



# FAMILY & STUDENT INFORMATION PACKET

Academic Year 2020-2021

# 2020–2021 STUDENT ACADEMIC CALENDAR

(Dates subject to change)



## JULY 2020

Summer School Ends (grades K-8) Thursday, July 30  
 Summer School Ends (grades 9-12) Friday, July 31

## AUGUST 2020

Summer Camp Ends Friday, August 7  
 New International Student Orientation (grades 9-12) August 10 - 14  
 New Student Orientation (grades 9-12) Monday, August 17  
 First Day of School (grades P-8) Monday, August 17  
 First Day of School (grades 9-12) Tuesday, August 18

## SEPTEMBER 2020

Short Friday Friday, September 4  
**Labor Day Monday, September 7**

## OCTOBER 2020

Short Friday Friday, October 2  
 PSAT - Minimum Day (grades 9-12) Wednesday, October 14

## NOVEMBER 2020

Short Friday (grades 9-12) Friday, November 6  
**Parent Conferences (grades P-8) — No School Friday, November 6**  
**Veterans Day Wednesday, November 11**  
**Thanksgiving Break November 25 - 27**

## DECEMBER 2020

Finals (grades 9-12) December 14 - 18  
 Short Friday Friday, December 18  
 First Semester Ends Friday, December 18  
**Winter Break December 21 - January 8**

## JANUARY 2021

Winter Camp (grades P-8) January 4 - 8  
 International Student Orientation January 4 - 8  
 School Resumes Monday, January 11  
**Martin Luther King Jr. Day Monday, January 18**

## FEBRUARY 2021

Short Friday Friday, February 5  
**Presidents' Day Monday, February 15**

## MARCH 2021

Short Friday Friday, March 5

## APRIL 2021

Short Friday Friday, April 2  
**Spring Break April 5 - 9**  
 School Resumes Monday, April 12  
 Week of the Young Child April 12 - 16

## MAY 2021

AP Testing (grades 9-12) May 3 - 14  
 Short Friday Friday, May 7  
 Senior Finals (12th grade) May 18 - 20  
**Memorial Day Monday, May 31**

## JUNE 2021

Last Day of School - Minimum Day Friday, June 4  
 Second Semester Ends Friday, June 4  
 Summer Camp Begins Monday, June 7  
 IFC Summer School Begins Monday, June 7  
 Summer School Begins (grades K-8) Monday, June 21  
 Summer School Begins (grades 9-12) Tuesday, June 22

## JULY 2021

Summer School Ends (grades P-8) Friday, July 23  
 Summer School Ends (grades 9-12) Friday, July 30

 Yellow texts = No school

# SCHOOL POLICY SUMMARY\*



## SCHOOL SAFETY

Fairmont takes proactive measures to ensure the safety and security of all students. Each campus has a Disaster Management Plan, conducts periodic drills, and regularly reviews safety procedures. In the event of an emergency, we request that parents do not call the school. Fairmont will contact parents via our emergency contact system. Fairmont is vigilant in safeguarding students, teachers and staff, and takes seriously any behavior that jeopardizes the well-being of our campus community or interferes with our educational mission. Please counsel your child about the ramifications of his or her behavior as it applies to verbal or written threats of violence.

## CAMPUS PRIDE

We are proud of the buildings, grounds, and facilities at all Fairmont campuses, and we ask students and visitors to respect school property. Graffiti, litter, or damage to classrooms, lockers, restrooms, or grounds is unacceptable. Students will be expected to pay for damage they cause. Chewing gum is not allowed at any time on any part of the campus or buses. Students may be asked to assist with cafeteria clean up, campus pickup, or attend detention for infractions of this rule.

## COMMUNICATION

In addition to informal communications, Fairmont invites parents and students to log on to our website [www.fairmontschools.com](http://www.fairmontschools.com) for information ranging from campus events and activities to food service menus and Fairmont news. Parents of 2nd-8th grade students may access student grades and view classroom assignments through Blackbaud—a learning management system and a communication tool that provides parents the most up-to-date insight into their child's education. Each campus publishes a weekly eNewsletter available online.

## DISCIPLINE

We attempt to instill in each student an understanding of and a healthy respect for the rules which govern the school. Teachers set classroom rules for responsible behavior and consistently praise their students for following these rules. In cases of deliberate infractions, teachers and/or administrators will follow appropriate progressive discipline methods up to and including after-school detention, in-house suspensions, probation, campus suspension, and expulsion. Fairmont reserves the right to dismiss students who violate Fairmont's Code of Conduct.

## DRESS CODE (JK-8TH GRADE ONLY)

Fairmont students are required to wear school uniforms purchased through the official uniform provider Lands' End. Students without proper attire may be sent home.

## FOOD SERVICE

Through Fairmont's Food Service provider, Nutrition Management Services, Fairmont offers a quality hot lunch program to all students. Menus are posted on the Fairmont website. To enroll in Fairmont's Food Service, visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Please refer to NMS for their Terms and Regulations.

## PERSONAL PROPERTY

Valuables such as jewelry, personal electronics, large sums of money, skateboards, games, toys, etc. (with the exception of school devices) should be left at home. Fairmont is not responsible for any personal belongings left on campus. These items may be confiscated if they are brought to school. Students are not permitted to sell anything while on Fairmont property without prior authorization from an administrator.

## HOMEWORK

Homework is necessary for academic growth and the development of good study habits. We view its completion very seriously. Students in grades 1-8th be given nightly homework assignments Monday through Thursday. Typically, homework is not assigned on weekends with the exception of special projects and reports. Children must have the time, space, and facilities for completing homework, preferably under parental supervision. Teachers and/or administrators may call a parent conference (by email, telephone, or in person) for missed homework.

## LOST AND FOUND

Fairmont cannot be responsible for personal belongings. We urge parents to mark all belongings (clothing, notebooks, laptops, calculators, lunch boxes, etc.) with their child's FIRST and LAST name. Items found will be returned if we know to whom they belong. All unidentified lost articles will be turned in to the office or Lost and Found area. Periodically, unclaimed items will be donated to charity.

## **ILLNESS, ACCIDENT, AND MEDICAL CARE**

We request that you notify us any time your child has a contagious illness. A doctor's clearance must be submitted when your child returns to school following a contagious illness. Fairmont personnel will administer first aid in the event of illness or injury. We will make every attempt to contact parents in all but minor cases. Parents must arrange to pick up their sick or injured child within one hour of contact.

### **A SICK CHILD IS ONE WHO:**

- has a temperature over 100 degrees.
- has vomited.
- has developed a rash of any description.
- in the opinion of the staff, may need medical attention.

Twenty-four hours must pass before a child may be readmitted to class. In severe cases requiring professional treatment, the child will be taken to the closest hospital emergency room. If your child has a medical condition that requires regular treatment, you must leave clear, written instructions and the name of the child's regular doctor on file at school. All medication must be in original containers, properly labeled by a pharmacist including the name of the child and physician, the date, dosage information, and the name of the medication. Children may not hold, carry, or transport medication. Parents or guardians are responsible for delivering medications to appropriate Fairmont staff or faculty. A Physicians Authorization for Administration of Prescription Medication must be on file in order for prescription medication to be administered.

## **PARENT PICK-UP**

Your child's safety is our utmost concern at this busy time of the school day. Drive slowly and carefully at all times when approaching and leaving school property. Be particularly watchful for crossing guards and school buses. Pick-up times vary by campus. Please be sure that you understand the pick-up times and procedures for your child's location.

## **RELEASE OF CHILDREN**

Fairmont will release children during school or after school only to the registered parents or adults listed in MyBackPack unless written permission is given beforehand. Parents should not go directly to the child's classroom but should

show adequate personal identification at the campus front desk. We reserve the right to refuse to release the child even though written permission has been given. Students who leave before the end of school and students who attend our Extended Day program must be signed out by the receiving adult.

## **PROOF OF IMMUNIZATIONS**

Your child's updated immunization record is required by the State of California Health and Human Services as proof of current immunization and must be submitted to the Admissions Department prior to the first day of school. Children may not attend school without immunization documentation. Please see "Guide to Immunizations Required for Child Care or Preschool" and "Guide to Immunizations Required for School Entry" for more information.

## **CONCUSSION & HEAD INJURY INFO**

Fairmont recognizes the importance of active play. To ensure our students and parents are well informed of the potential effects of a head injury, both parents and students will be required to sign a Concussion & Head Injury Information Sheet each year.

## **SPORTS PROGRAMS**

Fairmont provides opportunities to participate in after-school sports programs in some grades. All students who participate in these programs must complete an Assumption of Risk/Waiver of Liability prior to the beginning of the sport.

## **STUDENT HANDBOOKS**

Student handbooks are distributed to all students in all grades on the first day of school. The student handbook contains important rules and policies pertinent to attending Fairmont Schools. We ask that all parents carefully review these rules and policies with their child, sign the enclosed form found in the student handbook, and have their child return the form to their homeroom teacher. The student handbook is also a planner where we expect students to keep records of their class assignments for the entire school year. Teachers and parents may also communicate via the student handbook.

## ENROLLMENT POLICY

While we acknowledge parental responsibility and welcome positive involvement, Fairmont Schools reserves the right to deny student admission or discontinue enrollment in the event that a parent exhibits behavior that does not align with the Fairmont Code, 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. Fairmont reserves the right to suspend a student any time that tuition payments become more than 30 days delinquent. Fairmont also reserves the right to dismiss a student or request a parent withdraw a student with unsatisfactory academic standing and/or unsatisfactory behavior in accordance with Fairmont Schools' policies.

## TUITION REFUND PLAN

Investing in your child's education is an important commitment that you make in advance of the beginning of the academic year. Occasionally, this commitment must be broken for unforeseen circumstances such as a job transfer or prolonged illness. A program is in place to help reduce the impact of financial obligations to the family and Fairmont should a student discontinue the enrollment before the end of a school year. Fairmont's Tuition Refund Plan, underwritten by Tuition Trust Series of Fortress Insurance, LLC., will pay benefits (subject to its terms, conditions and limitations, and based on the amount insured) to the school, which provides substantial assistance in meeting your financial obligation to the school.

\*The full version of our school policy is in the student handbook.

## SCHOOL TRANSPORTATION

For the safety of all, we reserve the right to revoke the privilege of transportation when serious misconduct occurs or when minor infractions occur repeatedly.

Only Fairmont students who have registered for transportation may legally ride Fairmont buses.

- Children must be waiting at the pick-up point and ready to board their bus 5 minutes before the scheduled pick-up time.
- Young children should be reminded to use the restroom before leaving home.
- Children must not run while boarding or leaving the bus. Children must remain in their seats and are not allowed to change seats.
- No eating or drinking is allowed on the bus with the exception of drinking water.
- Children must keep hands, arms, heads, and objects inside the bus at all times.
- Students not picked up from their bus stop on time by parents or guardians will be returned to their campus. A \$35 late fee will be charged.
- A current Emergency Information Card must be on file in the campus office before a child may ride the bus.

## CONTINUOUS ENROLLMENT

By signing the Fairmont enrollment contract, families opt into Continuous Enrollment at Fairmont Schools. This means that Fairmont student(s) will return to Fairmont every year through Grade 12, unless their family tells the school otherwise. To tell the school otherwise, families have until the end of February each year to notify the Campus Director via email and complete the "Process for Not Returning to Fairmont Next Year" with the Campus Administration. Families who breach this contract by disenrolling their child(ren) after March 1st are contractually obligated to pay one month of tuition as a reimbursement to the School for its administrative expenses.

## EXTENDED DAY

### 7:00 am to 6:00 pm - Preschool through 8th grade

Extended Day Program is available for Fairmont students in preschool through 8th grade before and after school. Parents who wish to take advantage of this service must be registered. Please refer to our Tuition & Fees Schedule for rates.

Extended Day Program hours are from 7:00 am to the start of school and from the end of school until 6:00 pm, Monday through Friday. Children have the opportunity to study and do homework after school. They will also participate in supervised indoor and outdoor activities.

Attendance is taken each day by the Campus Service staff.

### STUDENT RELEASE POLICY

Departing students must be signed out by any person so authorized (listed on the student's "Emergency Information," or by a note sent to the office giving authorization). Students will not be released to unauthorized or unfamiliar adults. Students may not sign themselves out.

### DAY RATE POLICY

Any student not enrolled in Extended Day Program who remains on school property after 4:15 pm will be charged a daily usage fee of \$25.00. Families who incur these fees will be charged at the time of service.

### SIGN-OUT PROCEDURE

A sign-out sheet will be maintained at the front desk for all JK — 8th-grade students; preschool and pre-kinder will sign-out through Tadpoles. It is important that parents initial and put the time of pick-up on the sign-out sheet each day. This does not apply to curbside drop-off and pick-up. All students in extended day must be signed out by an authorized person, as noted on the student's emergency form, unless written permission is given beforehand to release a child to another adult. If proper identification is not given to the school, the school reserves the right to refuse to release the child. ID cards will be checked if our Student Service staff do not recognize the person picking up the child.

### LATE FEE POLICY

In fairness to our Extended Day staff, students picked up after 6:00 pm parents will be charged an additional late fee of \$5.00 for the first 10 minutes and an additional \$1.00 for each minute thereafter. Families who incur these fees will be charged at the time of service.

### AFTER-SCHOOL ENRICHMENT CLASSES

After-school enrichment classes and activities are offered throughout the year. Typical class offerings include sports, music, computers, art, dance, and academic enrichment. At the conclusion of each class, students are to be picked up immediately, unless they are signed up for the Extended Day Program. If the students are not picked up 15 minutes after enrichment classes, the \$25.00 drop-in fee will be assessed.

Please refer to the flyers available at each school office and on [fairmontschools.com](http://fairmontschools.com) for complete information about after-school enrichment classes at your campus.

## PARENT CHAPERONES/ VOLUNTEERS

The safety of our students is of paramount importance to all of us at Fairmont. With this in mind, Fairmont's Human Resources Department is vigilant in ensuring that all of the individuals who work with our students are carefully screened. We require that all parents who serve as chaperones for our overnight study trips and room parents who volunteer in the classrooms be fingerprinted through the Livescan database. Parents who are unable to fingerprint in a timely manner will not be permitted to travel with students. We appreciate the cooperation of our supportive parent community in complying with this additional safety and security measure.

## MATERIALS

Fairmont will provide all classroom supplies, except for binders, flash drives, and backpacks. Students in grades 6-8 are required to purchase an iPad.

# BULLYING AND HARASSMENT POLICY

Academic Year 2020-20201

## 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 other Fairmont parents with kindness and respect. The Fairmont Code statement and all it suggests is the foundation of Fairmont's policy on bullying and harassment. All Fairmont stakeholders are required to sign the Fairmont Code Agreement Contract.

## 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](http://fairmontschools.com/fairmont-code) or refer to pages 17-27 of this handbook.

## DEFINITION OF BULLYING

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and socially isolating others. Bullying can also be done online or through electronic means.

## ABOUT 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; 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 shall 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.

## **BULLYING INTERVENTION**

**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 start of the school year, as part of the student handbook and/or information packets.
- 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.
- Students will have access to the use of Solution Teams facilitated by a Solution Coach, to assist with an ongoing bullying situation.

## **DEFINITION OF HARASSMENT**

"Harassment" as used in this policy means verbal, visual, or physical conduct based on any protected characteristic (e.g., race, religion, gender, etc.), unwelcome sexual advances, or requests for sexual favors, 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 unreasonably interfering with 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 violates this policy, consideration will be given to the record as a whole and the totality of the circumstances, including the nature of the 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:

- Protected characteristic-related remarks, derogatory comments, offensive jokes, slurs, obscenities and/or sexual innuendos.
- Unnecessary and unwelcome physical contact, offensive touching, or intentionally impeding or blocking movement.

## **ABOUT HARASSMENT**

Fairmont is committed to providing a working and learning environment which is free of 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. Fairmont also prohibits retaliatory behavior or action against individuals who complain, testify, or otherwise participate in the complaint process.

Fairmont will take appropriate action to prevent and correct behavior that violates this policy. All Fairmont employees will receive training in what constitutes harassment, what state and federal laws stipulate, and what steps employees and students should take to report such conduct. The Campus Director or designee will also ensure that students receive age-appropriate information related to the school's policy on harassment and how to report such conduct.

## **COMPLAINT PROCEDURE**

Any student who witnesses harassing conduct or feels he/she or any other student or employee is being harassed should immediately report the incident to the Director, Assistant Director, or school official (directly, or with the assistance of his/her parent or legal guardian). Any complaint involving a student should immediately be referred to the Director or Assistant Director, or appropriate designee in order that an appropriate investigation is commenced in a timely and confidential manner, respecting the privacy of all parties concerned to the degree permitted by applicable law and the provisions 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, 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, he/she 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 he/she is the subject of harassment by a student, he/she 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).

## **DISCIPLINARY ACTION**

Staff who violate this policy or fail to report violations of which they have knowledge will be subject to one or a combination of the following, depending upon the seriousness of the behavior:

- Oral or written reprimand
- Professional counseling requirement
- Reassignment
- Demotion
- Suspension or termination

Students who violate the policy will be subject to appropriate discipline up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction. This may include suspension and/or expulsion, provided that all of the circumstances involved shall be taken into account. The disciplinary consequences include, but are not limited to, the following:

- Disciplinary conferencing with the student and/or parent
- Suspension and referral for counseling
- Recommendation for expulsion (for repeated or serious violations)

### **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.

### **STUDENT CODE OF CONDUCT**

The Student Code of Conduct includes, but is not limited to:

- 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 the Campus Administrator or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that the appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Campus Director. Fairmont Schools prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- All students are expected to sign the anti-bullying agreement statement.

# UNIFORM REQUIREMENTS



## JK - 8TH GRADE GIRLS UNIFORM

EVERYDAY WEAR	JK - 4TH GRADE	5TH GRADE	6TH - 8TH GRADE
<b>Bottom</b>	Plaid jumper, navy shorts or navy pants	Plaid skirt, navy shorts or navy pants	Plaid skirt, grey skirt, grey shorts or grey pants
<b>Top</b>	Red polo or white dress shirt	Red polo or white dress shirt	Red polo or white dress shirt
<b>Shoes/Socks</b>	Must be predominately black, grey, white or navy	Must be predominately black, grey, white or navy	Must be predominately black, grey, white or navy
<b>Outerwear</b>	Navy fleece jacket, navy cardigan or navy jacket	Navy fleece jacket, navy v-neck or navy jacket	Navy fleece jacket, navy v-neck or navy jacket

FORMAL DRESS WEDNESDAYS	JK - 4TH GRADE	5TH GRADE	6TH - 8TH GRADE
<b>Bottom</b>	Plaid jumper, navy shorts or navy pants	Plaid skirt, navy shorts or navy pants	Plaid skirt, grey shorts or grey pants
<b>Top</b>	White shirt with Peter Pan collar	White oxford shirt	White oxford shirt
<b>Shoes/Socks</b>	Black shoes, navy or white socks/tights	Black shoes, navy or white socks/tights	Black shoes, navy or white socks/tights
<b>Outerwear</b>	Navy cardigan sweater	Navy v-neck sweater	Navy v-neck sweater or blazer
<b>Tie</b>	N/A	N/A	Fairmont tie

## JK - 8TH GRADE BOYS UNIFORM

EVERYDAY WEAR	JK - 5TH GRADE	6TH - 8TH GRADE
<b>Bottom</b>	Navy shorts or navy pants	Grey shorts or grey pants
<b>Top</b>	Red polo or white dress shirt	Red polo or white dress shirt
<b>Shoes/Socks</b>	Must be predominately black, grey, white or navy	Must be predominately black, grey, white or navy
<b>Outerwear</b>	Navy fleece jacket, navy v-neck or navy jacket	Navy fleece jacket, navy v-neck or navy jacket

# UNIFORM REQUIREMENTS



## JK - 8TH GRADE BOYS UNIFORM

FORMAL DRESS WEDNESDAYS	JK - 5TH GRADE	6TH - 8TH GRADE
Bottom	Navy shorts or navy pants	Grey shorts or grey pants
Top	White oxford shirt	White oxford shirt
Shoes/Socks	Black shoes, navy or white socks	Black shoes, navy or white socks/tights
Outerwear	Navy v-neck sweater	Navy v-neck sweater or blazer
Tie	N/A	Fairmont tie

\*All items except shoes and socks must be purchased from Lands' End

## FAIRMONT PRIVATE SCHOOL 900182072 LANDS' END

**ONLINE** — Go to [landsend.com/school](https://landsend.com/school) and create or sign in to your account. Include your student and school information in My Account (or find your School using the Preferred School Number Search: 900182072). Start shopping with your personalized product checklist.

**PHONE** — Call 1-800-469-2222 and reference your student's Preferred School Number 900182072, grade level and gender. Lands' End consultants are available 24/7 for assistance.

# UNIFORM REQUIREMENTS

## SAN JUAN CAPISTRANO CAMPUS



### JK - 8TH GRADE GIRLS UNIFORM

EVERYDAY WEAR	JK - 4TH GRADE	5TH GRADE	6TH - 8TH GRADE
<b>Bottom</b>	Plaid jumper, navy shorts or navy pants	Plaid skirt, navy shorts or navy pants	Plaid skirt, grey skirt, grey shorts or grey pants
<b>Top</b>	Red polo or white dress shirt	Red polo or white dress shirt	Red polo or white dress shirt
<b>Shoes/Socks</b>	Must be predominately black, grey, white or navy	Must be predominately black, grey, white or navy	Must be predominately black, grey, white or navy
<b>Outerwear</b>	Navy fleece jacket, navy cardigan or navy jacket	Navy fleece jacket, navy v-neck or navy jacket	Navy fleece jacket, navy v-neck or navy jacket

FORMAL DRESS WEDNESDAYS	JK - 4TH GRADE	5TH GRADE	6TH - 8TH GRADE
<b>Bottom</b>	Plaid jumper, navy shorts or navy pants	Plaid skirt, navy shorts or navy pants	Plaid skirt, grey shorts or grey pants
<b>Top</b>	White shirt with Peter Pan collar	White oxford shirt	White oxford shirt
<b>Shoes/Socks</b>	Black shoes, navy or white socks/tights	Black shoes, navy or white socks/tights	Black shoes, navy or white socks/tights
<b>Outerwear</b>	Navy cardigan sweater	Navy v-neck sweater	Navy v-neck sweater or blazer
<b>Tie</b>	N/A	N/A	Fairmont tie

### JK - 8TH GRADE BOYS UNIFORM

EVERYDAY WEAR	JK - 5TH GRADE	6TH - 8TH GRADE
<b>Bottom</b>	Navy shorts or navy pants	Grey shorts or grey pants
<b>Top</b>	Red polo or white dress shirt	Red polo or white dress shirt
<b>Shoes/Socks</b>	Must be predominately black, grey, white or navy	Must be predominately black, grey, white or navy
<b>Outerwear</b>	Navy fleece jacket, navy v-neck or navy jacket	Navy fleece jacket, navy v-neck or navy jacket

# UNIFORM REQUIREMENTS

## SAN JUAN CAPISTRANO CAMPUS



### JK - 8TH GRADE BOYS UNIFORM

FORMAL DRESS WEDNESDAYS	JK - 5TH GRADE	6TH - 8TH GRADE
<b>Bottom</b>	Navy shorts or navy pants	Grey shorts or grey pants
<b>Top</b>	White oxford shirt	White oxford shirt
<b>Shoes/Socks</b>	Black shoes, navy or white socks	Black shoes, navy or white socks/tights
<b>Outerwear</b>	Navy v-neck sweater	Navy v-neck sweater or blazer
<b>Tie</b>	N/A	Fairmont tie

\*All items except shoes and socks must be purchased from Lands' End.

## FAIRMONT SCHOOLS 900192865 LANDS' END

**ONLINE** — Go to [landsend.com/school](https://landsend.com/school) and create or sign in to your account. Include your student and school information in My Account (or find your School using the Preferred School Number Search: 900182072). Start shopping with your personalized product checklist.

**PHONE** — Call 1-800-469-2222 and reference your student's Preferred School Number 900192865, grade level and gender. Lands' End consultants are available 24/7 for assistance.

# FAIRMONT UNIFORM GUIDELINES



## JUNIOR KINDERGARTEN - 8TH GRADE

**School uniforms are required for all students from JK through 8th grade.**

### WARDROBE GUIDELINES

- Clothing more than one size larger than a student's regular size is not allowed.
- Shirts/blouses must be tucked in at all times.
- All skirts and shorts must be worn at knee length.
- Pants must be worn at the waist and may not be pinned or cuffed.
- Shorts for boys grades JK-4th must be at a length where the full kneecap shows. For grades 5th-8th, the length may fall at the mid- to lower-knee.
- Solid black belts must be worn on all pants/shorts that have belt loops; leather belts are recommended.
- Lands' End-issued fleeces/jackets/blazers are the only approved outerwear. While these items are indicated as optional, they are the only approved outerwear in addition to the required sweater. Fairmont will no longer permit sweatshirts (even sweatshirts issued by Fairmont in the past).
- The only outerwear permitted with the Jr. High P.E. uniform is the Lands' End-issued P.E. sweatshirt (and this P.E. sweatshirt may only be worn during P.E.).
- Socks for boys must be fold-over crew socks in solid navy or solid white. For convenience, Lands' End carries basic crew socks that are approved as an optional purchase.
- Socks for girls must be 1) fold-over crew socks in solid navy or solid white, 2) solid navy or solid white knee socks with full kneecap showing, or 3) full tights in solid navy or solid white. For convenience, Lands' End carries basic crew socks, knee socks, and tights that are approved as an optional purchase.
- When girls are not wearing tights, navy bike shorts must be worn with all jumpers and skirts; bike shorts must be shorter in length than jumpers/skirts.
- Hats, caps, scarves, and leggings are not permitted.

### SHOE GUIDELINES

- Open toe and/or open back shoes are not permitted.
- Boots are not permitted.
- Shoe laces must be tied with the bow visible.
- For Non-Formal Dress Days, shoes of any other style are permitted and must be solid black, grey, blue, white, or red. Tennis shoes are recommended.
- For Formal Dress Wednesdays, students must wear solid black shoes; dress shoes are recommended for these days, but any solid black shoe style will be permitted (as long as it follows the above guidelines).

### HAIR, MAKE-UP AND JEWELRY GUIDELINES

- Hair should have a conservative cut, natural color, no spikes or shaved heads; hair should not touch the collar for boys.
- Make-up and lipstick are not allowed.
- Temporary tattoos, real tattoos, body art, or graffiti using pens are unacceptable.
- Jewelry: Girls may wear stud or half-inch hoop earrings, limited to one per ear. Boys may not wear earrings.
- Necklaces: boys and girls may wear "fine" gold or silver chains with or without a small pendant.

## **FORMAL UNIFORM DAYS**

All Wednesdays in which school is in session are designated as formal dress days. On these days students may only wear “required” uniform items.

## **UNIFORM OPTIONAL DAYS**

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

- Clothing more than one size larger than a student’s normal size will not be permitted.
- No tank tops.
- No undergarments showing.
- No “gang-type” clothing, including large key chains and extra long belts.
- Midriffs may not show.
- No hats or caps are permitted.
- No oversized athletic wear.
- Shorts may be worn for the entire school year.
- Boots may not be worn.

Appropriate brand logos, sports teams, and college tees are acceptable. All other slogan tees and all rock group tees are not permitted on any campus.

Ultimately, the judgment of school administrators will dictate what is acceptable on uniform optional days.



## 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.

### **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)



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).

### **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)



## 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.

### 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 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.

## **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)



### 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.

#### **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)



## 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.

#### **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)



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

### **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)



## 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: \_\_\_\_\_

#### 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



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).**

---

---

**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:

---

---

---

---

---

---

---

---

---

---

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

---

---

---

---

**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:

---

---

---

---

**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)



**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:

---

---

---

---

**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:

---

---

---

---

**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

**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)