



Elementary Student Handbook 2025-2026

Anaheim Hills Campus

5300 East La Palma Ave.
Anaheim, CA 92807
(714) 693-3812

Historic Anaheim Campus

1557 West Mable Street
Anaheim, CA 92802
(714) 563-4050

North Tustin Campus

12421 Newport Ave.
Santa Ana, CA 92705
(714) 832-4867

San Juan Capistrano Campus

26333 Oso Road
San Juan Capistrano, CA 92675
(949) 443-4050

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

Dear Parents and Students,

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

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

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

***Please see Blackbaud or the Fairmont website for the most current version of all handbooks.*

The Fairmont Vision

We influence lives to create a better world.

The Fairmont Values

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

The Fairmont Mission

We develop and deliver world-class P-12 schools and educational services globally. We provide a safe, nurturing environment where students can reach their highest potential and pave their path to success.

The Fairmont Code

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

Citizenship

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

Visitors

We welcome parents and other visitors to the campuses. To help ensure campus security, we request that ALL visitors sign in at the reception desk as soon as they are on Fairmont property. Visitors will be issued a "Visitor Pass," which must be worn at all times while they are on Fairmont property. To maintain a safe and productive learning environment for all students, we do not allow parents to observe in classrooms during instructional time.

Leaving School Early

For the safety and protection of students, only a parent or other recognized and approved adult may

sign a student off school property. Before any student will be released from Fairmont property during the school day, the parent or other responsible adult must come to the reception office to sign out the child.

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

After-School Pickup

Anyone who is not picked up by 3:45 p.m. on a daily basis must be enrolled in extended day. Extended day p.m. fee on a single-day basis is \$25.00.

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

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

Students may not use rideshare services such as Uber or Lyft.

Transportation Services

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

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

Extended Day

All students remaining on campus who are not participating in an after-school activity become the responsibility of the Student Services Department **after 3:45 p.m.** They must enroll in extended day at that time.

Students are expected to act with the same respect and courtesy they exhibit during their normal school day. In today's world, it is very important to us to keep your child safe. Therefore, students must stay in the area where they are assigned and get permission from a member of Student Services if they want or need to leave that area. **A single day extended day drop-in fee of \$25 will be charged starting at 3:45 p.m.**

Absenteeism

Whenever a student is absent from school, a parent note or phone call is required. A doctor's statement is required for absences of more than 5 days. Students must be symptom-free for 24 hours before returning to school (fever, vomiting, etc.). Parents are to notify the school office whenever a child has a contagious illness.

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

Homework: Make-up

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

Please communicate with your child's teacher(s) via email regarding any work your child misses while they are absent. Students will be given one day for each day of absence to make up the missed assignments starting on the day they return. Students may be expected to make up any missed assessment on the day they return to class if they have missed only one day.

Tardy

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

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

Community Involvement

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

Behavior

Behaviors we expect

- Being kind and considerate
- Keeping your hands and feet to yourself
- Helping to keep classrooms and school grounds clean and neat
- Being on time
- Using appropriate language

- Using self-control
- Behaving honestly and responsibly
- Listening
- Following the rules
- Making good choices
- Respecting authority, yourself, and others
- Walking to and from class

Behaviors we cannot allow

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

No Admittance

For their safety, students must be supervised by an adult at all times. Students are not permitted in these areas:

- the teachers' lounge
- the teachers' copy room
- the parking lot without an adult
- any classroom or lab unless a teacher or other staff member is present

Grades and Reporting

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

Progress reports and report cards are available online for all grades.

Teachers update grades for students every week in Blackbaud/MySchoolApp so students may keep track of their progress. In alignment with our high school academic policies, students/parents have two weeks after the semester grade has been posted to challenge the assigned grade. These grade inquiries are to be sent to the Head of School for elementary and middle school levels. In a rare case that a grade needs to be changed, each will

be considered on a case-by-case basis. Our grading system automatically truncates final grades to the nearest 100th which is how the letter grades are determined.

Homework Assignments

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

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

Most homework assignments are posted daily or weekly online.

Please see Homework Make-Up Policy.

Academic Assistance

Fairmont's faculty members offer academic assistance a total of (1) hour per week. Academic Assistance schedules will be posted on Blackbaud by your child's teacher. This is a time for students to ask specific questions regarding class concepts.

Honor Roll

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

Placement is in two categories:

The Head of School's Honor Roll is for students who achieve all A's in their five core subjects: *English, Math, Reading, Science, and Social Studies*.

The regular Honor Roll is for students who achieve a minimum of 3 A's & 2 B's in their five core subjects.

Note that any "N" on a student's report card will disqualify a student from both Honor Roll categories.

Academic Integrity Policy

At Fairmont Schools, we hold honesty and integrity in the highest regard. Cheating, plagiarism, use of generative AI tools without prior permission, and any form of academic dishonesty undermine the learning process and the trust within our school community. Students are expected to complete their work with honesty and integrity, always giving credit to others' ideas and words. Any act of dishonesty, whether intentional or unintentional, will be addressed with fairness and accountability. Consequences for academic misconduct may include, but are not limited to, receiving a zero on the assignment and parental notification. By upholding academic integrity, we create a supportive learning environment where every student can thrive based on their own efforts and abilities.

Care Of Textbooks

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

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

School Assemblies

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

Study Trips

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

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

Overnight Field Trips/Parent Travel

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

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

Uniforms and the Fairmont Dress Code

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

Uniforms **must** be purchased from the school's uniform provider.

General guidelines include:

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

When It's Cool Outside

If the weather is cool, students must wear a jacket, sweater, or fleece purchased through the school's uniform provider. Other outerwear is not permitted.

Hair Styles

Hair must be neatly kept, off the face, and of natural color. Parents will be notified and the student will be asked to change the color back to the original shade. Campus administrators have the final word on the appropriateness of hair.

Jewelry and Makeup

Earrings may not exceed one inch in length or width. Students may not wear more than 2 earrings per ear. Only simple "fine" gold or silver necklaces are permitted. Dog tags, beaded necklaces or chokers, excessive bracelets, or rings are not allowed. Students may not wear makeup. Tattoos, temporary tattoos, or body art/graffiti using pens are not allowed.

Uniform Optional Days

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

- Clothing more than one size larger than a student's normal size will not be permitted.
- No tank tops with straps less than 2 inches in width
- No undergarments showing
- Midriffs may not show
- Hats or caps are not permitted
- No oversized athletic wear
- Shorts must be no shorter than 4 inches above the knee or below the knee
- Leggings may not be worn as pants on free dress days.

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

Health Services

Students must have up-to-date information on file in our digital health system in case of emergency. We will do our best to notify parents or other authorized adults if an accident occurs. Parents will be responsible for transporting a student home or to a medical facility except in cases of extreme emergency when we will call paramedics. *One emergency contact must be within 30 miles of the campus in case of emergency.

Medication

Students are not permitted to bring any type of medication, including herbal medications and or cough drops, to school in a lunch bag, backpack, or on their person; nor are they allowed to keep medication with them during the school day. If the student rides a Fairmont bus, medications, vitamins, and herbal medications must be given to the driver who will bring the medication to the reception desk.

If the student rides with a parent or other approved adult, the adult must bring the medication to the reception desk. **Violations of this safety rule, where a student is in possession of medication, will result in disciplinary action.**

Prescription Medicines

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

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

date, and the method and time to be administered. Appropriate forms may be found in our digital health system.

Food Service

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

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

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

Take-out food may not be delivered to campus.

Parents and/or students are not permitted to order food for delivery to campus from outside vendors or delivery services.

Emergency Preparedness

We practice earthquake, lockdown, and fire emergency preparedness drills several times each school year.

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

An earthquake kit is provided for each child by the school. In case of major emergencies please DO NOT contact the school. We have adopted an emergency notification service that allows us to send a telephone, text, and/or email message to you providing important information about school emergencies. Standard text message rates apply. The successful delivery of information is dependent upon accurate contact information for each student, so please ensure that we have your most current contact information throughout the school year.

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

Physical Education and Sports

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

If a student is ill and cannot participate, a signed note from a parent/guardian is required. Instructors will modify or excuse that student's activity based on the content of the note.

A student's effort, participation, attitude, and skills testing are important components of a PE grade. Elementary students do not dress for PE.

League Sports

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

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

Probation, Suspension, And Expulsion

Grounds for probation and suspension include, but are not limited to, the following:

- Poor academic achievement
- Fighting
- Stealing
- Cheating
- Plagiarism
- Participating in games of chance
- Vandalism, writing graffiti
- Discriminatory or racist language
- Disrespecting, threatening or harassing students or adults including non-verbal and non-physical intimidation
- Profanity (unacceptable language)
- Forgery (including a parent's signature)
- Misuse of items where injury could occur (staplers, rubber bands, rocks, etc.)
- Inappropriate use of technology
- Repeated disciplinary infractions

Expulsion

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

- Any action that could result in major physical harm to another
- Striking another person
- Repeatedly using profanity
- Flagrant disrespect or insubordination
- Possession or misuse of combustibles on school buses or school grounds
- Possession of weapons or look-alike weapons (including pocket knives)
- Drugs, look alike drugs, tobacco products, alcohol, or e-cigarettes
- Communicating with fellow students in any form, including online, in an explicit or inappropriate way
- Gaining access to another student's email or social media accounts without their permission
- Repeated or major theft
- Unless a threat is substantiated and directly impacts a child's safety, there is no expectation or requirement that the school reports the outcome of the investigation back to the parent. This is to protect the confidentiality of all students involved, as required by law and school policy.

The school takes threats involving weapons very seriously. By implementing a strong and decisive response, we aim to underscore the importance of student safety within our school community.

Disciplinary Review Board

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

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

At this meeting, the Board shall afford the student and their parents an opportunity to be heard. The Board shall also have the right to question the student regarding the alleged conduct. The Board shall provide its recommendation regarding the appropriate disciplinary measures to the Head of School.

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

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

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

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

Threat Policy

The school maintains a zero-tolerance policy against any comments or threats involving weapons. Such behavior is unacceptable and will not be tolerated under any circumstances. Any student found to have made a threat, whether deemed credible or not, will be dismissed from school. This decision is made to prioritize the safety and well-being of all students and staff members.

In alignment with our commitment to ensuring the safety and well-being of all students, faculty, and staff, the following steps are taken when a threat involving a weapon is discovered:

Immediate Response Protocol:

- **Law Enforcement Notification:** Upon receiving any report or indication of a threat involving any type of weapon or look-alike weapon, law enforcement will be immediately notified to ensure swift and appropriate action.
- **Threat Assessment:** Law enforcement authorities will conduct a thorough threat assessment to evaluate the credibility and seriousness of the threat.
- **Student Removal from Campus:** For the safety of all individuals on campus, any student suspected of making a threat involving a weapon will not be allowed back on school premises until the situation has been fully investigated and resolved.
- **Student Dismissal:** Any student found to have made a threat involving a weapon, regardless of its credibility, will be immediately suspended and will be recommended for expulsion. This decision is made to prioritize the safety and well-being of all students and staff members.

Communication

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

Parent and Teacher Conferences

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

Calendar

The Monthly Calendar is available through Blackbaud. In addition please look for our campus e-newsletters.

Telephones/Cell Phones/Electronic Communication Devices

Students are not permitted to carry cell phones or other electronic devices unless permission is given by the Head of School.

Students will not be called to receive a telephone call during the school day unless it is an emergency. Each campus receptionist will forward messages to students and to parents when necessary. Students may make calls during the day only in an emergency and only with permission. If a student is ill, he or she should see the office staff who will decide if a call home is necessary.

Birthday Celebration Policy

We request that birthday celebrations adhere to the following guidelines:

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

Parental Attitude and Cooperation

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

Anti-Harassment

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

Anti-Bullying

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

Fairmont Schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact such as hitting or shoving; verbal or written assaults, such as teasing or name-calling; and social isolation or manipulation. Fairmont Schools expects students and/or staff to immediately report incidents of bullying to a school administrator. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during school-sponsored activities.

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

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

Dignity at School Policy

We are dedicated to creating and nurturing a safe, inclusive, and equitable community that respects and celebrates different cultures and identities. In this environment, every student has the opportunity to thrive and contribute to the best of their abilities. To achieve this, we must uphold a culture of mutual respect and consideration. Each one of us is

responsible for fostering and defending this culture, and for addressing any behaviors or attitudes that hinder our shared goals.

- We treat everyone with care and respect, embracing our similarities and differences, and promoting each other's well-being.
- We are friendly and, importantly, we listen and act with empathy.
- We have the sensitivity, awareness, and skill to understand different cultures and practices, fostering effective collaboration and learning.

Fairmont Principles:

- We prioritize the well-being and success of all students.
- We treat each other with care and respect, acknowledging and valuing our diversity.

Key Behaviors: Every student has the right to be treated with care, dignity, and respect within our school environment. Our Dignity at School policy outlines Fairmont's commitment to creating a fair, transparent, and inclusive atmosphere for all students.

Key Definitions: Diversity refers to the range of people in our school community, encompassing differences in backgrounds, ages, religions, beliefs, cultures, races, ethnicities, sexual orientations, genders, and more. At Fairmont, we recognize the value that individuals from diverse backgrounds bring to our community. Embracing diversity makes us stronger and sets an example for our students to follow.

Equity: Our focus is on equity, not just equality. Equity acknowledges that each student is unique and may require different forms of support at various stages of their educational journey. It recognizes that not everyone starts from the same place and that some face greater barriers due to their background. Equity involves identifying and addressing these imbalances to ensure everyone has equal access to opportunities, all underpinned by care, respect, and dignity.

Inclusion: Inclusion goes beyond diversity; it's about creating an environment where everyone feels valued, welcome, and engaged. In an inclusive setting, students can be themselves without conforming, knowing their contributions matter. Inclusion enriches our collective experience, enabling us to reach our full potential, regardless of our backgrounds or circumstances. We achieve inclusion by engaging, listening, and demonstrating that everyone is valued.

Belonging: Belonging is the feeling of acceptance and social connectivity within our school community. It's about being able to bring our unique selves to school without fear of judgment. We want every student to feel a strong sense of belonging to our school and to treat one another in a manner that is consistent with promoting belonging.

Diversity, Equity, Inclusion, and Belonging at Fairmont: Our goal is to treat everyone fairly, transparently, and with respect, considering their individual circumstances and needs. We strive to ensure that every student has the opportunity to contribute and reach their potential, free from harassment or discrimination. We want all students to feel a strong sense of belonging to our school community, where they can be their authentic selves, and moreover, we want all students to treat one another in a manner that fosters this feeling in the community.

All students are responsible for following this policy and treating each other with care, dignity, and respect. Our educators are responsible for upholding and enforcing this policy fairly and equitably.

Unfair Treatment and Unwanted Behavior: While we focus on promoting diversity, equity, and inclusion, it's essential to recognize and address unfair treatment and unwanted behavior. We encourage students to raise concerns informally with the person involved, their teacher, or a trusted adult. However, we understand that this may not always be possible.

Consequently, Fairmont has procedures in place to investigate and resolve complaints of bullying, harassment, or victimization. Students may use these procedures if informal attempts at resolution fail. We encourage students to document incidents and seek advice from a trusted adult.

Complaints of Bullying, Harassment, or Victimization: Complaints of unfair treatment or unwanted behavior can be sensitive and challenging to address. Students can choose to address concerns informally or take the formal route if needed.

Witnesses of bullying, harassment, or victimization should also report incidents to a trusted adult or school staff member.

Fairmont takes complaints seriously and will take appropriate action, including disciplinary measures, if discrimination, bullying, harassment, or victimization is found to be valid.

We are committed to creating a diverse, equitable, inclusive, and welcoming school environment, and we look forward to working together with our students, parents, and the entire school community to achieve this goal.

Public Media and Social Network Policy for Students

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

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

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 online environment.

As a student at Fairmont Schools, you should:

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

Technology Use at School

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

Students will always:

- use technology for class work only
- treat the equipment with respect and always report any hardware and/or software problem to the teacher or administration
- use only their own user identification, agree to use it for its intended purposes, and not share it with others
- respect the privacy of others by not sending them unwanted email messages, misrepresenting others when sending email,

or tampering with other accounts, files, or data

- leave devices as found
- close all screens and return to Windows Desktop when finished using a computer
- act responsibly when given the privilege of using a campus device

Students will never:

- modify the settings of the device
- transmit or download any material in violation of any Federal or State Law, including copyrighted or pirated audio, visual, motion picture or music files
- add or delete any software or files or download any software from the Internet
- use or otherwise access information on instructional or administrative computers for any reason
- use school devices for expressing either personal or political opinions
- try to repair any hardware or software problems
- play games that are not documented in the class curriculum or authorized by the IT Coordinator or IT Manager
- use devices for illegal purposes such as unauthorized copying of licensed or copyrighted software, images, music, movies, or other files
- attempt to break a computer system or access restricted data or websites
- harass other people, either by developing programs for these purposes or by using existing programs to do so
- eat or drink in computer labs or library

Prohibited Conduct

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

Sanctions: Any inappropriate activity or language in violation of the above prohibitions, including first-time offenses, may be subject to investigation and possible sanction by Fairmont Schools.

Sanctions imposed by the school may include, but are not limited to, the following:

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

Personal Property

We expect students to assume full responsibility for their own property. We will do our best to help protect personal property; however, the school is

not responsible for preventing theft, loss, damage, or vandalism. **Students SHOULD NOT bring expensive items or large sums of money to school.**

We strongly recommend that all clothing and personal items be labeled with a child's FIRST AND LAST name and, whenever possible, room number. Periodically, unidentified, unclaimed items will be donated.

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

Skateboards, cameras, toys, pets, trading cards, cell phones, smartwatches, and similar items are NOT permitted at school. These materials will be confiscated and parents may be asked to personally pick these items up at the school. If a school activity requires the use of such items, prior special permission must be obtained in writing from the teacher. These items should be held by the teacher until used and then taken home.

No Selling

Students may not sell items at school unless the items have been approved in advance by the Head of School or other administrator.

No Animals

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