



Middle School 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. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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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 approved adult must come to the reception desk to sign out the student. If you know in advance that you will be taking your student from school before the end of the day, it may be helpful to notify the office with a note or phone call.

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.

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

Transportation Services

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

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 while in extended day. Students must stay in the area to which they are assigned and get permission from a member of Student Services if they want or need to leave that area. **A single day extended day drop-in fee of \$25 will be charged starting at 3:45 p.m.**

Absenteeism

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

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, pink-eye, 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 may be required to repeat core subjects. The final decision will be at the discretion of the Head of School.

Make-up Work

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

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

Where's Your Pass?

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

Academic 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.

Cheating is:

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

Plagiarism is:

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

Discipline Policy

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

Fairmont honors the confidentiality of its students and will not share consequences outside of the student's family.

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

Major Infraction

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

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

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

Minor Infraction

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

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

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

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

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

No Admittance

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

Probation, Suspension, and Expulsion

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

Probation

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

Suspension

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

Expulsion

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

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

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.
- 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.

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.

Fairmont Dress Code

Please refer to the separate Uniform and Dress Code Guidelines for specific items available. Fairmont students are required to wear school uniforms which are clean, pressed, and in good repair. Uniforms for middle school students must be purchased from the school uniform provider. Students who are not in uniform or in compliance with our dress code may be required to change into an acceptable uniform (clean but used) or be sent home. **Ultimately, the judgment of school administrators will dictate what is acceptable in dress and grooming.**

Repeated infractions of Fairmont's dress code will result in a consequence. General guidelines include:

- clothing that is more than one size larger than a child's normal size is not allowed.
- shirts must be tucked in at all times.
- solid black belt must be worn with all pants/shorts.
- belt must be visible.
- skirts may not be rolled at the waistline.
- skirts and shorts must be no shorter than 4 inches above the knee and no longer than the bottom of the knee.
- pants must be worn at the waist.
- shoes and laces should be predominantly red, white, navy, black, or grey and should be tied at all times.
- socks, tights, and leggings should be navy, white, or black.
- boots are not allowed.

When It's Cool Outside

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

Special Activity Clothing

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

Hair Styles

Hair 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 Make-up

Earrings may not exceed one-half inch in length or width. Students may not wear more than two 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. This type of jewelry will be confiscated and will need to be picked up by a parent. Students may wear clear lip gloss. Eye shadow, mascara, blush, lipstick, eye liner, and glitter are not allowed. Tattoos, temporary tattoos, and/or body art/graffiti using pens are unacceptable. All final decisions are at the discretion of the Head of School.

Uniform Optional Days

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

General guidelines include:

- clothing more than one size above a child's normal size will not be allowed
- see-through blouses are not permitted
- tight-fitting clothes are not permitted
- bottoms must be no shorter than 4 inches above the knee and not below the knee
- no strapless tops
- no spaghetti straps
- straps on blouses must be 2 inches in width
- midriffs may not show
- no low-cut shirts or blouses
- no hats or caps are permitted
- no camouflage, combat attire
- students must still dress for PE
- PE uniforms are not acceptable as free dress attire
- no ripped jeans/clothing
- no loungewear including yoga pants, pajama pants, sweatpants, etc.

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

Backpacks

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

Academic Assistance

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

Grades

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

Progress Reports will be made available quarterly. Teachers may send individual progress reports at various times to keep parents informed of changes in their child's behavior or grade.

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

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

**Please see addendum for IB grading*

Homework

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

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

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.

Final Exams

Students are expected to take final exams in May during the scheduled times. If a student cannot take final exams during the regularly scheduled

times, the teacher for that final exam must be notified by **May 1st**.

Academic Recognition

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

- Head of School's Honor Roll is for students who achieve an A+, A, or A- in their core subjects. *Literature, Language Arts, History, Math, Science, and Foreign Language.*
- Honor Roll is for students who achieve a 3.2 grade point average in their core subjects based on the grading chart above.
- Note that any "N" on a student's report card will disqualify a student from both Honor Roll categories.

Daily and Cumulative 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.

8th Grade Promotion Requirements

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

Student Government

Students in middle school may run for ASB leadership. The ASB officers are President, Vice President, Secretary, and Treasurer. There are also two representatives from each homeroom. ASB leadership must maintain a GPA no lower than a 2.5. These students are expected to exhibit leadership and be role models of exemplary student behavior.

Community Service

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

Health Service

Students must have up-to-date information on file in our student information system and digital health system in case of emergency.

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

*One emergency contact must be within 30 minutes of the campus in case of emergency.

Medication

Students are not permitted to bring any type of medication, including herbal medications 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 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, doctor, the dosage, the name of the medication, a current date, and the method and time to be administered. Appropriate forms may be found in our digital health system.

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. If a student will miss two or more days of PE, a doctor's note is required. Instructors will modify or excuse that student's activity based on the content of the note.

Dressing Out

Middle school students are expected to change from their school clothes into gym shorts and shirts for PE classes. Shorts and shirts are available for purchase through the school uniform provider. Students must dress out on optional dress days unless given permission by coaches.

League Sports

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

The following criteria must be met to participate in athletics:

- 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.

Study Trips

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.

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

Social Events

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

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

Any student who is involved in an after-school activity like sports, drama, cheerleading, or a school dance must be at school for at least 2 periods to participate. This does not include missing school due to academic events.

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. They may not run or sit on table tops. Students must clean up after themselves and may be required to assist with cleanup if the area is not satisfactorily clean 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.

Lockers

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

Personal Property

We expect students to assume full responsibility for their own property. We will do our best to help protect personal property, but we cannot be responsible for it; this includes electronic devices and all personal property. The school is not responsible for preventing theft, loss, damage, or vandalism. Students are not allowed to bring expensive items or large sums of money to school. Items found by staff members will be turned in to "lost and found." Students should check this area when looking for lost items.

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

with the child's first and last name. Unclaimed items will be donated.

Technology Use at School

Prior to using any Fairmont devices, students and parents must sign the "Acceptable Use Policy." A student will not be allowed to use a Fairmont device until he or she and a parent/guardian have signed the acceptable use policy. 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 librarian or instructor
- use only their own user identification, agree to use it for its intended purposes, and not share it with others
- respect the privacy of others by not sending them unwanted 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 school-owned device

Students will never:

- modify the settings of a 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 the device 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

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

Social Media Policy for Students

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

Social Networks: Social network sites such as Facebook, Instagram, and other digital platforms and distribution mechanisms facilitate student communication with other students. Facebook and similar directories are hosted outside of the Fairmont Schools server. Violations of school policies (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 may be subject to investigation and sanction under the Student Code of Conduct and other school policies.

Safe and Responsible Social Networking

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

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

Students must also maintain appropriate personal relationships with others and are required to limit public displays of affection and interaction.

Sanctions: Any inappropriate activity or language in violation of the above prohibitions, including

first-time offenses, may be subject to investigation and possible sanctions by Fairmont Schools. Sanctions imposed by the school may include, but are not limited to, the following:

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

Emergency Preparedness

We practice earthquake, lockdown, and fire 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 which allows us to send a telephone, text, and/or email message to you providing important information about school emergencies.

The successful delivery of information is dependent upon accurate contact information for each student, so please make sure that we have your most current contact information throughout the school year. Standard text message rates apply. We will do everything in our power to ensure the safety and well-being of students until parents or other responsible adults arrive.

Communications

We believe that frequent, open communication is vital to a student's success. We encourage parents to visit 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/Teacher Conferences

Conferences between parents and 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.

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 the 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.

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

Cell phones must remain in students' lockers during the school day and may not be used for any reason (including talking, listening, ringing, text messaging, checking the time, taking pictures, etc.). Phones may not be on, ring, or vibrate during the class period. The use of phone cameras is strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.

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

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

Possession of a cell phone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

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

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

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

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

defiance, return phone to a parent/legal guardian only.

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

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

- The student has a special medical circumstance (e.g., an ill family member, or his/her own special medical condition) and has received prior permission from the Head of School or their designee.
- The student is using the cellular telephone or ECD during an emergency situation involving the immediate health/safety of themselves or other individual(s).
- The student who possesses a cell phone or any other ECD is responsible for its care.

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