



# FAIRMONT

PREPARATORY ACADEMY

## Message from the Headmaster

Fairmont Preparatory Academy, one of Southern California's leading college preparatory schools, has a strong reputation of scholastic, artistic, and athletic achievements. We expect you to uphold the Prep ideals by devoting yourself to your studies, developing your talents, and honing your character and leadership skills. As you strive to be the best scholar you can be, make the most of the Prep's vibrant student life by participating in extracurricular and social activities. Enjoy these important years of your education and take advantage of everything your teachers have to offer. Welcome to Fairmont Prep!

Robert Mendoza  
Headmaster

### ***The Fairmont Mission***

*Our mission is to prepare students to succeed at colleges of quality and challenge them to become exemplary citizens of a global society.*

### ***The Fairmont Vision***

*Our vision is to develop students from around the world by building their moral character, confidence and their intellectual, physical and artistic capabilities. With this foundation, they will be able to lead, serve and create a better international community in the 21<sup>st</sup> century.*

## **Fairmont Prep Academy Expected School Learning Results (ESLRs)**

The faculty and administration have identified the following skills that Fairmont students are expected to possess upon graduation from Fairmont Preparatory Academy:

### **Intellectual, Physical and Artistic Development**

- Preparation for post-secondary learning opportunities in college and beyond
- Critical thinking, problem solving, and use of creative solutions
- Creative expression skills
- Facility with research strategies and tools
- Application of skills across the curriculum
- Understanding the importance of the connections between mind and body

**Effective Communication Skills**

- Writing clearly, concisely, and in diverse genres
- Reading with comprehension and application
- Speaking clearly, concisely and articulately
- Active listening with understanding

**Community and Character Growth**

- Respecting and understanding diverse peoples, cultures and perspectives
- Behaving appropriately and respectfully in a group and independently
- Contributing talents and time to improve the school and community
- Balancing a challenging schedule of work, activities, leisure and family time

**Technology and Media Skills**

- Ability to apply the appropriate technology to solve problems
- Adeptness in using current technology for research and communication

**Using This Handbook**

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

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

## General Information

### Reference Guide

<i>Position/ Contact Information</i>	<b>Responsibility</b>
<b>Headmaster Robert Mendoza (Ext. 1415)</b>	Responsible for developing and implementing Fairmont's comprehensive educational program in a safe, clean, caring and enriching school environment. Through the department chairs, the Headmaster is responsible for the supervision and support of the Preparatory Academy faculty members.
<b>Dean of Students Kiki Mendoza (Ext. 1401)</b>	Responsible for day-to-day student supervision and campus security. In the absence of the Headmaster, to provide direction in accordance with the Preparatory Academy policies and procedures.
<b>Dean of Academics Matthew F. Brandstetter (Ext. 1449)</b>	Responsible for the day-to-day educational processes and counseling needs. In the absence of the Headmaster, provides direction in accordance with the Preparatory Academy policies and procedures.
<b>Dean of Advanced Studies Carolyn A. Lucia (Ext. 1410)</b>	Responsible for overseeing AP, IB, Medical and Engineering Magnet programs and other curricular scope and sequence
<b>Academic Counselors Grades 9-12 Maria Garcia (Ext. 1431) Julie Weems (Ext. 1425)</b>	Serve as a conduit of knowledge to parents and students. Responsible for academic advising and college counseling for grades 9-12.

<b>Position/ Contact Information</b>	<b>Responsibility</b>
<b>College Counselor Jonathan Dunn (Ext. 1432)</b>	Works with students to prepare them for college and college admissions.
<b>College Counselor Annamarie Mueco (Ext. 1620)</b>	Works with students to prepare them for college and college admissions.
<b>Magnet Programs Counselor Ray Prado (Ext. 1605)</b>	Counsels students in Medical and Engineering Magnet Programs.
<b>School Counselor Jill Thomas (Ext. 1407)</b>	Works individually with students who are referred by school personnel for support with specific areas.
<b>Safety Paul Dornan (Ext. 1456 )</b>	Responsible for enforcing campus policies and maintaining a safe campus environment
<b>Director of Activities &amp; Events Joslyn Awa (Ext. 1405)</b>	Responsible for coordinating student events and overseeing ASB. Responsible for coordinating campus events and activities.
<b>Admissions Director Betty Petersen (Ext. 1430)</b>	Responsible for administering campus enrollment and reenrollment.
<b>Admissions Director Christine Steele (Ext. 1402)</b>	Responsible for administering campus enrollment and reenrollment.
<b>Athletic Director Mark Alves (Ext. 1475)</b>	Responsible for leading Fairmont Preparatory Academy athletic programs.
<b>Registrar Kristy Skehan (Ext. 1411)</b>	Responsible for all student records and transcripts.

### **Student Regulations**

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

#### **General**

- Students must follow directions given by the Security Staff.
- Students must have their ASB card on their person during school hours and at all school functions.
- Use of beepers and cellular phones during school hours is prohibited, phones may be used at break and lunch only. If such devices are used in class or in the hallways they will be confiscated.
- The use of iPods is not allowed on campus at any time during school hours (8:00 a.m. to 2:36 p.m.). iPods will be confiscated and held by the Dean of Students. A \$15 fee will be assessed to retrieve the iPod. If the iPod is confiscated a second time, it will be held in the Dean of Students' office until the end of the school year, or until a parent/guardian can pick up the electronic device.
- Skateboards and roller blades are not allowed on campus. If a student is found with such, appropriate disciplinary action will be taken.
- Gum chewing is not permitted anywhere on the Fairmont Preparatory Academy campus.

#### **Age Limitation Policy**

No student, neither domestic, nor foreign, whose 21<sup>st</sup> birthday is attained prior to graduation in the student's senior year, shall be allowed to enroll in school.

No student, neither domestic, nor foreign, whose 20<sup>th</sup> birthday is attained prior to the last day of school in the student's junior year, shall be allowed to enroll in school. No student, neither domestic, nor foreign, whose 19<sup>th</sup> birthday is attained prior to the last day of school in the student's sophomore year, shall be allowed to enroll in school.

No student, neither domestic, nor foreign, whose 18<sup>th</sup> birthday is attained prior to the last day of school in the student's freshmen year, shall be allowed to enroll in school.

### **School Hours**

The Prep operates on an eight period day. The school day begins at 8:00 a.m. and ends at 2:36 p.m. every day. Exceptions to the daily schedule occur the first Friday of each month as there is a "Shortened Day Schedule". On "Shortened Day Schedule", the school day ends at 12:00 p.m. **All** students must arrive on time for the first period which begins at 8:00 a.m. (even if the class is a study hall) to be considered on time.

### **Telephones**

Phone lines are open from 7:30 a.m. to 5:00 p.m. If you call prior to 7:30 a.m., you will receive our voice mail system. In general, there is no need for cell phones on campus. In an emergency, students may always use a campus land line. All staff have e-mail access and addresses. You are encouraged to use this mode of communication since teachers may not be available during normal school operating hours. School personnel can be contacted via e-mail using the first initial and last name followed by fairmontschools.com (Example: Jane Smith would be: [jsmith@fairmontschools.com](mailto:jsmith@fairmontschools.com)). There is voice mail for all staff members. General, as well as specific information, including our newsletter Campus Connection, calendar, daily bulletin, etc. may be viewed on our web site [www.fairmontschools.net](http://www.fairmontschools.net) and our Prep Academy website at [www.fairmontprepstudents.com](http://www.fairmontprepstudents.com).

### **Parental Attitude and Cooperation**

Fairmont Preparatory Academy strives to work in concert with parents as we prepare our students for success in school and in life. 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, but not limited to...discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. In such a case, the decision of the Headmaster regarding the suitability for continued enrollment or acceptance in the school will be final.

### **Cell Phones/Electronic Devices**

Fairmont students may only use cell phones before and after school. During class, phones may not be used **for any reason** (including talking, listening, ringing, text messaging, checking the time, taking pictures, etc.). The phones must be **powered off** during class time. 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 pager.

If there is any suspicion concerning violation of other school rules using the device or potential criminal activity, the phone may be turned over to law enforcement officials.

Possession of a cellular telephone or other 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.

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

#### **1st Violation**

Confiscate the cell phone and return phone to a parent/legal guardian only.

#### **2nd Violation**

Confiscate the cell phone, assign detention, return phone to a parent/legal guardian only.

#### **3rd Violation**

Confiscate the cell phone, 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 cellular telephones and ECDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the Headmaster:

- 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 Headmaster or their designee.
- The student uses 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 cellular telephone or ECD is responsible for its care. The School is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought on campus.

#### **iPods**

The use or possession of iPods is not allowed on campus at any time during school hours (8:00 a.m. to 2:36 p.m.). iPods are not allowed to be used at break or lunch time. iPods will be confiscated and given to the Dean of Students. A \$15 fee will be assessed to retrieve the iPod. If the iPod is confiscated a second time, it will be held in the Dean of Students office until the end of the school year, or until a parent/guardian can pick up the electronic device.

#### **Visitors**

Fairmont Preparatory Academy is a closed campus. Parents and visitors are welcome on campus. To ensure campus security, we require all guests, including parents and others, sign in with office personnel. If visitors enter school grounds, they will be required to wear an identification badge at all times while on school grounds.

#### **Guests**

The presence of guests on campus and in the classrooms is disruptive to the educational process. For this reason, the presence of guests on campus is strictly limited and controlled. No unauthorized guests are permitted on campus. Fairmont Preparatory Academy Alumni are allowed on campus to visit, but still must check in with the front desk for a visitor's badge.

***Unauthorized guests will be asked to leave immediately and may be escorted off school premises. Guests are not allowed in the classroom for any reason. If a prospective student is interested in enrollment, they need to report to the front office and be referred to the Admissions Director for a campus tour. They will be given a guided tour of the school at a mutually convenient time as well as given any information that may be needed to complete the enrollment process.***

### **Video Cameras**

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

### **Uniforms**

We are under contract with the uniform vendor, True Grits. All Prep students must purchase all uniform clothing items, except for pants and shorts (black or khaki), from this company. High school students' pants and shorts (black or khaki) must be Dickies or Dockers **ONLY**. Items are for sale at the True Grits retail store in Anaheim and online. Clothing purchases from other stores are not acceptable except for Dickies or Dockers for high school pants and shorts (black or khaki). The uniforms may not be more than one size larger than a student's normal size. Skirts may not be more than three inches above the knee.

Fairmont Preparatory Academy's class ring is available to sophomores, juniors and seniors. Representatives from Herff Jones are on campus in the fall to take orders. Rings are purchased directly from Herff Jones.

### **Boys Regular Dress Code at School**

- No hats or beanies allowed
- Sweatshirts and jackets must have the Fairmont logo
- Collared shirts must have the Fairmont logo
- All shirts must be tucked in at all times
- Short sleeved or long sleeved undershirts must be **white** and solid in color with no print
- Pants and shorts (black or khaki) must be Dickies or Dockers
- Belts must be worn at all times
- Pants and shorts (black or khaki) may not be more than one size above a student's normal waist and must be cuffed appropriately at the bottom (no tears allowed on cuff)
- Closed toed shoes must be worn at all times
- No jeans of any color at any time

- No body piercing of any kind is permitted
- No piercing expanders are allowed nor items used to retain its non-permitted piercing holes
- Tattoos are not permitted nor may body markings be visible

#### **Girls Regular Dress Code at School**

- No hats or beanies allowed
- Sweatshirts, jackets and sweaters must have the Fairmont logo
- Skirts may not be more than three inches above the knee and may not be rolled at the waist
- Skirts must be purchased through True Grits
- Collared shirts must have the Fairmont logo
- All shirts must be tucked in at all times
- Short sleeved or long sleeved undershirts must be white and solid in color with no print
- Pants and shorts (black or khaki) must be Dickies or Dockers
- Belts must be worn at all times
- Pants and shorts (black or khaki) may not be more than one size larger than a student's normal waist and must be cuffed appropriately at the bottom (no tears allowed on cuff)
- Closed toed shoes must be worn at all times
- No jeans of any color at any time
- No body piercing of any kind is permitted. Except for ears.
- No piercing expanders are allowed nor items used to retain its non-permitted piercing holes, unless it is part of a recognized religious practice.
- Tattoos are not permitted nor may body markings be visible

Occasionally, students are granted relaxed dress where they may wear casual clothes. However, they must dress appropriately and adhere to the following rules:

- No excessively baggy clothing
- Shirts must be tucked in
- No jeans
- No studded belts
- No mini skirts
- No spaghetti straps
- No bare midriffs
- No sandals or backless shoes
- No hats or caps, unless a head covering is part of a recognized religious practice

- No hoods (meaning head coverings attached to sweatshirts) may be worn in class
- No “gang-style” clothing
- No extreme hairstyle, hair coloring, make-up or jewelry will be allowed. Facial hair is not permitted unless it is part of a recognized religious practice.
- No shaved heads
- No earrings for boys

No clothing with inappropriate writing, graphics or other objectionable content is permitted. Examples include, but are not limited to clothing with profane or obscene language or pictures, vulgar gestures, racial, ethnic or sexist slurs, language that promotes violence, language that refers to or promotes the use of drugs, tobacco, or alcohol.

All students are expected to exercise good judgment regarding their dress and grooming in order to maintain a positive educational environment and to insure student safety. Campus Administrators have the final word on the appropriateness of uniform and “relaxed dress” attire. Violations or defiance of the aforementioned school policies concerning relaxed dress may result in disciplinary action.

### **Hair Policy**

#### Girls

- Extreme or “faddish” hair styles or colors are NOT permitted
- Extreme changes in hair color are NOT permitted
- Students will be suspended from classes until the style/color is corrected

#### Boys

- Extreme or “faddish” hair styles or colors are NOT permitted
- Hair cannot touch eyes or the top of collar
- Extreme changes in hair color are NOT permitted
- If hair is worn spiked, it may not be more than 1.5” in length
- Step haircuts and bald shaved heads are NOT permitted
- Hair must be neat and evenly tapered to and not too short on the side
- Students will be suspended from classes until the style/color is corrected

### **Dance Policy and Regulations**

The Prep's expectations are that students will observe Fairmont Preparatory Academy rules and regulations at all school events. It has become necessary to enforce a dance policy with regard to attire, behavior and attendance. Please read this information carefully so that expectations are understood by both parents and students.

**Fairmont students should have their student ID with them at the dance** and all guests must be cleared at least four (4) days prior to the dance by submitting an Event Guest pass (available in the Green Room. **Parents**, we ask that you please review your student's attire before they leave for a school dance or activity. Additionally, please be aware that your signature is required on an Event Guest Pass form for any non-Fairmont Prep guest to attend a dance with your student. This signed form must be turned in to the Student Services Department.

**Dress Code** – the following dress code will be enforced at all school dances:

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

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

**Dance Behavior**

Bumping, grinding or any dancing of a sexual nature is not allowed (as determined by staff). Students will be warned once, and then asked to sit out of the dance for ten (10) minutes for a repeated offense. Upon the third offense, parents will be notified and students will be asked to leave the dance without refund.

**Dance Arrival/Departure**

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

Plan your departure for the posted end time of the dance – if you do not have transportation within thirty (30) minutes of the posted end time, chaperones will have to remain at the dance. This inconvenience will result in you not being allowed to attend the next dance.

**Alcohol/Illegal Substances**

No person who is known to have been consuming alcohol or illegal substances prior to the function will be admitted in the dance and disciplinary action will be taken according to school policy.

**Chaperone's Overnight Field Trips/Parent Travel**

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

**Personal Property**

Students shall assume full responsibility for their own personal property. We will do our best to help protect personal property, but we will not be held responsible for it. Students should not bring expensive items or large sums of money to school. Students should never leave books, clothing or other personal possessions unattended, including backpacks. All personal property is the individual's responsibility.

Students should put such items in their lockers. All students are expected to use assigned lockers for books and belongings and protect locker contents with a school issued combination lock. Locks may be purchased from the Dean of Student's office and/or student store for a \$10.00 fee.

Lockers are subject to periodic locker checks. If a locker does not have a lock, the belongings will be confiscated and a \$10 fee will be assessed to retrieve student belongings. At that time, a lock must be purchased from the Dean of the Students office. Non-Fairmont issued locks will be removed and disposed of.

Items found by staff members will be turned in to "lost and found," located by the Dean of Students office. Students should check this area when looking for lost items.

### **Backpacks**

Backpacks **may not** be left outside of lockers or on campus unattended. Any backpacks found on campus unattended will be confiscated and may be retrieved from the Dean of Students' office for a \$10 fee.

### **Computer Use (Library and Lab)**

#### **General**

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

#### **Acceptable Use Agreement**

Because the Internet contains an unregulated collection of resources, Fairmont Preparatory Academy cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter.

#### **Supervision**

Faculty shall supervise students while using on-line services at the school site, and may ask staff and student aides to assist in this supervision.

The IT Administration oversees the planning and maintenance of each campus' technological resources and may establish guidelines and limits on their use. Campus administration will ensure that all students using these resources receive training in their proper use.

### **User Obligations and Responsibilities**

Students are authorized to use the Fairmont Preparatory Academy's on-line services in accordance with user obligations and responsibilities specified below:

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

1. The student in whose name a network account is issued is responsible for its proper use at all times. Users shall keep their password private. They shall use the system only under their own account.
2. The school's network and computers shall be used only for purposes related to education. Commercial, recreational, political and/or personal use unrelated to an education purpose is strictly prohibited.
3. Fairmont Preparatory Academy reserves the right to monitor any on-line communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by administration.
4. The use of the Fairmont Preparatory Academy system is a privilege, not a right, and inappropriate use shall result in a cancellation of all privileges.
5. Students are prohibited from accessing, posting, submitting, publishing or displaying harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. (Harmful matter includes matter, taken as a whole, which to the average person applying contemporary standards, and appeals to the prurient interest and is matter which depicts or describes in a patently offensive way sexual conduct and which lacks serious literary, artistic, political or scientific value for minors.)

6. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law or school policy.
7. Copyrighted material may not be placed on the Fairmont Preparatory Academy system without the author's permission. Users may download copyrighted material for their own use only.
8. Vandalism will result in the cancellation of user privileges. Vandalism includes the intentional uploading, downloading or creating of computer viruses and/or any malicious attempt to harm or destroy school equipment or materials or the data of any other user. Vandalism also includes installing non-approved software or hardware.
9. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to delete, copy, modify or forge other users' mail.
10. Users shall report any security problem or misuse of the services to the teacher or principal. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
11. All students must sign the Acceptable Use Policy before a student can use Fairmont Preparatory Academy-owned computers or network resources.
12. Students who fail to abide by these rules shall be subject to disciplinary action, revocation of the user account and legal action as appropriate.

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

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

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

### **Introduction**

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

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

### **Guideline for Students**

#### **Safe and Responsible Social Networking**

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

As a student at Fairmont Schools, you should:

1. 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.
2. Speech considered inappropriate in the classroom is inappropriate on a social network site and could subject students to discipline. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.
3. Do not initiate nor accept social network friend requests with current or former teachers and/or staff.

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

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

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

#### **Musical Instrument Use Policy**

Before students receive an instrument they will need to sign an instrument use agreement form.

Students who receive a school instrument in good condition shall return the instrument in the same condition at the end of the term. In case of loss, parent/guardian agree to compensate Fairmont Private Schools for the replacement value of the instrument. In case of damage, parent/guardian agree to compensate Fairmont Private Schools for all repair costs.

#### **Parking Lot/Automobiles**

Parking in any of the Fairmont Preparatory Academy parking lots is at the student's own risk. Students who wish to take advantage of this privilege are to obtain a parking permit from the Dean of Students office. No car will be allowed in any parking lot without its parking pass hanging from the vehicles inside rear view mirror. The parking pass must remain hanging from the rear view mirror while the vehicle is parked in the parking lot. If the parking pass is not visible, the vehicle will not be allowed to park in the lot – no exceptions. Students who use fraudulent parking passes will lose the privilege of parking in the Fairmont Preparatory Academy student parking lot.

The parking lot will be closed to all students during school hours. Students may not go to any car (their own or faculty's) during the school day. Permission from a Dean, Security Supervisor or an Administrator is necessary for anyone wishing to go to the parking lot during school hours.

There shall be no stickers or decals on any vehicle's windows or exterior depicting any signs of violence, vulgar language or disrespect in reference to the Fairmont Preparatory Academy community.

A speed limit of five (5) M.P.H. will be enforced in the parking lot at all times. Disregard of the speed limit may result in loss of parking privileges.

Cars may not be left overnight in any parking lot without permission from the Security Office.

All unauthorized parking, failure to follow directions by the Security Staff, or parking violations will result in a Saturday (four hour) detention for the first offense, Saturday (four hour) detention for the second offense and loss of parking privilege for the third offense. Should a student park in the lot after the third offense; the car will be towed at the owner's expense.

If you do not have a parking permit you will not be allowed on campus.

#### **Issuance of Parking Permits**

**First Priority:** Senior drivers will be allowed to purchase a parking permit at Fairmont Preparatory Academy. Any senior applying for a permit will receive a permit as part of your senior privilege. **(Please get your application in as soon as possible, or application may be submitted the day of orientation. Any senior application submitted after orientation will not be granted a permit.)**

**Second Priority:** Junior drivers who carpool will be eligible for a lottery for a parking spot. In the event that space permits, carpoolers will be given priority in the junior lottery.

**Third Priority:** Junior drivers who drive a car will be allowed to submit an application for a parking spot if spots are available. Names will be entered into a lottery drawing and those selected will have the opportunity to purchase a parking permit.

**NO FRESHMEN WILL BE ALLOWED TO PURCHASE A PARKING PERMIT OR ALLOWED TO PARK ON CAMPUS.  
(Priority will be given to Seniors and Juniors.)**

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

**A vehicle with a carpool pass will be required to have two or more students in the vehicle when entering the parking lot in the morning. This means five days a week! Security will be checking these passes and those not following the rule will have their Prep parking privilege revoked.**

The parking lot is fenced and monitored at all times, and the gates will be closed at the start of the school day. No one is allowed to enter the parking lot unless the **parking permit** is hanging from the rearview mirror of the vehicle. If you forget your permit, you will not be allowed in. **No Exceptions!** The parking permit is to be left hanging while you are parked in the lot.

**Note:** All parents/guardians please pull all the way forward and refrain from parking when dropping off student unless you are here for school business. Adhere to all directions by Security Staff.

During school hours, no student will be allowed to return to their cars without permission from the Headmaster, Deans or Security Supervisor. If permission is given, Security Staff will accompany the student to the vehicle and then back to campus. **No Exceptions.**

**Please Note: Parking Permits are \$100 per year for the Prep lot. The \$100 is required at the time your request is turned in. Please make checks payable to: Fairmont Private Schools.**

**Note:** Students who fail to abide by parking lot rules, speed limits or directions given by Security Staff will receive consequences and possible termination of parking privileges. It is a privilege to park on campus and it should **not be abused.**

### **Emergency Preparedness**

To ensure disaster preparedness, we practice earthquake and fire emergency preparedness several times each year as well as “lock downs.” At the first sign of earth movement, students are instructed to “drop and take cover” when inside a building or to move to an open area when outside. They are to remain in these positions until told otherwise by a faculty or staff member.

Fairmont Preparatory Academy has developed an Emergency Readiness Plan. Administrators, teachers, and staff have been assigned to one of the following teams: Emergency Operation Center, First Aid, Sweep and Response, Security, Accounting, Parental Communication/Reunion Gate, Student Support, and Nutrition. In the event of a major emergency such as an earthquake or fire, we request that parents do not call the school. Instead, they should follow the instructions of emergency officials and make their way to the school as quickly and as safely as possible. We will do everything in our power to ensure the safety and well-being of students until parents or other responsible adults arrive.

Emergency Preparedness drills are held at least once a semester. In a drill or an actual emergency students are to be silent and maintain a DUCK-COVER-HOLD position under a desk/table, away from windows, and near an inside wall until the tremors have ceased and the instructor has directed evacuation to the field. Students should move quickly and quietly to the designated area on campus, posted in all classrooms. Students are to remain under the supervision of their instructor until dismissed back to class by the Administrator in charge. A student initiating a false fire alarm will be subject to disciplinary consequences, at Level III.

Students are to remain on campus until everyone is accounted for and an administrative decision has been made concerning the safety in releasing students. Students will be released through the Parental Communication/Reunion Gate Team on Sequoia Avenue to those adults authorized on the student’s Emergency Release Form.

The Dean of Students will continually revise and update the school’s emergency Preparedness Plan to ensure the safety and care of all students and staff.

## **Food Services**

### **Eating and Drinking:**

Fairmont Schools has contracted with Nutritional Management Services (NMS) to provide quality food for our students and staff on campus. The multi-purpose room serves as a cafeteria where our students can purchase food during serving times. Students who take advantage of our hot lunch program may purchase an entrée or a variety of a la carte selections.

Food, candy and/or beverages are not allowed in classrooms during a regular class period unless scheduled by the instructor and approved by Administration.

Food and/or beverages are not allowed in the hallways at any time. For the purpose of keeping our campus clean at all times, food and drinks are permitted on the patios and courtyard only. **Take-out food may not be delivered to campus.** Gum is not permitted on campus. Students are required to dispose of their trash in the appropriate receptacles.

## **Transportation Services**

Fairmont transportation service's mission is to accommodate the student's need for a safe transportation system. To ensure the safety of all, we reserve the right to revoke the privilege of school bus service whenever serious misconduct or repeated minor misconduct occurs. Fairmont's Transportation Department issues a complete list of rider rules and regulations at the beginning of each school year.

### **Dropping Off and Picking Up:**

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

## **Work Permits and Employment**

State law requires that students who are under 18 years of age and who plan to work obtain a work permit.

California State Labor Law prohibits students under 18 from working more than four hours on a school day. They cannot work between the hours of 10:00 p.m. and 5:00 a.m. on school days, and from 12:30 a.m. to 5:00 a.m. on weekends.

All permits expire at the end of summer and must be renewed in September of each year. Students must maintain a 2.0 G.P.A. to receive a work permit. Work permits can be picked up at Anaheim Unified High School District main office.

### **Re-Enrollment**

Each current student must submit his/her contract by the re-enrollment deadline in order to be guaranteed his/her seat for the following school year. Re-enrollment packets will be mailed out in January. Each packet will contain tuition information, procedures, and enrollment contract. Students are required to return this document to the Admissions Office prior to having any class schedule or course selection confirmed for the following school year.

### **Withdrawal Policy**

If a student plans to withdraw from Fairmont Preparatory Academy during the school year, the following procedure should be followed:

- Written withdrawal notice must be received by the Admissions Office.
- A student must complete a "Student Check-Out Form". This will be done in conjunction with the Admissions Office.
- Student(s) must return school materials, books, and pay all outstanding balances prior to leaving.

## **ACADEMIC INFORMATION**

All students who attend Fairmont Preparatory Academy will be expected to apply through the Admissions Department and meet the requirements set forth for all entering students. Placement tests will be conducted by individual departments to determine each student's enrollment in selected courses.

### **PLACEMENT**

All students will be placed in appropriate core courses according to Fairmont Preparatory Academy placement exams, standardized exams, teacher recommendations and final approval given by the Department Chair/Dean of Education.

## GRADUATION REQUIREMENTS

Fairmont Prep students must complete a total of 230 credits, as well as a combination of specific core and elective classes in order to graduate. Students must carry seven (7) periods on their schedules and must complete required community service hours to fulfill graduation requirements. Each student is required to complete 20 hours of community service for every year at Fairmont Preparatory Academy.

### Fairmont Preparatory Academy Graduation Requirements

Subject	Number of Years/Credits
English	4 years/40 credits
Math <sup>1</sup>	3 years/30 credits
Science <sup>2</sup>	3 years/30 credits
Social Science <sup>3</sup>	3 years/30 credits
World Languages <sup>4</sup>	2 years/20 credits
Physical Education <sup>5</sup>	4 semesters or 2 years
Health	1 course
Computers <sup>6</sup>	1 course
Visual/Performing Arts	1 year/10 credits

<sup>1</sup>Math must include Algebra I, Geometry, and Algebra II

<sup>2</sup>Science must include Biology and Chemistry or Physics

<sup>3</sup>Social Science must include U.S. History, World History and CP Economics/Government, or AP Economics, or AP Government or two years of IB History of Americas.

<sup>4</sup>World languages must be taken through level 3. Two levels of the same world language must be completed in high school. Students holding I-20 visas are exempt from the world languages requirement.

<sup>5</sup>CIF Sports may also satisfy physical education requirements.

<sup>6</sup>The computer requirement can be fulfilled by either taking a computer course, successful completion of First Year Seminar, or by computer test out.

**The graduation requirements listed here, along with elective courses, meet or exceed the University of California admission requirements.**

### Courses taken for Advancement

Certain courses may be taken in the summer to earn advancement credit. All advancement courses must be taken at Fairmont Preparatory Academy.

### **Schedule Changes**

Requests for schedule changes must be made with the student's assigned counselor.

Students and parents have five (5) full school days at the beginning of each semester to request a schedule change. Students must fill out a schedule change form, obtain the proper signature and make an appointment to see their counselor.

Teachers of AP, IB and honors courses may move students to the college preparatory (CP) level, with the approvals of the Department Chair and Dean of Education within the first two weeks of each semester, within five days after the progress report is issued, and/or within one week after the end of the first quarter.

- Movement to the CP level will take place once the teacher completes the schedule change form, obtains signatures from the student, parent/guardian and department chair and submits the completed form to the Dean of Education for approval. Once approved, the schedule change form is given to the student's counselor for schedule change. Changes will be made only when the process is followed within the allotted time period. All level changes must be teacher-initiated.

### **Grading**

- Grades for any course of instruction shall be determined by the teacher.
- Once a semester grade is submitted, it becomes a permanent addition to the student's transcript and will not be altered by title or grade except to rectify an error.
- In a rare case that a grade needs to be changed, each will be considered on a case-by-case basis.
- Incomplete grades will only be issued by the teacher and Dean of Education for the following reasons: long-term student illness or family tragedy and will be handled by the Dean of Education's office.
- All incomplete grades must be resolved within two (2) weeks after the issuing of the quarter/semester final grades.
- Students, parents/guardians will have two weeks after the quarter/semester grade has been mailed to challenge the assigned grade. These inquiries should be addressed to the student's counselor.

- Teachers will have two weeks after issuing the quarter/semester final grades to enter any changes.
- A grade change form stating the reason for grade change recommendation signed by the teacher and by the Dean of Education will be the only document accepted to make any grade change.
- After the two-week grace period all grades are final.
- Students who are moved from a higher-level course to CP after a semester grading period will not receive a grade higher or course title change for the recorded semester.
- AP/IB exam scores will not have an impact on recorded grades for the respective courses.
- Students will no longer be allowed to audit any class at the Prep Academy as of May 2008.

#### **Repeating a Course**

In accordance with University of California admissions standards, any high school course in which a D or an F is recorded must be repeated. Fairmont Preparatory Academy accepts a D grade for graduation, but not for advancement to the next level.

#### **Academic Probation Policy**

Academic probation status is evaluated four times per year (quarter one, semester one, quarter three, and semester two). A student is placed on academic probation when his/her grade point average falls below a 2.0 (based on an un-weighted 4.0 eligibility grade point average scale) or he/she receives an F in any subject. While on academic probation, the student is required to meet with their counselor during a mandatory weekly meeting.

The student's academic status will be reviewed at the end of the following grade term. If the student improves (2.0+ GPA, no F's) the student will be removed from probationary status. Should the student not meet the guidelines of their probation, they will be academically ineligible for participation on CIF sports teams. In this event, the student would continue academic probation until grades improve to meet Fairmont Preparatory Academy requirements.

Continual academic probation and academic ineligibility may lead a student's status to be reviewed by the Academic Review Board.

Fairmont Prep counselors work closely with students on academic probation to help them succeed. Parents/guardians are encouraged to set up a counseling appointment to create a plan of action for their student. In addition, students on probation will be required to turn in weekly progress reports and parents/guardians are required to sign the academic probation contract and return it to the counseling office.

#### **Academic Review Board**

The Academic Review Board meets every grading quarter to review and discuss the case of any student on academic probation or attendance contract at Fairmont Preparatory Academy. A meeting of the board may also be called in certain other cases, related to the academic success of a student.

After reviewing the information presented to them, the Academic Review Board will come to a decision concerning a success plan for the student's academic progress which may include not being asked back to Fairmont Preparatory Academy. The decision of the Academic Review Board will be communicated to the student and parents by the Dean of Education and the student's counselor; this decision may be appealed in writing (within 48 hours of the parent notification) to the Headmaster and, if necessary, to the CEO, only if there are new and previously unknown circumstances.

#### **Grade Point Average**

Grade Point Averages (GPAs) are calculated by dividing the total number of units earned in a semester, into the total number of grade points earned that semester (grade points x credits + grade points x credits / total number of credits). This excludes P.E., CIF sports, travel/project week, contract sports, and pass/fail classes.

- Courses taken for academic credit outside of Fairmont Preparatory Academy must be approved by the department chair prior to registration for that class.
- Travel/Project Week grades are not calculated into the GPA.
- Courses taken outside of Fairmont will receive credit, but the grade will not be factored into the student's grade point average.

### Grading Scales:

Grades	%	CP	Honors
A+	100-98	4.00	5.00
A	97-93	4.00	5.00
A-	92-90	3.70	4.70
B+	89-87	3.30	4.30
B	86-83	3.00	4.00
B-	82-80	2.70	3.70
C+	79-77	2.30	3.30
C	76-73	2.00	3.00
C-	72-70	1.70	2.70
D+	69-67	1.30	2.30
D	66-63	1.0	2.00
D-	62-60	.70	1.70
F	59-00	-	-

- Fairmont's grading scale corresponds to the grading scale utilized by the College Board
- For honors, Advanced Placement (AP) or International Baccalaureate (IB) classes, an additional 1.00 point on the GPA scale will be added.
- Grade F will not receive credit at the honors level.
- Students enrolled in Advanced Placement (AP) or International Baccalaureate (IB) classes are expected to sit for the exams in the spring. Fairmont recommends that a student sit for no more than five exams during a testing cycle. Payment for AP and IB exams must be made in advance and no refunds will be given.

### Honor Roll

At the end of each semester, students who have earned a grade point average of 4.0 or higher will be placed on the honor roll and will be designated with "High Honors." Students who earn a GPA of 3.5 to 3.99 will be designated with "Honors." Weighted grades for all honors, AP, and IB classes will be used to determine GPAs.

### Transcripts

Fairmont will provide copies of transcripts at no charge provided the request is made 5 business days in advance. Transcripts must be requested through the Registrar's Office. Transcript request forms are available at the Front Office. A \$10 per transcript fee will apply to all rush ordered transcripts. Final transcripts will not be released if there are

outstanding balances due on the individual student's account.

### **Making an Appointment With a Counselor**

Each student is advised to make appointments with his or her individual counselor. Fairmont counselors meet individually and with groups of students at least three (3) times a year. Students are also encouraged to make additional appointments by phone or email as needed. Parents/guardians who would like to meet with their child's counselor should call or email for an appointment.

### **AP and IB Exam Policy**

It is Fairmont's policy to limit registration for an AP and/or IB exam to students enrolled in the corresponding AP or IB course.

- The registration deadline for IB diplomas and/or certificates is October 15<sup>th</sup>.
- The registration deadline for AP exams is March 1<sup>st</sup>.
- College Board and International Baccalaureate set both the fees for registration and the fees for missed exams. The fee for missed AP exams is approximately \$15. Change fees for IB vary, depending on IB's deadlines and may reach as high as \$250. All testing costs are the responsibility of the student.

### **Final Semester Exams**

Students with an outstanding balance owed to Fairmont Schools will not be allowed to sit for final exams. All financial obligations must be met prior to sitting for final exams each semester.

### **Final Semester Exam and Make-up Exam Schedule**

Students are expected to take exams on time according to the posted schedule. If a student has an excused absence that is verified through the attendance office, he/she will be offered an opportunity to make-up the exam in the next available exam period. To do so, the following conditions must be met:

1. The make-up exam schedule is for verified cases of illness only. Make up exams must be taken according to the posted exam schedule.
2. Make-up exams are to be taken in the next available time slot. Make-up times and places are indicated on the posted exam schedule.

Make-up exams taken after exam week will be given only for verified extended illnesses and must be prearranged by the Dean of Education.

#### **Valedictorian/Salutatorian**

In order to determine Fairmont's valedictorian and salutatorian, the highest GPAs and the length of attendance at Fairmont are taken into consideration. To be a valedictorian or salutatorian nominee, the student must have attended a minimum of three years in high school at Fairmont Preparatory Academy.

#### **Academic Assistance**

The faculty offers weekly after-school sessions to answer questions or review course concepts with students. These times are not designed to be homework guidance times. Students should sign-up with teacher(s) at least 24 hours in advance of the session.

Other arrangements for academic assistance may be made directly with the teacher.

#### **Progress Reports**

Parents/Guardians are encouraged to monitor their student's progress by using the online grading tools provided by Fairmont Preparatory Academy.

#### **Borrowed Books (Library)**

Library books are only allowed out of the library if they are checked out by a member of the library staff. Students may check-out book with their student ID number. Books are loaned for a period of two weeks.

It is the student's responsibility to return books on time and in the same condition received. Fairmont reserves the right to charge full replacement value for any book returned in poor condition. Full replacement value will also be charged for any book that is not returned. Borrowed books must be returned and fines must be paid at least two weeks prior to the end of the school year.

#### **Code of Conduct**

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

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

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

### **Student Honor Code**

One of our primary aims is to instill in students the importance of academic honesty. To this end, we have introduced a “Character Counts” program to our students which serves as a constant reminder that Fairmont will not tolerate any behavior which may be construed as dishonest. All staff at this school will enforce the provisions of the Student Honor Code. All Fairmont students subscribe to the Student Honor Code that includes, but is not limited to, the following:

The Fairmont Honor Code requires that students at all times present only their own work.

They pledge to inform the Honor Council should they become aware of a fellow student behaving in a dishonorable manner.

### **On-Campus Relationships**

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

### **Searches**

A student’s locker, car, person or belongings may be searched by the school’s Administration, faculty, or staff when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is in violation of either the law or the rules of the school.

### **In Class Protocol**

Students are expected to be at their desks and be prepared to work at the time the second bell rings. Students are not allowed to leave a room during a class period without a signed pass or a specific designated item from a teacher or staff member. Likewise, students must obtain a signed pass to return to a classroom from the office or other campus location.

Behaviors we expect:

- Respecting Administration, staff, teachers, fellow students and yourself at all times
- Attending school daily, being on time to class
- Giving your best academic effort at all times
- Abiding by Fairmont Prep Academy rules and regulations
- Participating in school life
- Maintaining academic honesty
- Complying with FPA dress code
- Helping keep classrooms, school grounds, and other buildings clean and neat
- Behaving responsibly, maintaining a sense of humor, being kind and considerate to all members of the Fairmont community

### **Attendance**

- Fairmont students must attend every class period.
- The school day starts at 8:00 a.m. and ends at 2:36 p.m.
- The maximum number of absences to any one class period (excused or unexcused) per semester is 12. Absences in excess of this may result in loss of credit for the semester.

### **Excessive Absence Policy**

Fairmont Academy allows twelve (12) non school-related absences of any classification in any class per semester. Students with more than 12 absences per semester will be subject to the **Excessive Absence Policy**. The school is aware and considerate of the fact that situations may arise in which a student is excessively absent for documented medical reasons beyond their control. In these cases a determination as to whether or not the excessive absence policy will be applied to the student.

### **Excessive Absence Policy**

- Eight (8) absences during one semester – written notification sent to parent/guardian
- Ten (10) absences during one semester – written notification sent to parent/guardian. Must be signed by both the student and their parent/guardian. Student may also be placed on an attendance contract.
- Twelve (12) absences – an administrative conference will be held to determine any possible disciplinary or academic consequences. Students who are absent twelve (12) or more days during a semester will lose academic credit for that semester. Student will be placed on an attendance contract.

### **Attendance Procedures**

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

**ATTENDANCE OFFICE (714) 999-5055 Ext. 1674  
Hours 7:30 a.m. to 4:30 p.m.**

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

### **Early Dismissals/Leaving Campus**

For security purposes, phone calls and emails **will not be accepted**. For the safety and protection of students, only a parent or other recognized adult listed on the emergency card may sign a student off school property.

Prior to leaving campus, students must acquire an early dismissal pass issued by the Attendance Office. Students are required to bring a note from their parent/guardian to the Attendance Office prior to the start of the school day, stating the reason for the absence and the time they are to be released. If circumstances dictate an unscheduled early dismissal situation, the parent/guardian must come to the school and show appropriate identification in order to sign the student out. If the parent/guardian or other recognized adult whose name appears on the emergency card, needs to have any other individual sign out a student, we will need written permission from parent/guardian stating who is to pick up the student and reason. That person will also need to show identification in order to pick up the student.

### **18 Year Old Students**

Students who are 18 years of age or older must abide by the rules under which they were accepted; namely that they live under the supervision of parent/guardian.

Students may not write notes for themselves or others at any time. Parents and/or guardians are the only authoritative people who may write notes.

### **Excused Absences**

Excused absences are recognized for personal illness or family emergency. Medical appointments, special trips and vacations are to be scheduled when classes are not in session. Missing class harms the student academically and places an unnecessary burden on the teacher. **Students may not miss class to study for an upcoming exam.**

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

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

### **Truancy/Unexcused Absences**

Unexcused absences describe any class period or school day missed by a student for reasons considered unacceptable by the Prep Academy. Unexcused absences will be considered truancy and are a Level III infraction. The policy for truancy is as follows:

- 1<sup>st</sup> offense = 4 hour Saturday detention
- 2<sup>nd</sup> offense = 2 day suspension
- 3<sup>rd</sup> offense = 3 day suspension
- Convening of the disciplinary review board for possible expulsion

The Dean's Office will make decisions based upon the nature and seriousness of the incident involving truancy as follows:

Consequences may include, but are not limited to the following disciplinary actions - after school detention, Saturday detention, Parent Conference, suspension, probation, Attendance Contract, and possibly expulsion from Fairmont Preparatory Academy. School work, assignments and/or tests missed because of a partial or full day truancy **may not be made up.**

### **Parents out of Town**

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

### **Family Trips/Obligations**

Please refrain from taking vacations during school days. However, if this is unavoidable, the school will approve up to five (5) days of absence. If the trip is longer than five (5) days the teachers will be under no obligation to provide make-up work, tests, etc.

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

- Obtain an Extended Leave of Absence Form application from the Attendance Office
- The parent/guardian must complete the form indicating the reason for the absence
- The student must submit the form with teacher signature to the Attendance Office

Absences will not be approved for students who have already accumulated eight (8) or more absences for that semester.

The Dean of Students considers the completed request. If the trip is not approved, the family will be notified.

### **Tardy Policy**

Tardiness is defined as a student late to school or class during the first 15 minutes of the period. Punctuality and being on task promote student responsibility and self-discipline. As such, our tardy policy is as follows: Students are allowed six (6) excused tardies per semester. All tardies beyond that will be unexcused and subject to disciplinary action, which may include being put on a tardy contract.

Students are considered tardy if they are not inside the classroom when the late bell rings. Any student more than fifteen (15) minutes late to a class **MUST** report to the attendance office to receive a pass to class. Student will be subject to disciplinary action.

Consequences for unexcused tardies are as follows:

- Tardies 4 – 7 = after school detention, letter home notifying parent
- Tardy 8 -12 = Two hour Saturday detention
- Tardy 13 -15 = Four hour Saturday detention

### **Detentions**

- Students will be assigned a disciplinary detention for each unexcused tardy and each subsequent unexcused tardy
- After school detention, as designated by Fairmont Administration, is a one-hour detention served on Wednesdays after school. A student assigned to an after school detention is required to pay \$10 to cover administrative costs of detention, and perform disciplinary tasks such as cleaning classrooms, or picking up trash on school grounds. Arrangements will be made through office personnel and the Dean of Students for after school detention. Students are responsible for arranging transportation following after-school detentions.

- Saturday detention, as designated by Fairmont Administration, is a four-hour detention served on Saturday morning. A student assigned to Saturday detention will be required to pay \$40 and perform disciplinary tasks such as cleaning classrooms, or picking up trash on school grounds. Arrangements will be made through office personnel and the Dean of Students for Saturday detention.
- Failure to return the detention form with a parent/guardian signature will result in a call to the parent/guardian and may result in additional consequences. A missed Saturday detention will result in a one (1) day suspension upon the student returning to school. It is the responsibility of the student to reschedule a missed Saturday detention for the next available Saturday, if there is an unavoidable conflict. It will be considered a Level II infraction and become part of the student file.
- The Dean of Students may place a student on a Disciplinary Probation Contract after three missed Saturday detentions. A parent/guardian conference is required before a student will be allowed to return to class.

A weekday detention will be after school and will not exceed one (1) hour. Students and parents are notified of the detention in the following way:

- A detention notice is completed by the Dean of Students Office
- The student detention time is assigned
- A copy of the notice must be signed by the student's parent/guardian for confirmation of the scheduled detention date and returned to the Dean's Office

If parents cannot arrange transportation for an after school detention, the student must serve two (2) hours of a Saturday detention.

- The Administration will notify the transportation service not to expect a detained student on the day detention is to be served

### **Cheating and Plagiarism**

The staff of Fairmont Preparatory Academy expects grades students receive will reflect, in the fairest possible way, the academic work they have completed.

Academic dishonesty, cheating, or plagiarism involve an attempt by a student to show possession of a level of knowledge or skill they do not possess and will be dealt with on a case-by-case basis.

Cheating is defined in the following ways:

- 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, answers, or homework
- Copying another student's homework, or allowing another student to copy one's own homework
- Allowing another student to cheat from one's own test or other coursework
- Receiving help from a tutor, another student or any other individual to produce work or answers or to substantially change the quality or accuracy of academic work. If help is received, it must be acknowledged in writing in the academic work.
- Always consult with the teacher before using another's work, as each instance will be evaluated by the teacher to determine whether the work submitted is truly the student's

Plagiarism is defined in the following ways:

- 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, internal citations, and/or footnotes to denote material that has been directly quoted or paraphrased from another source
- Paraphrasing an author without citing the source
- Remember: using an idea and/or specific wording from someone else's work constitutes plagiarism, even if only a sentence or part of a sentence is used

Plagiarism and cheating may seem confusing to students. Please use the following links to obtain more information on the various forms of academic dishonesty unacceptable at Fairmont and at all colleges and universities in the United States.

Georgetown University's Website on Academic Integrity:

- <http://www11.georgetown.edu/programs/gervase/hc/plagiarism.html#Friends>

Duke University's Website on Avoiding Plagiarism:

- <http://library.duke.edu/research/plagiarism/>

Northwestern University's Website on Avoiding Plagiarism:

- <http://www.northwestern.edu/uacc/plagiar.html>

If still uncertain about what constitutes plagiarism, it is advisable to consult one's teacher immediately. Teachers are happy to clarify and help, and with the serious consequences involved, **it is essential to avoid cheating and plagiarism.**

### **Discipline Policies**

Fairmont's disciplinary policies are intended to teach students to be responsible for their choices and limit disruption to quality instructional time. The following are examples of behaviors and possible consequences for infractions. This list is not all inclusive and students may be disciplined for any violation of this Student Handbook or other conduct that is not congruent with Fairmont's rules and standards. Students are expected to use good judgment regarding their actions at all times. Fairmont reserves the right to discipline students for any infraction of Fairmont's rules, regulations, and policies in the manner deemed most appropriate given the circumstances of the situation. The following is intended only as a guideline to assist students and parents in understanding the school's expectations and the possible consequences for violating Fairmont's rules, regulations, and policies.

## **Disciplinary Infractions**

### **Level I Infractions (minor)**

Level I infractions are generally minor violations of Fairmont's rules, regulations and policies. Some examples of possible Level I infractions include but are not limited to the following:

1. Dress/Grooming Code Violations
2. Tardies
3. Littering
4. Chewing gum
5. No Student I.D. Card on Person
6. Minor disregard of student regulations or school policies
7. Failed Consequences
8. Use of cellular phones or beepers during school hours

### **Level I Consequences include but are not limited to:**

1. Detention
2. Trash Pick-up
3. Written Assignment(s)
4. Loss of privileges

### **Level II Infractions (major)**

Level II infractions are generally major violations of Fairmont's rules, regulations and policies.

Some examples of possible Level II violations include but are not limited to:

1. Multiple or flagrant Level I infractions
2. Classroom disruption
3. Dishonest behavior that includes falsified excuses/signatures/phone messages, plagiarism (copying another's work), cheating on any class work, class tests, quarter or final exams.
4. Use or possession of tobacco or tobacco products on or near school property or at any school function.
5. Failure to turn in prescription medication to the Front Desk.
6. Truancy (class or school)
7. Defiance or disrespect for authority and/or school code.
8. Possession of pornographic materials.

9. Language, gestures or behavior that is immoral, vulgar, profane or obscene.
10. Gambling on or near school property or at any school function.
11. Fighting on or near school property or at any school function.
12. Intimidation, hostile action, hazing or any willful act that may cause injury (mental or physical) to another person.
13. Theft, invasion of privacy, possession of stolen property or destruction of another's property.
14. Throwing food or drink or smearing another's uniform or person.
15. Possession of hate literature, use of hate language including that which is racial, ethnic or religious in nature.
16. Construction and use of web sites that defame students, school personnel or other entities as deemed inappropriate by the Fairmont Preparatory Academy Administration.
17. Inappropriate use of the Internet.
18. Major disregard of student regulations.
19. Conspiracy in any of the above infractions.

**Level II Consequences include but are not limited to:**

1. Any combination of Level I consequences
2. Parent Conference
3. Lunch work detail
4. Saturday work detention
5. Suspension
6. Behavior contract
7. Liability for damages
8. Regarding #3 of Level II infractions, a grade of "O" for each infraction.

**Level III Infractions (serious)**

Level III infractions are serious violations of Fairmont's rules, regulations, and policies. Some examples of such violations include but are not limited to:

1. Multiple, flagrant or serious Level II infractions
2. Immoral or scandalous conduct (any speech, writing) on or near school property or at any school function, or off-campus at any time
3. Defiance of authority and/or school code of a serious nature
4. Theft or destruction of another's property of a serious nature

5. Possession/use of any weapon, including but not limited to knives and firearms (real or imitation) or pepper spray
6. Possessing, furnishing, using, distributing, selling, purchasing, transporting or being under the influence of any controlled substance (without prescription) or intoxicant (including alcohol or drug paraphernalia) on or near school property or at any school function
7. Possessing, furnishing, using, distributing, selling, purchasing drug paraphernalia on or near school property or at any school function
8. Selling, distributing, or giving one's prescription medication to another student
9. Lighting fires, and/or possessing, using or threatening to use any incendiary or explosive devices such as, flares, firecrackers, M-80's and Cherry Bombs and Smoke Bombs, or Stink Devices
10. Direct involvement as principal or accessory in any malicious mischief
11. Direct involvement as principal or accessory in any crime where student arrest or arraignment takes place
12. Any sexual or aggravated assault on or near school property, at any school function or off-campus at any time
13. The use of any extreme hate language or the distribution of any hate literature including that which is racial, ethnic or religious in nature
14. Serious disregard of student regulations
15. Serious harassment, hazing or any willful act that may cause injury (mental or physical) to another person
16. Conspiracy or the act of a serious dishonest behavior that includes falsified documents and serious cheating
17. Construction and use of web sites that defame students, school personnel or other entities as deemed inappropriate by the Fairmont Preparatory Academy Administration
18. Inappropriate use of the Internet of a serious nature
19. Conspiracy in any of the above infractions

**Level III Consequences include but are not limited to:**

Any Level III infractions may result in the appearance of the student and parent(s)/guardian(s) before the Disciplinary Review Board.

1. Any combination of Level II consequences

2. Strict disciplinary contract that could include but is not limited to: counseling, community service, etc.
3. Extra or co-curricular attendance ineligibility up to one calendar year in length
4. Extra or co-curricular participation ineligibility up to four weeks in length
5. Withdrawal or expulsion from Fairmont Preparatory Academy.

### **Harassment**

Fairmont will not tolerate any form of harassment. Fairmont's policy on harassment is included in this Handbook in Appendix B. Students and parents are encouraged to familiarize themselves with that policy as violations may lead to discipline, including and up to expulsion.

### **Disciplinary Probation**

Disciplinary probation may be for a period of a month, a quarter, or in special cases, a semester. During the disciplinary probation, the student may be excluded from any extra-curricular activity including but not limited to CIF sports activities. Parents/guardians will receive a written probation notice from the Dean of Students outlining the reason for the probation, the extent of the probation, and the duration of the probation.

Some examples of behaviors which may lead to disciplinary probation include but are not limited to:

- Fighting
- Stealing
- Cheating
- Vandalism
- Disrespect, threatening or harassing students or adults
- Profanity (unacceptable language)
- Misuse of electronic equipment

### **Suspension and/or Expulsion**

Disciplinary matters deemed severe enough to warrant action by the school's Administration are serious and may begin a process that could lead to the student's dismissal from Fairmont. Progressive discipline will generally apply. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary.

No academic credit can be given by the teacher during the time a student is serving a suspension. Course work or tests cannot be made up as a condition of the suspension.

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

Depending upon the gravity of the student's conduct, they may be placed on a long-term suspension or expelled from Fairmont as described in Appendix A.

Under extraordinary circumstances, Fairmont will consider a student's request to re-enroll in accordance with the procedures set forth in Appendix A.

## **Student Life**

### **Activity Period/Student Life**

Students are required to remain on campus during the activities period and are encouraged to become involved in many of the school sponsored clubs that meet during this time. Students are encouraged to start a new club with the approval of and under the direct supervision of the Director of Student Life and ASB Clubs Commission.

### **All School Meetings**

During an all school meeting upcoming events and other relevant information is shared with the student body. Attendance by all students is mandatory.

It is the student's responsibility to read the daily bulletin every day. These bulletins are posted in all classrooms.

### **Health Services**

All students must file a current Emergency Information Card in the school office on the first day of school. This information must be updated as necessary throughout the school year. Students will not be allowed to participate in any off-campus activity unless a current emergency card is on file.

Parents or other authorized adults will be immediately notified if an accident occurs. Parents will be responsible for transporting a student home or to a medical facility, except in cases of extreme emergency.

If a student feels ill they will be allowed to lie down in a quiet area, and a parent/guardian will be called to come to the school, sign out the student, and take the student home. After the student is signed out for the day, follow up will be done on the next school day to reaffirm attendance in the form of a note or phone call from the parent/guardian. In certain cases, the school may require a doctor's release before re-admittance of a student to class in order to make sure other students are not affected.

Medication:

- Students are not permitted to have any kind of medication; even over-the-counter medications, on their person during the school day. State laws require Fairmont to adhere to strict guidelines concerning students and medications.
- If the student rides a Fairmont bus and requires medication, it must be given to the driver who will bring the medication to the school office. If the student provides his or her own transportation, or rides with a parent/guardian or other driver, the medication must be brought to the office upon arrival at school.

If we are asked to give out prescription medication for (short or long term), we must have permission from a parent/guardian with written instructions from the student's doctor. Such medication must be in its original container, properly labeled by a pharmacist, and must include the name of the student, doctor, dosage, the name of the medication, a current date, and the method and time to be administered.

Students may not carry any medication with them unless it has been specifically discussed with the School Administration. Specific requirements must be met before the student carries the medication with them. Orders from your student's physician are required.

Student safety and Fairmont policy make it important for every student to follow these guidelines at all times.

### **Community Service**

Recognizing the value of service to character development and citizenship, Fairmont provides students with a variety of sources for community service. Community service is expected of all Fairmont students and should amount to 20 hours per year for a total of 80 hours for High School.

IB Diploma candidates must meet additional community service requirements.

At least 10 hours of service per year will be provided during the course of the academic year through community service field trips and on-campus projects (i.e. Box of Love). An additional 30-50 hours of service will be planned by the school in the form of monthly Community Service Projects planned and chaperoned by Prep faculty and staff. Therefore,

it is entirely possible for a student to complete all of their service hours with Fairmont Service projects. However, students are encouraged to explore their interests and participate in individual service projects as desired. Students are responsible for submitting proper documentation for all individual service hours completed.

Of the required 24 hours, 12 hours will be planned and coordinated by Fairmont and will be completed during normal school hours.

The remaining hours are the responsibility of the student. All projects must be approved by the homeroom teacher prior to the student beginning the project. Complete details are available in the Counseling Office.

### **Senior Privileges**

Fairmont Preparatory Academy seniors are granted, with written parental permission, certain privileges in recognition of their maturity. These privileges are also a reward for excellent behavior, maintenance of high academic standards, and in recognition for their contribution to school life. Fairmont Preparatory Academy Administration reserves the right to cancel or revoke any or all of these privileges at any time.

Senior privileges include:

- Exclusive use of the "Senior Courtyard" monitored by seniors
- The option to wear college sweatshirts on certain days
- The ability to miss the activities period (except class meetings) if the senior does not have clubs to attend

## **Appendix A**

### **Long-term Suspension and Expulsion Procedures**

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

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

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

The Board shall provide its recommendation regarding the appropriate disciplinary measures to the Headmaster. The Headmaster may accept, reject or modify the Board's recommendation. The Headmaster's decision shall be provided to the parent or guardian within three (3) school days of the Board meeting. The Headmaster's decision is final and may be appealed to the CEO only if there is new, previously not known information that may affect the outcome of the decision.

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

**Readmission to Fairmont Schools**

Any student who has been suspended or expelled shall be allowed to make application for readmission after one year (two years after mandatory expulsion). If a student desires to be readmitted to the school from which he/she has been suspended/expelled, the student shall submit a written application to the Headmaster, who shall recommend admission or non-admission. If a student wishes admission to another Fairmont school, he/she shall submit the written application to the Fairmont Business Office. The application shall include:

1. Reasons the student wants to return and why the request should be considered;
2. Evidence which supports the request; and
3. A supporting statement from the parent/guardian or others who may have assisted the student.

The Fairmont Business Office shall, in writing, advise the parent/guardian and student of the decision within seven (7) school business days of the receipt of such application.

## **APPENDIX B**

### **Sexual Harassment Policy - Students**

Fairmont is committed to providing a working and learning environment which is free of unlawful discrimination including sexual harassment. In keeping with this policy, Fairmont will not tolerate any inappropriate sexual conduct or sexual harassment by or towards any of the students at school or at school sponsored or school related activities. Fairmont also prohibits retaliatory behavior or action against individuals who complain, testify, or otherwise participate in the complaint process established by this policy.

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

### **Definition of Sexual Harassment**

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

- a. Submission to the conduct is explicitly or implicitly made a term or a condition of that individual's employment, academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

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

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

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

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

#### **Sexual Molestation Policy**

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

The school maintains and strictly enforces its policy regarding sexual molestation and other forms of child abuse. Each employee, as a condition of employment, is required to sign a copy of the policy, agreeing to be bound by its terms and conditions. A copy of the policy is also maintained at each school office and in the administrative offices of the Fairmont Private Schools. Questions regarding this policy should be directed to the Human Resources Office.

### **Complaint Procedure**

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

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

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

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

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

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

**Informing Students, Staff, and Parents**

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