



# STUDENT HANDBOOK

Academic Year 2025-2026

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## WELCOME TO FAIRMONT PREPARATORY ACADEMY

Fairmont believes in fostering a collaborative and respectful environment where students, parents, and staff work together to ensure the best educational experience. By enrolling at Fairmont, students and parents acknowledge and agree to abide by our school's policies and regulations. The administration is committed to making decisions that serve the best interests of our student body and the school community as a whole.

All students are expected to adhere to the guidelines and standards outlined in this Handbook. It is important to note that conduct outside of school may also influence a student's acceptance and continued enrollment at Fairmont.

Fairmont students are encouraged to take responsibility for their actions and to understand that their decisions have consequences. Poor decision-making can lead to the loss of privileges and potential disciplinary actions.

We reserve the right to modify policies at any time without prior notice to ensure that our standards remain in alignment with our educational goals and values.

Fairmont Schools aims to collaborate closely with parents to prepare our students for success in both school and life. While we value parental involvement and recognize their responsibilities, we reserve the right to deny admission or discontinue enrollment if a parent exhibits behavior that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive. The Head of School's decision on such matters will be final.

We look forward to a successful and productive school year with our dedicated students and supportive families. Go Huskies!

### THE FAIRMONT CODE

At Fairmont Schools, we provide a safe environment where all members of our community show respect and kindness to each other and protect and honor each other's rights, dignity, and individual differences. All Fairmont students and parents are expected and required to abide by the spirit of this Social Vision statement through their words and actions. Fairmont families are expected to treat teachers, staff, students, and parents with kindness and respect. Fairmont students and parents are expected to sign and submit the Anti-bullying Agreement Statement in MySchoolApp.

### START OF SCHOOL FORMS

All start-of-school forms must be completed before the first day on campus. These forms need to be reviewed and signed by both the student and parent through their respective MySchoolApp accounts, as well as the SchoolDoc forms, accessible via the Resource tile in the parent's MySchoolApp account.

## 2025-26 BELL SCHEDULE

### Monday - Thursday Block Schedule

MINUTES	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
45	7:10 am - 7:55 am	P0	P0	P0	P0
85	8:00 am - 9:25 am	P1	P5	P1	P5
<b>10</b>	<b>9:25 am - 9:35 am</b>	<b>AM Break</b>	<b>AM Break</b>	<b>AM Break</b>	<b>AM Break</b>
85	9:35 am - 11:00 am	P2	P6	P2	P6
<b>45</b>	<b>11:00 am - 11:45 am</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>	<b>Lunch</b>
85	11:45 am - 1:10 pm	P3	P7	P3	P7
<b>10</b>	<b>1:10 pm - 1:20 pm</b>	<b>PM Break</b>	<b>PM Break</b>	<b>PM Break</b>	<b>PM Break</b>
85	1:20 pm - 2:45 pm	P4	P8 (Flex)	P4	P8 (Flex)

### Friday Full Day Schedule (w/ Activity)

MINUTES	TIME	PERIOD
40	7:10 am - 7:50 am	0
40	8:00 am - 8:40 am	1
40	8:45 am - 9:25 am	2
<b>10</b>	<b>9:25 am - 9:35 am</b>	<b>Break</b>
40	9:40 am - 10:20 am	3
40	10:25 am - 11:05 am	5
<b>35</b>	<b>11:10 am - 11:45 am</b>	<b>Activity</b>
<b>40</b>	<b>11:50 am - 12:30 pm</b>	<b>Lunch</b>
40	12:35 pm - 1:15 pm	6
40	1:20 pm - 2:00 pm	7
40	2:05 pm - 2:45 pm	4

### Friday Full Day Schedule (w/o Activity)

MINUTES	TIME	PERIOD
40	7:10 am - 7:50 am	0
45	8:00 am - 8:45 am	1
45	8:50 am - 9:35 am	2
<b>10</b>	<b>9:35 am - 9:45 am</b>	<b>Break</b>
45	9:45 am - 10:30 am	3
45	10:35 am - 11:20 am	5
<b>45</b>	<b>11:20 am - 12:05 pm</b>	<b>Lunch</b>
45	12:10 pm - 1:05 pm	6
45	1:10 pm - 1:55 pm	7
45	2:00 pm - 2:45 pm	4

## PART I - GENERAL INFORMATION

### ATTENDANCE PROCEDURES & POLICIES

#### REPORTING ABSENCES

Parents/Guardians/Hosts must email the Attendance Office on the day of the student's absence. The email must include the date(s) and reason for the absence. Emails must come from a Fairmont authorized parents/guardians/hosts email as listed in the student's MySchoolApp account. **No phone calls will be accepted to ensure parents/guardians/hosts identity verification.**

**Contact: [prep-attendance@fairmontschools.com](mailto:prep-attendance@fairmontschools.com)**

This applies to full day, partial day, and extended tardies more than fifteen (15) minutes late to a class. Extended tardies exceeding fifteen (15) minutes into the class period will be considered an unexcused absence for that period. If an absence is not excused on the day of the absence, it will automatically be considered a truancy and will be subject to disciplinary review.

Students may be issued detention after three (3) total tardies to the same class. Additional tardies may result in further disciplinary measures, including multi-day detentions, the student being placed on an attendance contract, loss of privileges, or other consequences.

#### RETURNING TO SCHOOL AFTER AN ABSENCE OR TARDY

Students must report to the Attendance Office upon arriving on campus after an absence or tardy to obtain a readmit slip. Any student arriving late to their first class of the day must also report to the Attendance Office to receive a readmit slip. After three (3) total tardies to the same class, students will receive a detention. Further tardies may be subject to disciplinary action such as multiple detention, loss of privileges, or other disciplinary actions.

#### ATTENDANCE CLARIFICATION

All absences other than those officially school sanctioned, count toward the total number of absences regardless of classification (excused and truant). Absences due to school sanctioned activities such as athletics, field trips, competitions, etc. do not count toward absence totals.

- Excused Absence(s): parents/guardians/hosts has sent an email to clear the absence.
- Unexcused Absence(s): An absence that is not excused will be temporarily coded as an unexcused absence on the day of the absence. If the absence is not excused by the end of the day, it will be re-coded as a truancy. Truancies must be cleared by parents/guardians within 2 weeks of the absence.
- Truancy: Ditching class periods, leaving class for unapproved extended periods of time, and absences that are not excused on the day of the absence are considered truancies.
- Tardy: Students are considered tardy if they are not inside the classroom when the bell rings. Arriving to class after fifteen (15) minutes is considered an unexcused absence.
- School Sanctioned Absence: School Sanctioned leaves will not count towards the students total absences for the semester. Prerecorded activities such as CIF games, school sponsored athletic tournaments, Debate trips, and field trips are school sponsored/sanctioned absences and do not require a parent/guardian to excuse the absence. Additional co-curricular activities—whether academic, artistic, or athletic—that are not sponsored by Fairmont may be granted school-sanctioned absence classification, pending pre-approval from the Administration.

## EXCESSIVE ABSENCES

Excessive absences may negatively impact a student's grades due to missed classroom instruction and assignments. Students with excessive absences may also lose privileges, including participation in extracurricular activities, sports, and special events such as dances and field trips. Excessive absences due to medical issues or issues related to obtaining a VISA will be evaluated on a case by case basis. Supporting documentation will be expected. Families must work with the student's counselor as soon as the need arises. All approvals are subject to review and require the approval of the Head of School.

Number of Absences Per Semester	Possible Actions By Administration
Up to 5	Parent Notification(s)
6 to 8	Parent Meeting w/ Formal Warning
8 to 10	All the above + Detention(s) and/or Loss of Privileges
10 or more	All the above + Attendance Contract + Unable to make up work

## LEAVING CAMPUS BEFORE THE END OF SCHOOL DAY

Fairmont operates under a "closed campus" policy to ensure the safety and security of all students during school hours. A closed campus policy is a rule that requires students to stay on school grounds during school hours, including FLEX, lunch and breaks, unless they have special permission to leave. Students that may need to leave campus during school hours for legitimate reasons, such as, medical appointments, family emergencies, court appearances, must comply with sign out procedures.

**Approval and Sign-Out:** A Parent/Guardian/Host must email [prep-attendance@fairmontschools.com](mailto:prep-attendance@fairmontschools.com) to give their permission and explain the purpose of the absence or early departure. Students with an early dismissal listed on their schedule must also sign out at the appropriate locations.

**Authorized Pick Up During School Hours:** Only individuals listed in the student's MySchoolApp as authorized for pick up will be permitted to collect the student from school. If a parents/guardians/hosts needs to authorize someone not listed in MySchoolApp, they must notify Fairmont in writing beforehand. All parents/guardians or authorized individuals picking up students may be asked to present valid identification upon arrival at Fairmont.

## EXTRA-CURRICULAR PARTICIPATION

Students who need to leave campus before the end of the school day for a school-sponsored activity must come to class fully prepared. Any homework due on the day of the event must be turned in on that day. Students are expected to attend at least half of their class periods on the day of the event. In the event a scheduled game or extracurricular activity is canceled, the student will be required to complete the in class work that day, including any tests or quizzes.

## EXTENDED LEAVE OF ABSENCE

Students are strongly discouraged from taking extended days off during school days. Fairmont may approve an extended leave for students in good academic & attendance standing if the situation is unavoidable. Students with planned absences of more than one week of school must request have the parent/guardian email the student's counselor with a written request for a Leave of Absence at least two (2) weeks prior to the extended absence. If approved, the student's counselor will provide the Leave of Absence form that must be completed by the student, administrations, teachers and parent/guardian. Leave of Absence will be categorized as either a School Sanctioned Leave or Excused absence. School Sanctioned leaves will not count towards the students total absences for the semester and may be granted to students who are representing Fairmont in an academic, artistic, or athletic capacity. Students on an approved Leave of Absence will be held to the Make Up Work Policy.

### **MAKE UP POLICY**

This policy applies only to assignments, tests and/or quizzes missed in accordance with our excused absence policy. It is the student's responsibility to obtain all missed assignments, materials, and schedule make-up tests and quizzes with their teachers upon their return. Teachers will make reasonable efforts to establish deadlines for make-up work, which will be no earlier than one (1) day after returning to class and no later than two (2) weeks from the return to class after the absence in question.

Assignments, tests and/or quizzes missed due to suspension, truancy or absences recorded as unexcused will result in a "zero" grade and can not be made up.

When a student reaches ten (10) absences (excused or truant) in any given period, they may be placed on an Attendance Contract by the Dean of Students, which may limit activities outside of the classroom, require detentions, and other consequences deemed appropriate. Students will no longer be able to turn in "work" or make-up any tests or quizzes due on the date of the absence.

Excessive absences due to prolonged health issues or issues related to obtaining a VISA will be evaluated by the Dean of Students on a case by case basis with proper documentation.

### **LATE WORK**

When a student is present in class but does not turn in the required work during the period, they will have one week to submit the work for partial credit as determined by their teacher. Any exceptions must have prior approval from the Dean of Students in conjunction with the Head of School. Exceptions are approved only for special circumstances.

### **ILLNESS AND INJURY DURING SCHOOL HOURS**

Families are asked not to send students to campus when they are ill, and not to return to campus until a student has been symptom free for at least 24 hours. Students feeling unwell or sustaining an injury while on campus should immediately inform a teacher, staff member, or report to the athletic trainer. Designated staff will assess the student's condition and provide initial first aid or medical attention as needed. If the student's condition requires further attention or they need to leave school due to illness or injury, the parents/guardians/hosts listed in our records will be promptly notified. In cases of serious injury or medical emergencies, emergency services (911) will be contacted immediately.

### **OVER-THE-COUNTER & PRESCRIPTION MEDICATION**

Fairmont does not administer or provide any over-the-counter or prescription medication to students, unless all appropriate health forms in SchoolDoc are completed. All medication must be stored at the front desk. Fairmont is not liable or responsible for a student's failure to self-administer prescription medication. 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 are asked to take home their medications at the end of each school year. Any unclaimed medications will be properly disposed of after that time.

## TRANSPORTATION

**School Transportation:** To ensure the safety of all, Fairmont reserves 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.

**Driver Permission Agreement:** At times, the school may need help in transporting students on field trips or for sporting events. Our school parents and student drivers are always generous in their assistance. If you are interested in helping with such needs during the school year, please fill out this form. A new Driver Permission Agreement must be filled out each school year. This electronic form must be completed by parents/legal guardians of passengers under 18 years of age and available in the Parents MySchoolApp resource tile.

**Passenger Agreement Form:** This electronic form must be completed by parents/legal guardians of passengers under 18 years of age and available in the Parents MySchoolApp resource tile. This electronic form gives parents the options to authorize any of the the following options:

- Use a third party car service to or from school and/or school functions. Family is solely responsible for selecting/engaging such service and for any and all costs and fees.
- My child has permission to be transported to or from school functions with any Fairmont Schools parent/guardian.
- Permission to be transported to or from school functions with any Fairmont schools student driver.

## PARKING LOT

Parking is designated in specified areas only; unauthorized parking may result in detentions and in extreme cases towing. Vehicles must be parked in designated spots and not impede traffic flow or emergency access. Any accidents or damage must be reported to school authorities immediately. Students may not access their vehicles during the school day without authorization from security or authorized personnel. Vehicles may not display stickers or decals depicting any signs of violence, vulgar language or disrespect.

## STUDENT DRIVERS

Parking permits can be requested at the Front Desk and must be displayed on the rear view mirror. Documentation showing legal ability to drive and proof of insurance will be required. Parking is limited and subject to annual fees and availability. Students are responsible for maintaining their vehicles in safe and operable condition. Reckless driving on campus or in the surrounding neighborhood, including speeding and improper lane changes, is strictly prohibited. Repeat offenses or serious violations may lead to further disciplinary measures, including suspension of driving privileges. Fairmont reserves the right to prohibit a student from driving and parking on campus.

## AGE POLICY

Fairmont admits students who will not exceed the age of 20 prior to May 1st of their senior year. Upon reaching 18 years of age, Fairmont will continue to communicate with the student's parents, guardians, or hosts regarding the student's academic progress and other school-related matters. Students who have attained the age of 18 hereby consent to Fairmont maintaining these communications, which include access to their student records and confidential medical information.

## VISITORS

All visitors, including parents, guardians, hosts, alumni, vendors, and community members, must check in at the front desk upon arrival between the hours of 7:30 am - 4:00 pm, Monday - Friday. This includes the use of restroom facilities. To facilitate a productive visit, appointments with school staff or faculty should be scheduled in advance whenever possible. Fairmont reserves the right at its sole discretion to deny any visitor access to our campus

- Visitors must park in the marked visitor parking stalls.
- Visitors may be asked to present valid identification.
- Visitors badges must be worn and clearly visible at all times.
- Visitors may not take pictures or videos of students not in their care.
- Visitors may only use the designated visitor restrooms located next to the front office.
- Visitors must be accompanied by a school staff member or approved chaperone during their visit.
- Visitors must complete any required waivers and comply with additional guidelines provided by the front desk.

## DINING ON CAMPUS

Outside food, including deliveries and take-out, is prohibited from being brought onto school premises during school hours. Special circumstances may warrant exceptions, such as medical or dietary needs, with prior approval from school administration. Parents/guardians/hosts are permitted to provide food only for their own child and not for other students, unless under exceptional circumstances approved by school administration in advance. This policy is in place to maintain a healthy and safe environment, manage allergen exposure, and uphold school regulations.

## EMERGENCY PREPAREDNESS

Fairmont Schools has developed an Emergency Readiness Plan which is updated each year. This plan is given to all faculty and staff members at the beginning of the school year who then share the information with students.

- **Fire Emergencies:** In the event of a fire alarm, students and staff will evacuate the building using designated exit routes to assembly points outside. Fire drills are conducted regularly to familiarize everyone with evacuation procedures.
- **Lockdown:** A lockdown may be initiated in response to an immediate threat inside or in the vicinity of Fairmont. During a lockdown, all students and staff must move to secure locations within classrooms or designated areas, remain quiet, and await further instructions from school personnel or law enforcement.
- **Medical Emergencies:** Procedures for responding to medical emergencies, including first aid and access to emergency medical services, will be followed by trained personnel on site.
- **Earthquake:** During an earthquake, students and staff should “Drop, Cover, and Hold On.” They should seek cover under desks or tables, away from windows and heavy objects that could fall. After the shaking stops, evacuation procedures will be followed if necessary, ensuring safety remains the top priority.
- **Severe Weather:** Procedures for severe weather will be communicated and practiced regularly. Students and staff will move to designated safe areas within the buildings and follow instructions from school personnel.

Fairmont will maintain effective communication channels to notify students, staff, and parents/guardians/hosts of emergencies. This may include alerts through Fairmont’s notification system, announcements over the intercom, or direct communication from staff. In the event of an evacuation or prolonged emergency situation, procedures for reuniting students with their parents/guardians/hosts will be implemented. These procedures will prioritize student safety and ensure proper identification of authorized individuals for student pick-up.

### **COMMUNITY SERVICE REQUIREMENT**

Students are expected to complete a minimum of (20) hours per year of attendance. International Baccalaureate (IB) Diploma candidates may require additional community service involvement. Information about the requirements and opportunities can be found in Canvas.

### **ATHLETIC PARTICIPATION**

To play on a Fairmont athletic team, students must:

1. Maintain a 2.0 GPA (CIF Eligibility GPA).
2. Submit a physical exam completed by a licensed healthcare provider at the start of each athletic season. The exam is valid for one year.
3. Earn one semester of PE credit upon completing the sport season.

Athletic fees vary by sport and are required. Additional costs may apply based on team needs. Student athletes must return uniforms and game equipment by the end of the season. Failure to do so may affect eligibility for final exams and school functions.

### **FLEX PERIOD**

FLEX period at the end of the school day (P8) is a flexible block of time designed to support student success and engagement. While students are allowed to leave campus during this period, we strongly encourage them to stay and take advantage of the many opportunities available. During this time, students can seek assistance from teachers who remain in their classrooms, ready to offer support, complete missed assignments, tests, or quizzes, and deepen their understanding of course material.

Beyond academic pursuits, FLEX offers avenues for students to engage in club meetings, participate in athletic practices, or collaborate with peers in a quiet study environment. By choosing how to utilize this time effectively, students develop critical time management skills—planning, prioritizing, and executing tasks—which are fundamental for academic success and personal growth. Research underscores that effective time management not only improves academic outcomes but also reduces stress and fosters a balanced lifestyle.

We believe that by actively engaging in FLEX period activities, students are better equipped to navigate the demands of their academic and personal lives, fostering a sense of responsibility and independence that will benefit them well beyond their school years.

### **HALL PASSES**

During class periods, when needing to leave the classroom students must:

1. Notify the teacher of the need
2. Ensure their cell phone is left in the storage container in the classroom
3. Carry a hall pass indicating their known absence from the classroom

## **REQUESTING DOCUMENTS**

Fairmont Private Schools offers a secure website for current students, former students and corporations to request transcripts and student records online. Per School policy and the Family Educational Rights and Privacy Act (FERPA) student records are only available to those who have authorization from the student or parent, guardian or responsible person if the student is less than 18 years of age. If the student is 18 years of age or older, school records will not be released to a parent, guardian, or responsible person without the student's written consent. All requests for student records / information must be submitted and paid for online. Phone and fax requests will no longer be accepted. **Website:** <https://fairmontca.scriborder.com>

## **REASONABLE ACCOMMODATIONS**

Students with documented learning disabilities may request reasonable accommodations that will permit the student full and equal access to the goods, services and operations of the School.

### **Request for Accommodation**

A parent of a student with a documented learning disability who desires a reasonable accommodation in order to access the services of the School should make a request in writing to the Director of Counseling. The request must identify the services which the student requests full and equal access; and b) the desired accommodation(s).

Students or their parents/ guardians must provide documentation, completed within the last 3 years, from a medical provider, at their expense, documenting the existence of a disability. The medical provider should not only identify the disability, but also indicate that: (1) the applicant or student has a disability that substantially limits one or more major life activities; and (2) the manner in which the disability limits major life activities relevant to an applicant's or student's participation in the School's education program (i.e. what are the functional limitations of the student with regard to his or her participation in the School's educational program).

Documentation of a disability will be kept confidential and will be shared only with School personnel involved with the coordination and facilitation of services and accommodations, except as is otherwise required by law or emergency health services. Since insufficient information may jeopardize the accommodations process, the School reserves the right to request additional documentation considered necessary to the formulation of a reasonable and appropriate accommodation at the parents' expense. For example, the School may request current cognitive and achievement testing (ex: IEP or psycho-educational profile).

### **Case-by-Case Determination**

The School determines, in its sole discretion, whether reasonable accommodation(s) can be made, and the type of accommodation(s) to provide after it has engaged in the interactive process described above, unless the parents and student refuse to engage in an interactive process. The School will not provide accommodation(s) that would pose an undue burden upon School finances or operations, or that would endanger the health or safety of the student or others, or that would fundamentally alter the nature of the School or its goods, services, or operations. The School will inform the student and parents of its decision as to reasonable accommodation(s).

### **Review**

In situations where a request for accommodation is not granted, the family may request a review, which will include the Director of Counseling and the Head of School.

**Sample Accommodations**

Accommodations may include:

- Preferential seating.
- Extended time (e.g., time and a half).
- An alternative testing location.

**Accommodations on ACT, AP, PSAT, and SAT**

In addition to overseeing school-based accommodations, the Director of Counseling will support families who wish to apply for accommodations to the College Board and other testing agencies. This is a separate process from the request for School-based accommodations and must be initiated at least eight weeks prior to the desired testing date. Please consult the appropriate testing agencies for their guidelines and procedures. The final determination of whether a student will receive accommodations on those tests is made by the third-party testing agency.

## PART II - STUDENT EXPECTATIONS

### STUDENT CODE OF CONDUCT

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. Fairmont Schools 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 Fairmont community from pursuing this goal will result in an appropriate response from the faculty, staff, and school administrators. 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 wellbeing of the academic community of which they are a part. We expect students to take responsibility for their conduct and contribute positively to the academic community by actively engaging in their studies throughout the school day.

### GENERAL EXPECTATIONS FOR STUDENTS

- **Compliance with Authority:** Students are required to follow directions given by Fairmont administration, faculty, and staff at all times.
- **Identification:** Students must wear their school-issued ID badges at all times while on campus. ID badges must be worn in a visible location, such as on a lanyard around the neck or clipped to the front of clothing. Please see the front desk to report a lost/stolen ID.
- **Cell Phone Usage:** Cell phones may only be used during designated breaks and lunch periods. Their use in other times should be minimal and for academic purposes only.
- **Electronic Devices:** Students should refrain from inappropriate use of electronic devices, as defined by Fairmont guidelines. Inappropriate use may result in confiscation of the device.
- **Prohibited Items:** Skateboards, roller blades, hoverboards, and similar items are not permitted on campus.
- **Attendance and Punctuality:** Students are expected to attend school daily and be punctual to all classes and school-related activities.
- **Compliance with Rules:** Students must abide by all Fairmont rules and regulations as outlined in this policy and other official school documents.
- **Community Engagement:** Students are encouraged to actively participate and contribute positively to the school community.
- **Academic Integrity:** Students must maintain academic honesty and integrity in all coursework and assessments.
- **Dress Code:** All students are expected to exercise good judgment regarding their dress and grooming in order to maintain a positive educational environment and to ensure student safety.
- **Cleanliness and Neatness:** Students are responsible for keeping classrooms, school grounds, and buildings clean and tidy.
- **Personal Responsibility:** Students must clean up after themselves, particularly in common areas such as during lunch breaks.
- **Movement During Class:** Students must obtain a pass when leaving a room during a class period.
- **Personal Conduct:** Students are expected to maintain appropriate personal relationships and refrain from excessive public displays of affection or disruptive interactions.
- **Personal Property:** Students are responsible for their personal property and use their lockers to securely store items of value. Avoid bringing expensive items or large sums of money to school.
- **Lockers:** All students are expected to use their assigned lockers and use fairmont issued locks only.

Violation of any of these regulations may result in disciplinary action, as determined by administration. The severity of the disciplinary action will depend on the nature and repetition of the offense, and may include warnings, parental notification, detention, suspension, or other consequences deemed appropriate.

## **DRESS CODE & GROOMING POLICY**

Fairmont appreciates the cooperation of students and parents in upholding the standards outlined in this policy. Campus administrators have the final word on the appropriateness of any of the following.

### **Uniforms**

Students are expected to report to campus in school uniform every school day, including during off-campus school activities unless otherwise specified. Uniforms should be clean, neat, and in good repair. Skirts should be no shorter than mid-thigh. All tops and bottoms must be purchased from Lands' End.

- **Tops:** Fairmont polo in green, black, gray or white. A Fairmont polo must be worn under outerwear.
- **Bottoms:** Dress pants or dress shorts in black or khaki, or plaid skirts. Students are encouraged to wear belts with pants and shorts.
- **Outerwear:** Fairmont branded hoodies, jackets and sweatshirts obtained from Fairmont, Husky Den or uniform provider.
- **Shoes:** Closed-toed shoes and closed-heel only. Must be predominately black, gray, white or brown. \*UGG-style” boots, slippers and Crocs are NOT allowed for daily wear.
- **Head Coverings:** Religious head coverings are permitted.
- **Hats/Beanies:** Fairmont branded hats and beanies may only be worn before and after school and designated break times.
- **P.E. & Athletic Training:** T-shirt from Lands' End to be worn during PE and/or athletic training periods only. Solid color athletic shorts or pants.

### **Grooming**

- **Cleanliness:** Students must maintain personal hygiene, including regular bathing & clean hair.
- **Hair:** Hair should be neat, clean, kept out of the face and eyes and of a natural color. Extreme hairstyles are not permitted. Students must keep facial hair neat and trimmed. Full beards or excessive facial hair are not permitted unless for religious reasons.
- **Makeup & Nails:** Distracting makeup is not allowed. Nails should be of a reasonable length and not inhibit schoolwork.
- **Tattoos:** Tattoos must be covered at all times while on school property or during school-sponsored activities.
- **Jewelry:** For safety reasons, hoops and dangling earrings may not exceed 1” in length or width. Piercings must be limited to ears. Students may not have piercing expanders. All jewelry should be minimal and not pose a safety risk or distraction. Large or excessive jewelry is not allowed.

### **Designated Spirit Days & Relaxed Attire**

Each event may have its own specific dress code, which students are expected to adhere to. Students must comply with the dress code communicated by Fairmont or event organizers. Inappropriate attire may result in being asked to change or being denied participation.

### Prohibited Attire On Campus

- Altered or unauthorized uniforms
- Casual attire such as sweats, yoga pants, cargo pants, ripped jeans, excessively worn clothing, and leggings (unless worn under a skirt)
- Clothing should fit appropriately—neither excessively baggy nor tight
- Torn, ripped, or excessively worn clothing of any kind
- Crocs or Croc-like shoes, flip-flops, sandals, slippers, high-heeled shoes, and any footwear that constitutes a safety hazard
- Clothing with inappropriate writing, graphics, or objectionable content (including profanity, obscenity, violence, drug/tobacco/alcohol references, and offensive language)
- Mini skirts, spaghetti straps, shirts revealing bare midriffs, and revealing clothing that exposes, undergarments, or excessive skin
- Studded belts or shoes

### PERSONAL ELECTRONIC DEVICES ON CAMPUS

Fairmont recognizes the importance of personal electronic devices in today's society while aiming to maintain an optimal learning environment. The following policy outlines guidelines for the appropriate use of electronic devices on campus:

- **Classroom Use:** Cell phones may not be used in lieu of laptops or tablets in the classroom unless specifically directed for class use by a teacher. Earbuds must be removed upon entering the classroom or any other instructional setting unless specifically authorized by the teacher for educational purposes. Recording devices may be used in classrooms for note-taking purposes only. Students must obtain explicit permission from the teacher before using any recording device during class.
- **Prohibited Use in Private Areas:** The use of recording devices (including but not limited to smartphones, cameras, and audio recorders) is strictly prohibited in private areas such as restrooms, locker rooms, and any other areas designated for personal privacy.
- **Mature and Appropriate Use:** Students should use devices in a mature and appropriate manner. Inappropriate pictures sent over any device will result in suspension or expulsion. Asking another student to send an inappropriate picture may result in suspension or expulsion.
- **Access and Use Restrictions:** Devices must be set to "Silent/Do Not Disturb" and placed in the designated holding area in the classroom during the entire class period. Students are not permitted to access or use other students' electronic devices. Earbuds or personal listening devices may only be used during designated times and places approved by school staff. Use of personal listening devices while walking in corridors or participating in group activities must not disrupt others or compromise safety.
- **Bullying and Harassment:** Using a personal device to bully or harass a student or faculty member may result in suspension or expulsion.
- **Unauthorized Recording of Students:** Students must obtain consent from all participants (active and otherwise) before taking pictures, recording videos, or making other recordings.
- **Suspicion of Violation:** If there is suspicion of a device being used in violation of school rules or potential criminal activity, the phone may be turned over to law enforcement officials.
- **Special Authorizations:** Fairmont understands there may be unique circumstances requiring the use of a cell phone or electronic communication device (ECD). Examples include medical emergencies or urgent family situations. Parents/guardians/hosts must obtain prior authorization from the Head of School and may be required to provide supporting documentation.

## CONDUCT AT EVENTS

Students are expected to uphold Fairmont's code of conduct and behave responsibly at all times during campus or off-site events. Attendance at events is a privilege, not a right. Participation may be contingent upon adherence to school policies and behavioral expectations.

Prohibited Behaviors:

- Inappropriate dancing, including overtly sexual or suggestive gestures, is strictly prohibited.
- Possession or use of drugs, alcohol, or tobacco products.
- Physical altercations, verbal abuse, harassment, or bullying.
- Vandalism, theft, or destruction of property.
- Any other behavior deemed inappropriate or disruptive.

Actions that endanger the safety or well-being of oneself or others will not be tolerated. Violations of this policy will result in disciplinary action, which may include:

- Verbal warning
- Written warning or behavior contract
- Removal from the event and transportation back to school or home at the parent/guardian/host's expense
- Suspension from future events
- Other consequences deemed appropriate by school administration

## School Dances

All pre-authorized guests for dances must have a valid guest pass and be at least enrolled in 9th grade and be under the age of 20. Respect for others, including students, staff, and members of the public, must be maintained at all times. Students are not allowed into the dances more than one (1) hour after the start time, and will not be issued a refund. Once a student has checked into a dance, they are not permitted to leave until one (1) hour prior to the end of the dance, unless picked up and signed out by a parents/guardians/hosts.

## SCHOOLS RIGHT TO RECORD

Fairmont reserves the right to record video, audio, and/or still images at school activities, class sessions, and virtual classes. This includes but is not limited to lectures, discussions, presentations, performances, and any other school-related events. Security cameras connected to video recorders are positioned throughout Fairmont and camera locations change periodically.

## FAIRMONT MEDIA POLICY

Fairmont Schools may use photos and video footage, as well as artwork, writing samples and other school works to be reproduced in Fairmont brochures, advertisements, electronic publications, website, social media sites, marketing media or any other published materials.

## **SEARCHES & RANDOM DRUG TESTING**

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

Fairmont may conduct a random and mandatory drug and alcohol screening of a student if there is reasonable suspicion. The purpose of this is: (1) To provide for the health and safety of all students; (2) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) To encourage students who use drugs to participate in drug treatment programs. Failure to comply with this process may result in suspension and/or expulsion from Fairmont.

## **ACADEMIC INTEGRITY POLICY**

As educators, it is our responsibility to uphold the highest standards of academic integrity and honesty. Academic integrity and honesty are essential for maintaining the credibility and value of education within our institution. Fairmont Preparatory Academy students are expected to fulfill their academic obligations through honest and independent effort.

Acts that compromise academic honesty may be referred to as cheating, academic misconduct, academic dishonesty, or academic integrity violations. Any form of academic dishonesty undermines the learning process and compromises the integrity of our academic community.

### **Academic Misconduct**

Violations of academic integrity - intentional or unintentional - are subject to this policy which is established to promote a culture of honesty, fairness, and accountability among our students.

If it is determined the conduct at issue was unintentional, the violation will be explained and an alternative penalty may be imposed at the discretion of the Dean of Students.

If the student admits responsibility for academic misconduct, or if the student is otherwise found responsible for the academic misconduct, the teacher may impose a penalty stated in the syllabus for that course, including but not limited to an "0" on the assignment at issue, in addition to other penalties not listed in the syllabus that reflect the seriousness of the offense.

### **Academic Violation**

A violation takes place when a student attempts to attain academic credit through dishonest, disrespectful, irresponsible, untrustworthy, or unfair means which may result in a "zero" for the assignment/exam. Violations include, but are not limited to:

- Copying answers from another student's exam
- Sharing answers or providing unauthorized assistance during an exam
- Using a cheat sheet or unauthorized notes during an exam
- Copying from another student during an exam
- Using unauthorized materials or resources during an exam or assignment.
- Collaborating with others without permission during individual assignments
- Submitting work that is not one's own
- Using a cell phone or watch to assist in formulating answers

### Plagiarism

For purposes of this policy, plagiarism is using others' ideas and words without clearly acknowledging the source of that information or purposely submitting someone else's work as their own. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) may also be violating the intellectual property rights of the original author. Violation of the plagiarism policy may result in a "zero" for the assignment/exam. Violations include, but are not limited to:

- Copying paragraphs from an online source without citation:
- Submitting a paper purchased from a ghostwriting service:
- Paraphrasing another person's work without proper attribution.
- Using someone else's ideas or concepts without acknowledgment.

### Academic Integrity Violation Involving AI

Absent a clear statement from an instructor granting permission, the use of generative Artificial Intelligence (AI) tools to complete an assignment or exam is prohibited. **Any use of artificial intelligence (AI) tools or resources in academic work without proper citation or permission from the instructor may result in a "zero" for the assignment/exam. Violations include, but are not limited to:**

- Employing an AI-driven writing tool for a research paper without acknowledgment.
- Using AI-generated content in assignments or exams without disclosing it.
- Employing AI-powered language models to generate written work without attribution.
- Utilizing AI-based services for solving homework problems without acknowledgment.

Consequences for repeated violations may include academic probation or suspension, depending on the severity of the offense and the student's disciplinary history.

## INTERNATIONAL STUDENT HOUSING & ATTENDANCE POLICY

### Housing Policy

International students must choose between (1) living with a parent (2) living in our boarding homes or (3) living with a family in our Global Bridge Associates (GBA) Homestay Network. International students may live with any non-parental relative or guardian this fall only if the non-parental relative or guardian is approved to be host family with Global Bridge Associates (GBA) before the commencement of the academic year. Failure to comply with this housing policy may result in disciplinary action including but not limited to, suspension pending compliance and in extreme cases expulsion from Fairmont. Additionally, Fairmont may terminate a student's I-20 status.

### Attendance Requirements

For international students studying at Fairmont on an I-20, maintaining regular attendance is crucial due to immigration regulations and academic requirements. Attendance may be a factor in grading and course completion requirements. Students holding an I-20 may not leave the country while school is in session.

Students are expected to inform the attendance office as soon as they become aware of the need for an absence(s) due to unavoidable reasons related to immigration procedures. Students may be asked to provide copies of the documentation. Reasonable efforts will be made to accommodate such requests and will require the approval of the Head of School in special circumstances.

## PART III - STUDENT DISCIPLINE

Fairmont’s disciplinary policies are designed to teach students responsibility for their choices while minimizing disruptions to quality instructional time. Consequences for infractions will be natural and related to the offense, aiming to help students accept responsibility for their actions and develop strong character.

The following examples illustrate behaviors and potential consequences for infractions. Behaviors not explicitly listed as conduct violations are still subject to discipline, including instances of conspiracy to commit any prohibited acts as outlined in any of our policies. Students are expected to exercise good judgment at all times.

Fairmont reserves the right to discipline students for any infraction of the school’s rules, regulations, and policies in a manner deemed most appropriate given the circumstances. The following guidelines are intended to help families understand Fairmont’s expectations and the possible consequences for violating the school’s standards.

Type	Conduct Examples	Potential Consequence
<b>LEVEL I</b>	<ul style="list-style-type: none"> <li>Uniform, grooming, or dress code violations</li> <li>Classroom disruption</li> <li>Non-compliance with authority</li> <li>Misuse of campus resources</li> <li>No Student ID card or improper use of ID cards</li> <li>Minor disregard for school rules or policies</li> </ul>	<ul style="list-style-type: none"> <li>Single or multi-day detention</li> <li>Loss of privileges</li> <li>Suspension for the remainder of the day</li> </ul>
<b>LEVEL II</b>	<ul style="list-style-type: none"> <li>Repeated or severe Level I infractions</li> <li>Dishonest behavior, such as impersonating a parent, or another student, falsifying documents, intentional omissions, plagiarism, or cheating,</li> <li>Misuse or unauthorized use of AI tools as determined by teachers or departments</li> <li>Improper storage/use of personal prescription medication</li> <li>Theft or destruction of property or possession of stolen property</li> </ul>	Any combination of Level I consequences and may include: <ul style="list-style-type: none"> <li>No credit for assignment(s) and/or test(s) in question</li> <li>Parents/Guardians/Hosts conference</li> <li>Behavior Contract</li> <li>Attendance Contract</li> <li>Liability for damages</li> <li>Suspension</li> </ul>
<b>LEVEL III</b>	<ul style="list-style-type: none"> <li>Repeated or severe Level II infractions</li> <li>Possession, use, or threatened use of any weapons* on- campus or off-campus. This includes incendiary devices.</li> <li>Possessing or using illegal drugs, alcohol, cannabis and tobacco while on campus, at school related events or traveling to and from school/events. Includes drug paraphernalia.</li> <li>Misuse or distribution of prescription or over-the- counter medications in their own possession on- campus, off-campus or while attending school events.</li> <li>Being under the influence of alcohol, cannabis, or illegal drugs on campus or at any school event,</li> <li>Any violation of anti-bullying, anti-harassment and/or threat policies including but not limited to unauthorized or inappropriate use of technology</li> <li>Behavior that occurs on-campus, off-campus or via social media, or other electronic communications, that negatively impacts or affects Fairmont community. Includes any involvement in illegal activity</li> </ul>	Any combination of Level I & II consequences and may include: <ul style="list-style-type: none"> <li>Required check ins with academic counselor</li> <li>Required check ins with mental health professional</li> <li>Ineligibility for extra or co-curricular attendance</li> <li>Disciplinary Review Board</li> <li>Expulsion</li> </ul>

\* A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, blades, clubs, metal knuckles, nunchucks, explosives, fireworks, tear gas, Tasers, or stun-guns, and includes replicas and toy weapons.

**Detentions:** Detention is a disciplinary measure where students are required to spend their lunch period in a designated area instead of the cafeteria or other social areas as a consequence for violating school rules or policies. During this time, they may be asked to complete assignments, reflect on their behavior, or engage in other supervised activities. Parents/guardians/hosts will receive notification when their child has been issued a detention. The goal is to correct behavior and encourage adherence to school regulations.

**Suspension:** Suspension is a disciplinary action where a student is temporarily removed from regular classes and school activities due to a violation of school rules or policies. Depending on the type of violation, suspensions could be served either on campus, in a designated area under supervision, or off campus, where the student is not allowed to attend school or participate in any school-related activities. No academic credit is given during suspension, and coursework or tests cannot be made up. The purpose of suspension is to address serious behavioral issues and reinforce the importance of following school guidelines. The duration of a suspension will depend upon the severity of the student's conduct.

**Expulsion:** Expulsion is a severe disciplinary action where a student is permanently removed from Fairmont due to serious or repeated violations of school rules or policies. Expulsion means the student is no longer allowed to attend classes, participate in school activities, or be on school property. This measure is typically reserved for the most serious infractions, such as those involving violence, drugs, or other behaviors that significantly disrupt the educational environment or endanger the safety of the Fairmont community.

#### **INDEPENDENT STUDY DURING AN INVESTIGATION**

During an investigation of a serious violation of school rules or policies, a student may be placed on an independent study program. This measure ensures the student's continued education while maintaining the integrity and safety of the school environment. The independent study period will last until the investigation is concluded and a decision is made regarding the student's status. The duration may vary based on the complexity and nature of the investigation and at the discretion of Administration. If disciplinary actions are required, further steps will be communicated and implemented as per school policies.

#### **DISCIPLINARY REVIEW BOARD**

If a situation arises that may lead to long-term suspension or expulsion, the Head of School may call a meeting of the Disciplinary Review Board.

The Board will include the Dean of Students, three (3) faculty members chosen by the Head of School, the student's counselor, and optionally one non-voting faculty member chosen by the student as an advocate.

The Dean of Students will notify the student and their parents/guardians/hosts about the alleged violation(s) and the details of the Board meeting. The student's parents/guardians/hosts are permitted to attend. No other person may attend the meeting without the express permission of the Head of School.

During the meeting, the Board will allow the student and their parents to speak. The Board shall also have the right to question the student regarding the alleged conduct. The Board will then recommend disciplinary actions to the Head of School, who may accept, reject, or modify these recommendations. Parents/Guardians will be notified of the final decision within three (3) school days after the meeting.

## **PART IV - FAIRMONT TECHNOLOGY POLICIES**

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

### **TECHNOLOGY AND COMPUTER USE**

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

### **SUPERVISION**

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

### **ACCEPTABLE USE AGREEMENT**

Students must abide by the Acceptable Use Agreement which should be signed and submitted in Canvas and/or MySchoolApp at the beginning of the school year.

### **USER OBLIGATIONS AND RESPONSIBILITIES**

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

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

- The student in whose name a network account is issued is responsible for its proper use at all times. Users shall keep their password private. They shall use the system only under their own account.
- The school's network and computers shall be used only for purposes related to education. Commercial, recreational, political, and/or personal use unrelated to an education purpose is strictly prohibited.
- Fairmont reserves the right to monitor any online communications for improper use. Electronic communications and downloaded material, including files deleted from a user's account, may be monitored or read by administration.
- The use of the Fairmont network is a privilege, not a right, and inappropriate use shall result in a cancellation of all privileges.

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

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

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

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

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

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

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

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

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

Students should receive permission before posting material that includes or alludes to other students in any fashion.

Know that speech considered inappropriate in the classroom is inappropriate on a social network site and could subject students to discipline. This includes, but is not limited to, profanity; racist, sexist or discriminatory remarks; personal attacks.

Not initiate nor accept social network friend requests with current or former teachers and/or staff.

**Prohibited Conduct:** Students are highly visible representatives of Fairmont and are expected to uphold the values and responsibilities of the school while meeting all requirements set forth by the school. Fairmont prohibits malicious and reckless behavior when utilizing public media outlets. Impersonating a Fairmont staff member or sanctioned page will not be tolerated.

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

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

## PART V - SAFEGUARDING

### ANTI-BULLYING

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

Fairmont Schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes, but is not limited to: direct physical contact such as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation, all of which can occur in person, or online via social media platforms, text messaging, or other forms of communication.

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

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

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

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

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

### REPORTING OF BULLYING OR HARASSMENT

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

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

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

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

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

## **HARASSMENT**

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

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

## **DEFINITION OF SEXUAL HARASSMENT**

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

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

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

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

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

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

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

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

### **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:

- 1. 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.
- 2. Threat Assessment:** Law enforcement authorities will conduct a thorough threat assessment to evaluate the credibility and seriousness of the threat.
- 3. 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.
- 4. 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.

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.

## **SEXUAL MOLESTATION POLICY**

Fairmont Schools 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 Schools. Questions regarding this policy should be directed to the Human Resources Office.

## **COMPLAINT PROCEDURE**

Any student who feels sexually harassed should immediately report the incident to the Head of School, Dean, or COO (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 COO. It is the responsibility of the COO 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 forty-five (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 COO who will ensure a prompt and confidential investigation in accordance with this policy.

The COO or designee shall immediately investigate any report of sexual harassment involving a student. Upon verifying that such a violation did occur, the COO 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 COO or Fairmont's Human Resources Department.

### **ADDITIONAL REMEDIES**

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

### **CONFIDENTIALITY**

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

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

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

### **SUICIDE PREVENTION**

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

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



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## ALMA MATER

All hail Fairmont Prep!  
Home of the Huskies strong  
We sing our praises to thee  
Our Alma Mater Song  
From far and wide  
We share our pride  
For the black and the green

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