their designee.
- The student is using the cellular telephone or ECD during an emergency situation involving the immediate health/safety of themselves or other individual(s).

The student who possesses a cell phone or any other ECD is responsible for its care.

The School is not responsible for preventing theft, loss, damage, or vandalism including, but not limited to, laptops, video cameras, cell phones, smartwatches, iPads, iPod, Kindles, and all other electronic devices.

## 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

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## 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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