

Revised 8/8/2019



Fairfield College  
Preparatory School

**STUDENT/PARENT  
HANDBOOK**

**2019-2020**

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## Introduction

Fairfield College Preparatory School, founded in 1942, is Catholic in values and Jesuit in tradition. It is part of a 450 year old, worldwide network of Jesuit high schools and universities

Fairfield College Preparatory School admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin, and disability or handicap in administration of its educational policies, admission policies, financial-aid programs, athletic and other school administered programs

Fairfield College Preparatory School is accredited by the State of Connecticut and the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

### I. MISSION AND PHILOSOPHY

#### A. Mission Statement

Fairfield College Preparatory School is a Jesuit, Catholic School of excellence forming young men of intellectual competence, who possess the conscience to make wise decisions, a compassion for others, and a commitment to justice in our global society.

#### B. Vision Statement

Fairfield College Preparatory School strives to be a reflective community of faith responding to the global and ecological challenges facing humankind. We are committed to graduating young men who will be transformational leaders in an interconnected world marked by profound change. We teach our students to revere their relationship with God and with one another.

#### C. Philosophy of Fairfield College Preparatory School

Fairfield Prep accomplishes its mission and realizes its vision by demonstrating personal care and concern for all of its students, and by celebrating their unique gifts and diversity. In turn, students are expected to become responsible participants in the Prep community and beyond, and are encouraged to use their talents in the service of others, especially to those in need, *ad majorem Dei gloriam (For the greater glory of God)*

Fairfield Prep intends:

- to offer its students the finest preparation for college;
- to inspire in its students a lifelong love of learning;
- to invite each student to deepen his relationship with God;
- to encourage each student's social, cultural and physical development;
- to challenge its students to become leaders, living as men of competence, conscience, compassion, and commitment to justice.

The ideal graduate at graduation will have begun to realize his full potential within the nurturing environment of our Ignatian community. His intellectual abilities and moral perceptions will have been refined and developed, so that with maturity and growth he will be able to function wholly and positively within the complexities of the modern world, bringing to it moral insight, reasoned judgment, and a willingness to act as a transformational leader in the cause of human justice.

Upon graduation, the following characteristics represent the values which we cultivate in our students:

#### Open to Growth

The Jesuit high school graduate has matured as a person emotionally, intellectually, physically, creatively, socially, and religiously to a level that reflects intentional responsibility for his own growth. The graduate is beginning to reach out in his development, seeking opportunities to stretch his mind, imagination, feelings, and religious consciousness.

#### Intellectually Competent

The Jesuit high school graduate will demonstrate his mastery of academic subjects, and will make interdisciplinary connections across the curriculum. The graduate will have developed the essential intellectual skills and understandings that will allow him to excel in college and throughout his life. He is also developing habits of intellectual inquiry, as well as passion for life-long learning by embracing intellectual rigor in his personal quest for religious truth and in his pursuit of social justice.

#### Religious

The Jesuit high school graduate will understand the major doctrines and practices of the Catholic Church. Theology classes, retreats, and service experiences will have imbued him with personal knowledge of these teachings and traditions. Challenged to examine his own religious feelings, values, and beliefs through the lens of Ignatian spirituality, the graduate will deepen his relationship with God by means of active participation in a faith community.

Loving

The Jesuit high school graduate is continuing to form his own identity in relation to God and others. He is moving beyond self-centeredness and entering into mature relationships characterized by trust, self-sacrifice, commitment, and love. Recognizing God's image in others, he accepts and reveres the human dignity and divine mystery present in all people.

Committed to Doing Justice

The Jesuit high school graduate has developed the awareness and skills necessary to live in a global society as a person for and with others. He is keenly aware of the many needs of local, national, and global communities, all of which evolve in parallel with the development of new technologies, their ethical application, and their impact on the environment. In a world marked by profound change, the graduate will deepen his understanding to serve faith, promote justice, and dialog with cultures and other religions in light of the Church's mandate to establish right relationships with God, with one another, and with creation.

**II. ACADEMIC STANDARDS**

**A. Academic Year**

The academic year is divided into four quarters with a final exam period at the end of each semester.

**B. Academic Requirements for Graduation**

a. Required Courses:

<u>Area</u>	<u>Credits</u>	<u>Special Notes</u>
English	4.0	
Mathematics	4.0	
Computer Science	0.5	
Foreign Language	3.0	Students must complete three years through Level 3
Social Studies	3.0	Students must complete American History
Science	3.0	Students must complete Biology, Physics and Chemistry (with lab)
Fine Arts	1.0	
Theology	4.0	
Electives	2.0	

Total required credits for Graduation 24.5

b. Community Service Requirements:

Freshman Theology: Participation in Freshman Field Day and Freshman Retreat

Sophomore Theology: 20 hours of service to church, school or local community (10 hours per semester)

Junior Theology: 30 hours of community service in an agency approved for senior service. Juniors may choose to participate in an Urban Plunge or an Immersion Experience to earn hours toward their requirement.

Senior Theology: Guidelines published in senior Theology course syllabus

Failure to complete yearly service requirements will result in an "F" in Theology for the school year, which means that the student will not be able to advance to the next grade level until all hours are completed. (Seniors will not receive their diploma until all service hours are fulfilled.) When the student completes his requirement, his grade will be restored with a 1/3 reduction (for example, a B+ would become a B and a B- would become a C+).

c. Guidance Seminars:

All students will meet in a Guidance Seminar during their Theology classes in each of their four years.

d. Credits:

A student may not advance to the next academic grade level without passing the required number of credits for the previous grade level. Courses taken above and beyond the prerequisite number of credits will be recognized on a student's transcript as an enrichment course but will not be calculated in his GPA. The requirements are as follows:

Grade 9	6.5
Grade 10	6.0
Grade 11	6.0
Grade 12	6.0

Students who elect to take an enrichment course at Fairfield Prep above and beyond the prerequisite number of credits listed above, do so with the understanding that the credit earned in this course becomes an additional requirement for graduation.

**C. Guidelines for Honors /AP Courses**

Certain courses, including Advanced Placement courses, have been designated as “Honors” courses by the departments because the work requirements are both quantitatively and qualitatively above and beyond what is required in other courses. Consult the current Course Catalog for a listing of Honors courses, for enrollment prerequisites, and for summer assignment requirements. Honors courses will receive an additional .25 weight into the Grade Point Average. Juniors enrolled in AP classes must take the AP exam; seniors are strongly encouraged to take the AP exam.

Placement Criteria

Students with a 3.750 cumulative GPA and an A- average in the subject area are automatically placed into these classes. Students with a 3.5 - 3.749 and an A average in the subject area are placed into these classes based on departmental decision and space availability.

**D. Graduation Requirements and Enrichment Courses**

Six courses are calculated into a student’s GPA on a yearly basis (6.5 in freshman year). Courses taken in addition to the six required courses are noted as “enrichment courses” with a designation of “e” at the end of course titles on a Fairfield Prep transcript. Enrichment courses are for credit but the grades are not calculated into a student’s GPA. Enrichment courses are defined as a seventh class that is taken at Fairfield Prep, taken at Fairfield University as authorized by Fairfield Prep, or taken through the JVLA as approved by the Dean of Guidance and College Advising and Academic Dean.

**E. Dropping Course/Changing Courses/Teacher Preferences**

After the published “Final Add – Drop Period,” course of studies for the upcoming academic year are considered to be final and no student may drop or change a course for any reason. In addition, under no circumstances will Fairfield Prep honor teacher preference requests.

**F. Evaluations and Grading System**

Evaluations reporting academic progress in each course are posted quarterly. All letter grades are to be interpreted as qualitative judgments as opposed to quantitative averages. A Quality Point Index (GPA) is computed for the year’s work, according to the following scale:

	<u>Regular</u>	<u>Honors/AP</u>
A (93-100)	4.00	4.25
A- (90-92.999)	3.67	3.92
B+ (87-89.999)	3.33	3.58
B (83-86.999)	3.00	3.25
B- (80-82.999)	2.67	2.92
C+ (77-79.999)	2.33	2.58
C (73-76.999)	2.00	2.25
C- (70-72.999)	1.67	1.92
D+ (65-69.999)	1.33	1.58
D (60-64.999)	1.00	1.25
F (Below 60)	0.00	0.00

The designation of Incomplete (I) can be granted by the Dean of Guidance and College Advising for illness or severe extenuating circumstances. However, all work must be submitted and all tests must be taken within one academic cycle after a student is cleared by his doctor to return to school or all incomplete work will be calculated as failures.

**G. Honors Designations**

Honors designations are based on the following:

- Summa Cum Laude    yearly GPA of 3.900 or higher
- Magna Cum Laude    yearly GPA of 3.650 to 3.899
- Cum Laude    yearly GPA of 3.400 to 3.649

**H. Eligibility for Participation in Extracurricular Activities**

Participation in a sport, club, or activity is a privilege, not a right. Students who are in violation of either school or team (club) rules may be suspended or excluded from participation. The Connecticut Interscholastic Athletic Conference sets minimum academic eligibility requirements for participation in interscholastic sports. However, Fairfield Prep reserves the right to rule students on academic probation ineligible to participate in extracurricular activities. Transfer students should consult the Director of Athletics concerning applicable eligibility rules in effect at the time of their enrollment.

**I. Semester Examinations**

All students must take all semester exams on time according to the published schedule. Make-up exams will be administered on a designated date only for conflicts in the exam schedule, sickness certified by a doctor’s note, or other emergencies certified by the Dean of Guidance and College Advising. Failure to take a make-up exam(s) at the designated time and place will result in automatic failure for the exam(s) in question.

**J. Failures and Summer School**

A student must attend summer school to remediate all failures before advancing to the next academic year. A student may also attend summer school to improve any grade below C. Courses taken to remediate failures or improve grades below C will be noted on the student’s transcript, and the grade and credit will be averaged into his GPA. Students are also allowed to take summer school classes for enrichment. Classes taken for enrichment are reported on the transcript but are not calculated into the GPA.

**K. Academic Standards**

A student must maintain a minimum yearly GPA of 2.000 to remain in good academic standing. Students whose yearly GPA falls below 2.000 will be either placed on academic probation or withdrawn from the school. Students may be withdrawn from the school if, when final grades are posted, their yearly or cumulative GPA falls below the following standards:

	<u>Yearly</u>	<u>Cumulative</u>
Freshman	1.67	1.67
Sophomore	1.85	2.00
Junior	2.00	2.00

Students who are placed on academic probation will be required to attend summer school to improve their academic performance. They may be required to report to the Academic Center while on probation as directed by the Guidance Department.

**L. National Honor Society**

Students who have completed either sophomore or junior year and attained both a yearly and cumulative GPA of 3.400 as of June may apply for admission to the National Honor Society. [Click Here](#) for more information.

**M. Policy on Academic Integrity**

Misrepresentation of academic achievement in any form will be considered a significant violation of the academic integrity of a Prep student. Besides receiving no academic credit for any assessment or assignment in which the academic integrity policy has been violated, a student is liable for additional sanctions. [Click Here](#) for the Policy on Academic Integrity.

**N. Academic Center**

The Academic Center is designed to complement the school’s curriculum as well as provide academic support for our students. Prep students have access to all online materials available in Fairfield University’s Library through any computers on the Prep campus. Students who have need for more specialized or extensive materials for honors work or special projects may use Fairfield University’s Library as a supplementary resource.

**O. Students with Specific Learning Needs**

Fairfield College Preparatory School offers a challenging curriculum designed to allow students to succeed at competitive colleges and universities. While we do accept students with moderate, specific learning needs, the extent to which we are able to accommodate students to manage our college preparatory curriculum while still maintaining the integrity of our academic offerings is limited. Parents are encouraged to enter into dialogue with Prep’s Guidance

Department concerning their son's particular needs so that we can jointly ascertain whether Prep is the best academic environment in which a student can develop to his fullest potential.

Our limited accommodations include:

- Extended time – up to 50% - on mid-term and final exams and in class formal assessments
- Preferential seating to assist focus and concentration
- Access to extra help by teachers during the 2:30 – 3:00 consultation period daily
- Access to peer tutors through Prep's Academic Center
- Access to academic support through the services of Prep's Academic Center

#### **P. Academic Records**

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating the non-custodial parent is denied access to such information.

#### **Q. Parent-Teacher Communication**

The best way for parents to communicate with teachers is through e-mail. The e-mail address of a teacher is the first letter of their first name followed by their last name followed by @fairfieldprep.org (Example: rsmith@fairfieldprep.org). Parents should expect a response within two school days to e-mails sent to faculty members during calendar dates in which school is in session.

#### **R. Outside Tutors**

In no circumstance should a tutor's judgment, opinions, or approach to course material replace or undermine that of the classroom teacher. The role of the tutor should always be in support of the classroom teacher and the curriculum being imparted. The teacher will determine when a tutor has crossed the boundary between assisting/coaching the student in the learning process versus doing the preponderance of the work for the student. If the tutor has overstepped or crossed the boundary between helping a student and doing the work for him, the student may receive no or partial credit for the assignment, depending on the degree of student originality, as determined by the teacher.

### **III. STUDENT RULES AND REGULATIONS**

Fairfield Prep's approach to maintaining the level of order and discipline required and to establish an atmosphere conducive to the full process of intellectual and character development is based upon the tenets of a Jesuit education that recognizes the dignity of each student.

School rules and regulations apply at all school-sponsored events, whether on or off campus or for actions arising through the misuse of social media. Although the school cannot assume responsibility for students' conduct when it is outside the school's jurisdiction, students should remember that, at all times, they are responsible for the good name of Fairfield College Preparatory School. A student involved in any activity, **even though the activity did not take place on campus or at a school sponsored event**, which is detrimental to the reputation of the institution, or that hinders the advancement of the moral good of other students, may give rise to disciplinary action including suspension or expulsion.

Good manners, respect, obedience, neatness of personal appearance, punctuality, regular attendance, devoted application to study, and exemplary conduct are expected from all Prep students. To this end, the following student rules and regulations are prescribed:

#### **Safe School Climate Promotion Plan**

Fairfield College Preparatory School is committed to ensuring respect for the human dignity of all members of the Fairfield Prep community. No Christian community of learning is possible without that respect. In accordance with our mission, the Safe School Climate Promotion Plan is Fairfield Prep's response to increases in harassment cases in schools throughout the nation and the world.

It is important that this Plan be well understood by all members of the Fairfield Prep community. Accordingly, Fairfield Prep's administrators, coaches and extra-curricular advisors are required in each school year to review the policies contained within the Plan with all faculty and students under their supervision. [Click Here](#) for the [Safe School Climate Promotion Plan](#).

### **Respect for Persons and Property**

The foundation of Fairfield College Preparatory School is based on honesty, mutual trust, and consideration for others. At all times, whether at school or away from school, students are expected to maintain the standards of Fairfield Prep by conducting themselves with courtesy, thoughtfulness and responsibility. Consequently, a Prep student's conduct should always be based on consideration of and respect for the person and by extension, for the property of others:

- A. **Inappropriate Language:** The use of **vulgar or obscene language** is contrary to the philosophy of our school. Failure to exercise good judgment and restraint in the use of inappropriate language will result in detention and parental notification. In addition, the school will not tolerate any form of aspersions pertaining to sex, race, religious beliefs, or sexual preference.
- B. **Fighting** is considered a serious offense and a breach of the school's goal of developing Christian character. Any student involved in a fight on school grounds or at any school event, on or off campus, is liable for suspension or expulsion. The **minimum** sanction for a first offense is as follows:
- Two days out of school suspension
  - 25 hour service
  - Disciplinary probation
- C. **Hazing** is any conduct or method of initiation into any student organization or athletic team which willfully or recklessly endangers the physical or mental health of another student is considered "hazing" and is strictly forbidden. Faculty and coaches must report any incidents of hazing to the administration. Students participating in hazing will be liable to suspension or expulsion from school.
- D. **Stealing:** Stealing the property of another is intolerable within the context of the Prep community. Students caught stealing are subject to severe disciplinary action, including suspension and expulsion. Students may not possess items belonging to others without the owner's explicit permission. Found items should be delivered to the office of the Dean of Students immediately. In addition, any student found guilty of destruction, or defacement of property belonging to another student or to the school is liable for restitution, disciplinary probation and, depending on the seriousness, suspension or expulsion.
- E. **Dress Code** Students are expected to dress in a manner that is neat, presentable and professional throughout the school day (including semester exams). The following dress code will be strictly enforced from 8:35 AM to 2:30 PM in all areas of the Prep campus, except the weight room and the gymnasium.
- Students must wear neat and clean dress style trousers and a belt. Jeans, cargo pants, baggy, frayed or oversized pants are not permitted
  - Students must wear a collared dress shirt (either long or short sleeves) that is properly buttoned and **tucked inside the pants at all times. Hawaiian-styled shirts and flannel shirts are not dress shirts.**
  - Only Fairfield Prep apparel may be worn as a mid-layer during the school day. Prep vests, crew-neck sweatshirts, and quarter-zips are permitted. Hoodies and parkas may not be worn in the school building. Dress jackets are permitted.
  - A proper uniform shirt must be worn under the outerwear at all times.
  - Prep Pride sells outerwear that may not be acceptable to wear in school on a daily basis. Please check with the Dean of Students before making any purchases to determine if the apparel may be worn during the school day.
  - A tie or bowtie must be properly tied and exposed at the neck.
  - No caps or hats are to be worn inside the school building.
  - **Students may not wear any outerwear within the school buildings (ex. jackets, coats, etc.) during school hours.**
  - Students' faces are to be shaved clean, **daily if necessary.** (Beards, mustaches, goatees are not permitted). Haircut must be neat and clean, and not a distraction. (Outlandish cuts, colored hair, etc. are not permitted.)
  - Earrings and body piercing of any kind, are not permitted.
  - Shoes and socks are to be worn at all times. Students are required to wear low-heeled, low-cut, tied or closed **dress shoes or casual dress shoes. Shoes should be constructed of leather and not canvas or any other material.** Boots, sandals, slippers, or shoes without backs are not permitted without prior approval by the Nurse and/or the Dean of Students.
  - **A blazer will be required during school-wide Masses.**

\*\*One (1) Backpack or one (1) string packs is permitted to be carried throughout the school day. It must be of a size that can fit under a desk and must be stored during class in a designed spot as required by a teacher.

**\*\*Warm Weather:** A Prep polo, a solid red or white polo shirt may take the place of a dress shirt when announced by the Dean of Students. All other aspects of the dress code remain in effect.

Any deviation from these standards due to medical reasons requires a dated slip from the school nurse. Any other deviation will subject a student to disciplinary action by any member of the faculty or administration. Our dress code requires students to dress neatly and professionally. Therefore, wrinkled clothing or a disheveled appearance will not be tolerated. **The Dean of Students remains the final determinant of what is or is not acceptable personal appearance for a Fairfield Prep student.**

#### **F. Alcohol and Drugs**

Any use, possession or distribution of alcoholic beverages or controlled substances (as defined by State law) by Prep students is strictly forbidden. Students who **possess, use,** or are **under the influence** of alcohol/drugs or who are **in possession** of any drug-related paraphernalia while on the Prep or University campus, at any time during the school day, while commuting to and from school, including while riding the train or at the train station or at any school related function, will be subject to disciplinary action which may include suspension or expulsion.

If in the absolute judgment of the administration, a student who has **provided or sold** controlled substances to other students while on the Prep or University campus, at any time during the school day, while commuting to and from school, including while riding the train or at the train station or at any school related function **will be expelled.** Students who **purchase or attempt to purchase** controlled substances while on the Prep or University campus, at any time during the school day, while commuting to and from school, including while riding the train or at the train station or at any school related function will be suspended and may be expelled. Furthermore, students who provide or sell controlled substances will be expelled even though the transactions did not take place on school property, the train station, while riding the train or at a school related function.

Students who possess, use or are under the influence of alcohol/drugs any time, **even though the activity did not take place on campus or at a school sponsored event** may be suspended or expelled if it is determined, in the absolute discretion of the administration, that the activity is detrimental to the reputation of the school or that it hinders the advancement of the moral good of other Prep students.

- **For possession** of alcohol or controlled substances, or **for attending** a school related function under the influence of alcohol or a controlled substance, the following penalties will apply:
  - a. **First Offense:**
    - 10 class days In-School suspension
    - 25 hours of service to Prep as determined by Dean of Students
    - Disciplinary probation for a minimum period of one academic year. During the probation period, the student will not be allowed to participate on any school-sanctioned trip.
    - The student will be required to meet regularly with his Guidance Counselor.
    - Referral to substance abuse counselor. Fulfillment of counselor's recommendations.
  - c. **Second Offense:**
    - Student is subject to expulsion.

Fairfield Prep reserves the right to subject any student **to mandatory drug/alcohol testing** when it has reason to believe that the student is under the influence of a controlled substance/alcohol during the school day or at any school sponsored event whether on or off campus.

#### **G. Tobacco and e-cigarettes**

Medical research has proven that the use of tobacco is dangerous to one's health. Therefore, Fairfield Prep forbids the use of any tobacco product or any use of e-cigarettes by its students on campus or at any school sponsored activity. Violations will result in disciplinary sanctions.

- a. **First Offense:**
  - 5 Days of In-School Suspension
  - Student must write a Reflection paper on the effects of Nicotine on the Developing Human Body
  - Referral to Guidance Counselor for meetings regarding the issues of potential nicotine addiction

**b. Second Offense:**

- 10 Days of In-School Suspension
- Minimum of 10 hours of service to Prep as determined by the Dean of Students
- Disciplinary Probation for a period of one semester. During this period, the student may not be allowed to participate on any school sanctioned trip.

**c. Third Offense:**

- 20 Days of In-School Suspension
- Minimum of 25 hours of service to Prep as determined by the Dean of Students
- Disciplinary probation for a minimum period of one academic year. During the probation period, the student will not be allowed to participate on any school-sanctioned trip.
- Referral to substance abuse counselor. Fulfillment of counselor recommendations.

**H. Weapons**

Students who are **in possession of** a weapon (as defined by State law) on the Prep campus, at the train station, while riding the train or at any school related function will be expelled from the school.

**I. Hallways**

Students are not permitted to loiter in the halls, stairways and lobbies during the school day. **Consumption of food or beverages in halls, stairways, lobbies or classrooms is prohibited.**

**J. Student Lockers**

All lockers made available for student use on the school premises, including lockers located in the hallways and athletic dressing rooms are the property of the school. Lockers are not to be used to store items that are forbidden by state law or school rules. The school is cotenant of all lockers and retains the right to inspect any locker and its contents to insure that the locker is being used in accordance with its intended purpose and/or to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. Only school-issued locks are to be used on school lockers. All other locks will be removed at the student's expense.

**K. Appropriate Use of Technology**

Fairfield College Preparatory School (Prep) is committed to ensuring respect for the human dignity of all of its members. Prep expects technological resources to be used in a manner consistent with the high moral standards underscored by our Catholic Jesuit tradition and in keeping with our [Safe School Plan](#).

- A student involved in any activity which is detrimental to the reputation of the institution may be subject to disciplinary action including suspension or expulsion.
- Members of the Prep community who become aware of abuses addressed by this policy are responsible to report them to the Dean of Students.
- Technological access supports our learning environment. However, such access can be restricted and other disciplinary sanctions will be applied when a student breaches the standards set forth in the [Computer, Network, and Internet Acceptable Use Policy](#), the [Safe School Plan](#), and the [Student/Parent Handbook](#).

**1. iPads and Personal Electronic Equipment**

Use of the iPad or other personal electronic equipment in class is at teacher discretion. It is the student's responsibility to use electronic devices appropriately, maintaining the standard of decorum expected of Fairfield College Preparatory students in all that they do. Use of iPads, smart phones and other electronic equipment on the Fairfield Prep campus is a privilege not a right. Consequently, when asked by a faculty member or administrator, a student must turn over his iPad or any other personal electronic device with any passcode needed to access the information on the device. Failure to do so will result in automatic disciplinary action.

## 2. Cell Phones/Smart Phones

Students are allowed to carry phones on the Prep campus. All phones must be set to “silent” mode throughout the school day. While in class, students may carry phones on their person; however, they may not be used for any purpose or function without the specific permission of the classroom teacher. Teachers, at their discretion, may require students to drop off their phone in a designated location for the duration of the class. Phones may be used in the cafeteria, the outdoor campus, the gym or with the permission of a teacher or administrator. Phones may not be used in the hallways or stairwells.

During semester exams and for standardized test (PSAT, ACT, AP Exams), no cell phone may be brought into a testing site.

## 3. Photos, Video, and Audio

No student is allowed to use any camera, video camera, smart phone or any other electronic device to capture any image or audio of any faculty member, administrator, staff member, or visitor without the expressed permission of the person involved.

No student may use any other image or audio for the purpose of posting comments about any member of the faculty, administration, staff, or a visitor without the expressed permission of the person involved.

The above prohibitions do not apply to recordings made under the direction of the school administration, or a member of the faculty for marketing purposes, team competitions, plays, concerts, etc.

## Penalties

The act of posting by a student of any image or audio or the use of any image or audio to comment on any member of the faculty, administration, staff, or a visitor by a student in and of itself is grounds for disciplinary action.

The posting by a student of any image or likeness or audio representation of any member of the faculty, administration, staff or visitor that harms a reputation; decreases respect, regard, or confidence; or induces disparaging, hostile, or disagreeable opinions or feeling against said individual are grounds for suspension or expulsion.

The posting of any image or audio representation by a student for the purpose of commenting on any member of the faculty, administration, staff, or visitor that harms a reputation, decreases respect, regard, or confidence or induces disparaging, hostile, or disagreeable opinions or feeling against said individual or demeans an individual based on sex, race, color, disability, religion, sexual orientation, or national/ethnic origin are grounds for suspension or expulsion.

## Collateral Consequences

Collateral consequences for all disciplinary sanctions may include loss of leadership positions in the school, as well as loss of the ability to participate in interscholastic sports and other school related activities.

## L. Automobiles

Parking on the Fairfield University Campus is a privilege subject to campus-wide rules and regulations. No student will be permitted to park on campus unless he has a valid University parking permit. To obtain a yearly permit, students must present to the Department of Public Safety a valid driver’s license, a valid Prep ID, their car registration, and a registration fee.

Seniors may park in the Prep lower lot directly adjacent to the Faculty/Visitor lot until all spaces are filled. Thereafter, seniors must park in the Dolan Parking lot on the north end of the campus. All juniors must park in the Dolan lot. No student is allowed to park in any other University Parking Lot/Garage at any time or on surrounding neighborhood streets. Temporary parking permits are available from the Office of the Dean of Operations.

All tickets for traffic infractions issued by the Department of Public Safety must be paid in full in order for a student to advance to the next academic year or to be issued any transcripts.

Once a student parks his car at the beginning of the school day, he may not reenter the car, even to retrieve school materials, until the end of his school day. No student is permitted to be in the parking lot at any time during the school day without first seeking permission from an administrator.

#### **M. Transportation**

Prep students represent the school at all times and are expected to act in a gentlemanly manner while boarding and riding buses and trains. The reputation of the school is affected by the impressions that its students make while traveling to and from school. Consequently, any student whose behavior is not in keeping with the standard of conduct expected of all Prep students while using public transportation going to or coming from school will be subject to appropriate disciplinary action by the Prep Administration.

#### **N. Leaving and Returning to Campus**

Students are not to leave the Prep Campus for any reason without prior permission of the Dean of Students. In the case of illness or injury, permission shall be obtained from the school nurse. Prep students are reminded that the University campus is also off-limits in the evening hours, e.g., coming back to visit a dormitory room at night. Prep students may attend scheduled events on campus at night but they are restricted to that area where the event is scheduled, e.g., a basketball game, performance at the Quick Center, etc.

Any student found to be off campus at any time during the school day without the expressed permission of the Dean of Students will be subject to the following penalties:

- First Offense: Five days detention
- Second Offense Three days in-school suspension
- Third Offense Parking privileges revoked and/or minimum of 25 hours of service to Fairfield Prep as determined by the Dean of Students

#### **O. Detention**

Detention (“JUG”) is the ordinary penalty for violation of school regulations and is conducted daily at the end of the school day. If a student receives detention, it is to be served on that day. School detention takes priority over any extracurricular activity. Failure to report for detention will result in an increase in the number of detentions or other appropriate disciplinary sanctions.

#### **P. Suspension**

- **In-School Suspension** is the norm for most offenses in which the penalty of suspension applies. For in-school suspension, the student:
  - a. Reports to school at 8:30 and remains until 3:20 PM
  - b. Attends all classes
  - c. Reports to the Dean of Students before and after school and during all free periods
  - d. Is not permitted to participate in any co-curricular or extracurricular activity during the period of the suspension including:
    - Athletic contests
    - Kairos Retreat or Urban Plunge
    - Students who receive an in-school suspension during an athletic season must sit out 20% of the season’s contests. A second in-school suspension terminates the student’s eligibility for that season. A third in-school suspension terminates the student’s eligibility for the year.

Failure to comply with all terms of the suspension will result in additional penalties including additional days of in-house suspension or out of school suspension.

- **Out-of-School Suspension** is reserved for cases involving a serious breach of the rules of the school or for repeated offenses. The length of an out of school suspension may be up to 10 class days. During the period of suspension, the student is not permitted to attend classes, or participate in any curricular, co-curricular or extracurricular activity.

### **Q. Disciplinary Probation**

In addition to the penalties of detention, suspension, activities suspension and service to the school, a student may be placed on disciplinary probation for a serious breach of school policy, or for repeated behavior that is unacceptable according to the rules of the school. While on disciplinary probation, any breach of the rules of the school may result in out of school suspension, ineligibility to participate in any school sponsored co-curricular or extracurricular activity, removal from any leadership position held in the school or expulsion.

### **R. No School/Delay Announcements**

A student will automatically be expelled from Fairfield College Preparatory School:

- If on school grounds or at a school-sponsored activity, he is in possession of a deadly weapon or dangerous instrument as defined in the Connecticut statutes.
- If he is engaged in the sale or distribution of a controlled substance (as defined by state law) either on or off campus.

A student may be expelled from Fairfield College Preparatory School if his conduct:

- Violates publicized school policy; or
- Seriously disrupts the educational process; or
- Endangers persons or property, or
- Defames or holds up to ridicule any member of the faculty, administration, staff or visitor or demeans any member of the Prep community based on sex, race, color, disability, religion, sexual orientation or national/ethnic origin.

Notice of the expulsion will appear on a student's permanent record if the student was expelled for carrying a dangerous weapon or selling or distributing illegal drugs on school grounds

In any case in which the School Administration seeks to expel a student for any offense, said student is entitled to a formal hearing before the school's Hearing Board. [CLICK HERE](#) for Hearing Board procedures.

### **S. No School/Delay Announcements**

Cancellation of school and delayed openings are announced via the Connect-Ed system and on the following stations: WICC 60 AM. Students and parents may also check the Prep website or call the school at 203-254-4200 for a taped message on the status of a school delay/cancellation.

If school is cancelled (no classes or early dismissal) due to inclement weather, all activities, including all sports practices and interscholastic competitions are also cancelled.

## **IV. ATTENDANCE AND TARDINESS: POLICY AND PROCEDURES**

Fairfield College Preparatory School recognizes that a student's classroom attendance is critical to the quality of his education. A Prep education fosters student growth beyond academic mastery. It includes openness to growth, religious orientation, commitment to justice and development of self-esteem. To foster these values, it is imperative that students are in school, on time, each and every day.

### **A. Absences**

**Any student who accumulates more than 18 absences in any course during the school year, regardless the reason, will not receive a grade or credit for that course until the time lost from class is made up.** The school reserves the right to withdraw students who it deems to be habitually and excessively either absent or late.

When a student reaches 5 unexcused absences in any course in one quarter, or 9 unexcused absences within one semester, a warning letter will be sent to parents/guardians advising them of excessive absenteeism. When a student accumulates more than 18 unexcused absences, he must make up each day over the limit in a special program conducted after school closes in June. The schedule of the summer session will be established by the school.

**FAILURE TO MAKE UP ALL REQUIRED HOURS IN THE SUMMER SESSION WILL RESULT IN A STUDENT'S WITHDRAWAL FROM FAIRFIELD PREP.** Seniors will not graduate from Fairfield Prep until all required hours are made up.

ALL ABSENCES are considered to be unexcused except those that are authorized by the school administration for school related activities, death in the immediate family, observance of a religious holiday, or an illness, or injury, accompanied by

a doctor's note with recommendations, or a mandated court appearance (additional documentation required). Two areas that are particularly problematic are college visitations and family trips. Neither the former nor the latter will be regarded as reasons for exceeding the absence limitation. Fairfield Prep does not concede the right to parents and/or students to alter the school calendar. Any schoolwork missed during unauthorized absences is the sole responsibility of the student. No teacher is required to provide reading assignments, homework, and/or make-up tests or quizzes.

#### **B. Class Attendance**

Cutting class is strictly forbidden. A student who cuts one class will receive three days of detention and a disciplinary warning will be sent home. Students who cut a second time will receive five days detention and will be placed on disciplinary probation. A third cut may result in suspension or expulsion. A student who has cut a class will receive no credit for assignments due on the date of the cut nor will he be permitted to make up any tests or quizzes missed.

- Appointments during hours that interfere with school attendance are strongly discouraged. Parents should submit a signed written statement to the Dean of Students requesting permission for a student to leave during school hours. Classes missed for these appointments will be considered absences that count towards loss of academic credit.
- When a student is ill or injured during the school day, he must report to the school nurse. No student will be allowed to leave school for reasons of ill health unless:
  - a. the nurse has excused the student;
  - b. the parent has been notified;
  - c. the parent has come to school for the student or arranged for transportation home
- The Dean of Students reserves the right to call a staffing of Parents, Teachers and the Counselor if any student who has more than 5 unexcused absences in any quarter.

#### **C. Tardiness**

Students are expected to be on time for all scheduled classes, school related activities (i.e. Masses, assemblies, etc.) and school appointments. Any student found to be in violation of this rule will receive detention.

In addition, if a student misses more than one-half of a scheduled class, he will be considered to be absent from the class.

#### **D. Reporting Absence from School**

All absences (partial and/or entire day) must be reported by completion and electronic submission of a Student Absent Report Form by 10:00 AM for each day that the student is or will be absent. This form can be accessed by visiting the Fairfield Prep website, and under the "Parent" tab, follow the link to the Student Absent Report Form.

#### **E. Admittance Passes**

Students who have been absent from school are not permitted to return to their classes unless they receive an admittance pass. An admittance pass will be issued upon completion of a Student Absent Report Form online, or after verification of approved absence by the Office of Student Discipline. In the case of absence due to a communicable illness, a doctor's note must be submitted to the school nurse verifying that the student is no longer contagious. Students will not be permitted to enter homeroom or a class late without an admittance pass. Students who are absent from a mid-year of final examination must present a note from a doctor in order to be able to take a make-up exam. No other notes relative to the absence are acceptable unless approved by the Dean of Guidance and College Advising.

#### **F. Extracurricular Ineligibility**

Students who are absent from school (including medical absence) will not be allowed to participate in any extracurricular and/or athletic activity on that same day without permission of the Dean of Students. A student must attend a minimum of 4 classes throughout the school day in order to be eligible to participate.

#### **G. Loss of Credit for Missed Tests, Quizzes, Assignments**

After an absence, it is the responsibility of each student to make up all tests, quizzes and assignments in a timely manner. No student will receive credit for assignments submitted or tests and quizzes retaken more than 5 school days from the due date or the date of administration. Each teacher may publish a more stringent standard; however, no teacher may extend the time limit beyond the five-day rule.

### **V. TECHNOLOGY: STUDENT ACCEPTABLE USE POLICY**

Fairfield College Preparatory School (Fairfield Prep) is committed to ensuring respect for the human dignity of all of its members. Fairfield Prep makes technology resources available to its students and expects these resources to be used in a

manner consistent with the school's educational goals and high moral standards underscored by our Catholic Jesuit tradition and in keeping with our [Safe School Climate Plan](#). Any student involved in an activity that is in violation of stated Acceptable Use policies and/or deemed detrimental to the reputation of the institution may be subject to disciplinary action. [CLICK HERE](#) for the [Student Acceptable Use Policy](#).

## VI. GUIDANCE

Mr. John A. Hanrahan, Dean of Guidance and College Advising,  
Mrs. Lina Gallinelli, International Student Advisor  
Mr. Richard C. Hutchinson, Junior/Senior Counselor/College Advisor  
Mrs. Suzanne Gorab, Junior/Senior Counselor/College Advisor  
Mrs. Lynne Chesbro, Freshman/Sophomore Counselor  
Mr. Peter Francini Freshman/Sophomore Counselor

### A. The Focus:

The programs and efforts of the Guidance Department center on fostering the educational and personal well-being of each student. The self-image of a young man often directly affects and is affected by his performance in the classroom. It is essential that our students be challenged appropriately as success enhances self-image and encourages a positive outlook. Counselors are advocates for students and parents in dealing with school and personal issues. We are fully aware that our concerns must go beyond the academic well-being of students. We actively encourage and foster the spiritual, emotional, physical, and social growth in our students and strive to assist them in maintaining a healthy balance as they manage their personal and academic challenges throughout their Prep careers.

### B. The Approach:

The primary vehicles used to accomplish our goals are Guidance Group seminars and individual meetings. Presentation, discussion, and interaction in small group settings are used to present the Guidance curriculum. One on one counseling sessions provide opportunities to guide students in achieving positive personal and academic growth.

### C. The Major Functions:

- Transitioning to and through high school
- Academic success planning
- Academic advising and personal counseling
- Career investigation and advising
- College planning and advising
- Success planning in all areas for personal development
- Special testing:  
PSAT/NMSQT; administration of the PSAT in grades 10 and 11  
Administration an ACT practice test exercise in grade 10
- General testing:
  - a. Interest and Aptitude
  - b. Personality Inventory
  - c. Career Inventory
- Course Selection and program planning for each academic year.
- Awareness and discussion of developmental and social issues: managing peer pressure, alcohol and drug awareness, establishing and maintaining healthy relationships, managing stress and contributing to the maintenance of a safe school climate through responsible and respectful behavior.
- Support of Prep's Safe School program

### D. Special Concerns:

Fairfield College Preparatory School believes it is in the best interest of our students, their families, and the school to provide special assistance and intervention to help students who may be experiencing problems with drugs, alcohol, or suicidal thoughts. The members of the Guidance Department have received training regarding substance abuse issues and suicide. It should be noted that Dean of Guidance and College Advising, Dean of Students, and the School Nurse, have

been trained to deal with substance abuse issues and are prepared to direct parents and students with substance abuse problems or concerns.

## **VII. SPIRITUAL LIFE**

Dean of Mission and Ministry – Dr. Donna Andrade  
Director of Campus Ministry – Elliott Gualtiere

Prep's Campus Ministry Program works to accomplish the Grad at Grad goals of our students having a life-enhancing relationship with God, an experience of being part of and a contributor to a faith community, and to be loving persons committed to justice being established throughout the world.

Each member of the staff, faculty, and administration supports these efforts. Students participate in our school-wide liturgies throughout the year, as Eucharistic Ministers, Lectors, Altar Servers, Ushers and Choir members. The Campus Ministry Student Leadership Team are student leaders who coordinate various Campus Ministry activities including the Mite Box Fundraising campaign. Our Jesuit tradition maintains high respect for people of all faith traditions. Our Thanksgiving Assembly is an ecumenical Prayer Service. While learning about the Catholic faith, our efforts are aimed at having the students learn about other faiths as well, with each student growing within his own faith tradition.

We have an active retreat program based on the Jesuit tradition which allows a student to take time away from one's usual routine, to reflect, spend time in prayer, and have spiritual conversation with one's peers.

- The Freshmen Retreat is a two-day event, led by upperclassmen leaders, including a sleepover at the school. Efforts are made to increase the sense of community among the class and provide new experiences of fostering one's spiritual dimension and learning from one another about new ways to pursue an awareness of one-self as called to holiness.
- The Sophomore Retreat is an optional two-night retreat in the spring. This retreat affords the students attending an opportunity to continue the process of discovery of who they are becoming as individuals.
- The Kairos program is a four-day retreat open to Juniors and Seniors, and introduces them to some of the Spiritual Exercises taught by St. Ignatius and affords students an opportunity to spend time with the Lord.
- A one-day student leadership retreat is offered in the summer. This experience provides leadership training and skill development. The emphasis is on developing a sense of Christian Leadership and how students can apply this concept in their daily life.
- The Notre Dame Vision summer program is a program that offer our students an opportunity to explore their own gifts as individuals and how they can make a difference in the world. The Senior Ignatian Movie Retreat is two-day retreat offered to seniors who have made a Kairos. Students explore the spiritual exercises through movies.

Mass is celebrated at 8:00 am on Fridays in St. Joseph's Chapel in Xavier. School wide liturgies include the Mass of the Holy Spirit at the beginning of the year, Seasonal, and Holyday Masses. Teams, classes and clubs arrange special Masses to mark their seasons as well. There is a Mother-Senior Son Communion Breakfast each spring and a Father-Son Communion Breakfast Super Bowl Sunday. Reconciliation is made available during the various retreats throughout the school year. Support groups are offered to deal with the grief following the death of a family member or in dealing with the issues that follow divorce in the family.

## **VIII. STUDENTS FOR EDUCATIONAL EXCELLENCE THROUGH DIVERSITY (S.E.E.D.) PROGRAM**

Ruben Goodwin, Director of Diversity and Academic Support Services

Shaping "men for others" and "well-rounded" young men is a formidable goal. We must provide our students with opportunities to examine their spiritual and moral values to the ends that they will aspire to the standards and ideals rooted in the vision of St. Ignatius. It is, therefore, not enough merely to espouse the contemplation of religious, moral, social, and cultural concerns, but to conduct our school in such a manner that we adhere to and act upon these ideals as well.

In an attempt to address the philosophy of our school as embodied in the Graduate-At-Graduation document, our major priority is to foster and encourage the mutual benefits that are part of a community characterized by diversity. Thus, diversity must be reflected not only in the number of people of color present in the school, but must also be reflected in our institutional

structures, school culture, and school climate. The SEED Program responds to the Jesuit challenge to educate to diversity through Prep's faculty, the student body, parents, and the community.

### **Students for Educational Excellence through Diversity (SEED)**

SEED is a school-wide, multi-racial/cultural, multi-class, multi-religious, and academic organization open to everyone in the Prep student body. The main function of SEED is to foster diversity through academic, cultural, racial, and social interaction through the following support services:

- **The Director of Diversity and Academic Support Services, Faculty Committee on Diversity, and the Guidance Department** oversee retention support services, SEED events and activities, and provide academic monitoring of all Prep students.
- The **Academic Center** which provides **National Honor Society Peer Tutors and Interns** from Fairfield University.
- **The SEED Academic Enrichment Program** is an academic and social enrichment program which focuses on providing rising 9<sup>th</sup> and rising 10<sup>th</sup> graders additional support in summer school and during the academic year to succeed at Fairfield Prep.
- **Academic Enrichment Meetings** are held on Mondays during the academic year. These meetings focus upon techniques, strategies, and behaviors help SEED students succeed academically and socially at Prep. Presenters address various topics such as: study skills for midterm exams, techniques to improve performance in subject areas of weakness, and time-management skills to balance both academics as well as extracurricular activities.
- **The Brothers for Others Mentor Program** provides freshmen and sophomore SEED Scholars the opportunity to be mentored by an upperclassmen SEED scholar. Meetings are held three times a year in a social setting where students openly discuss issues that may arise during the academic day.
- **Cultural groups: AACC (African-American Cultural Club), ASA (Asian Students Association), ASPIRA (Hispanic Students Association), and R.E.I.G.N (Respect, Education and Inclusion for Gay and Non-Binary Students).** These clubs help to promote diversity in the school by addressing issues pertinent to each culture. Although the title of each organization is culturally specific, the clubs are designed to foster integration of students of all backgrounds, regardless of color, into the SEED Program.
- **The SEED Exam Study Groups** are coordinated through the Director of Diversity and Academic Support Services and are held twice a year as a review for the midterm and the final exams.
- **The Dr. Martin Luther King, Jr. Assembly** provides students the opportunity to come together as a school community to learn about the different cultural and ethnic groups in American society. Students of diverse backgrounds are also provided the opportunity to display their talents in a way that celebrates both their respective ethnic cultures as well as the legacy of Dr. Martin Luther King, Jr.
- **The SEED Diversity and Senior Recognition Dinner** is hosted by current SEED seniors and their families. This dinner gives incoming freshman and their families a sense of the wider Prep community while honoring SEED seniors for their academic accomplishments.
- **Three SEED Parent-Son Meetings** address broad issues of particular interest to SEED families including topics that deal with financial aid, the college application process, time management, the non-cognitive factors of student success, and the reinforcement of the support services that are available.
- **S.E.E.D. Annual Mixer** proceeds from this dance provide approximately \$4,000 per year toward book stipends for those freshmen and sophomore SEED students who receive the maximum financial aid award.

## **IX. EXTRACURRICULARS**

Prep encourages its students to participate in the various extracurricular activities offered. Extracurricular activities enable a student to discover new talents and make new friends. Among the activities offered are:

3Dmax CG Club, Anime Club, Art Club, Astronomy Club, Audio/Video Club, Board Game Club, Bowling Club, Card Game Club, Cardinal Key Society, Chess Club, Classics Club/Latin Honor Society, Conspiracies Club, Creative Writing Club, CT Science Fair Club, Cycling Club, Debate Club, Diplomacy Club, Encords, Engineering Club, Environmental Club, Esperanto Society, Fairfield Connection, Fencing Club, Film and Media Club, French Honor Society, Gaelic Football Club, German Exchange Club, Golf Club, Habitat for Humanity, Historians Club, Hearthstone Yearbook, Heroes Club, Ignatian Spiritual

Warriors Club, Irish Cultural Club, Jazzuits, Law Club, Lawn Games Club, Liturgical Music, Magic The Gathering Club, Mah Jong Club, Mandarin Club, Math Team, Mock Trial, Model U.N., Political Awareness Club, Philosophy Club/Ethics Bowl Team, Ping Pong Club, Prep Players, REIGNS, Robotics Team, SEED Cultural Clubs, Ski Club, Soundings, Spanish Honor Society, Spike Ball Club, Stock Market Club, Student Government, Super Smash Bros. Club, and Trigstar.

Throughout the school year, new extracurriculars are developed and introduced to the student body by students and faculty. Inquiries concerning extracurricular activities should be addressed to Mr. Corey Milazzo, the Director of Student Activities and Intramurals. For more information visit [www.fairfieldprep.org/clubs](http://www.fairfieldprep.org/clubs).

## X. STUDENT GOVERNMENT

Active participation in Student Government is encouraged at Fairfield Prep. The Student Government, with the advice and approval of the Director of Student Activities, guides and coordinates student activities and assists in the proper functioning of the various class governments. The Student Government is the student body's representative voice. Click **Here** for [Student Government By-Laws](#).

## XI. ATHLETICS, CLUB SPORTS AND INTRAMURALS

It is the function of the Director of Athletics to coordinate and direct all sports activities. Prep's philosophy encourages participation in extracurricular activities that enhance one's life and make for a well-rounded student. Proper physical exercise is an important aspect of a student's experience at Prep. To that end, numerous activities are offered. Every student is strongly encouraged to participate in one or more of the programs available in athletics, sports clubs, and intramurals. All athletes are required to have a *yearly* sports physical on file and agree to policies through online registration prior to athletic try-outs. Prep students participating as members of athletic teams must be aware that Prep's teams are subject to the rules and regulations of the Connecticut Interscholastic Athletic Conference (CIAC). CIAC Rules of Eligibility are published via an internet link to the CIAC web site ([www.casciac.org](http://www.casciac.org)). The link is located on the Athletics page of the Fairfield Prep website. The CIAC also governs Rules of Eligibility of Transfer Students. Any student desiring to transfer into Fairfield Prep and seeking to participate in Athletics should contact the Director of Athletics prior to transferring. In certain cases, the Principal, upon the advice of the Guidance Department, and/or the Dean of Students, may declare a student ineligible to participate in extracurricular activities for academic or disciplinary reasons ([See Section II – Academics, H – Eligibility for Participation in Extracurricular Activities](#)). Fairfield Prep offers a wide variety of sports with many programs having multiple levels of competition including Varsity, Junior Varsity and freshmen teams.

### A. Interscholastic Athletics

**FALL:** Football, Soccer, Cross Country, Sailing

**WINTER:** Basketball, Ice Hockey, Swimming, Wrestling, Skiing, Indoor Track

**SPRING:** Baseball, Lacrosse, Track and Field, Tennis, Golf, Rugby, Crew, Sailing

### B. Club Sports and Sport Clubs

FALL: Crew, Recreational Skiing, Weight Training

### C. Recreational Activities and Intramurals

Periodically, during the school year, intramural sports activities are offered depending upon facility availability and student interest levels. Past intramural sports include whiffle ball, basketball, and flag football.

## XII. HEALTH

### A. School Nurse

The Prep Nurse has the full-time services of a nurse during school hours. In addition to seeing all sick and injured students, the nurse administers or supervises scoliosis screening. Parents are always notified when any deviation from the norm is found. The nurse is available for conferences or health counseling with students or parents during school hours. The nurse maintains complete and confidential health records for each student.

### B. Physical Exams

**Physical exams are mandatory as an entrance requirement for all freshmen and transfer students, including a complete immunization history.** Thereafter, physical exams are required every year for athletes playing a school sport. All athletes must see their own physician for a physical exam before they become involved with tryouts. We suggest the

exam be dated after June 15 of the current year. This enables athletes to be eligible for sports participation for an entire academic year. A sport physical form will be available on the Prep website under forms and documents.

### C. Immunization

The State of Connecticut has mandated by law that no student shall be allowed to enter school without showing proof of proper immunization for the following diseases:

- **Diphtheria, Pertussis, Tetanus (DTaP, Td)** - minimum of three doses (the last dose given on or after the 4<sup>th</sup> birthday).
- **Tdap** – one dose.
- **Polio** – at least three doses (the last dose given on or after the 4<sup>th</sup> birthday).
- **Measles, Mumps and Rubella** – two doses-First dose given on or after the first birthday and a second dose given at least 28 days after the first.
- **Varicella** (chicken pox)-two doses separated by at least three months-first dose on or after the first birthday, or verification of disease.
- **Hepatitis B** - three doses, last dose on or after 24 weeks of age.
- **Meningococcal** – one dose.
- **\*also a TB skin test may be necessary for any student entering from another country.**

Complete month/day/year is necessary on all dates. Proper up-to-date information must be received no later than August 15 of the new school year for all incoming freshmen and transfer students.

### D. Medications

The following regulations apply to the dispensing of any prescription medications as well as over the counter medications, such as Tylenol or Ibuprofen, and emergency type of medications such as Epi-pens and Inhalers which need to be kept on hand or carried by the student.

- Written orders from the student's physician and written consent from the student's parents must be obtained before the initial dose can be given in school. Medication forms are available on the Prep website under Forms and Documents or can be obtained by contacting the school nurse. The medication must be delivered by the parent to the nurse in a pharmacy prepared container that is properly labeled with the student's name, name and strength of medication, dosage, frequency, name of physician and the date of the original prescription. Over-the-counter medications can be provided in their original container if properly labeled.
- Conditions under which medication may be *self-administered* by the student are the same as those stated above, i.e. written physician orders and parent permission on a school and authorized form which may be obtained from the nurse or the Prep website.
- **Administration of Epinephrine:** Public Act 14-176 allows the administration of epinephrine as emergency first aid to students experiencing allergic reactions, even if the student does not have parental authorization or the order of a qualified medical professional. In the absence of the school nurse, epinephrine may be administered by a qualified school employee who has completed the required training.

**Please notify the school nurse in writing annually if you do not wish your child to receive epinephrine as emergency first aid by a qualified school employee in the absence of a school nurse.**

### E. Returning to School after a Communicable Illness and a Major Illness or Injury

- Parents are required to contact the School Nurse if their son has been diagnosed as having a communicable disease
- For the purpose of providing appropriate aid to the returning student and to update the student's medical record, parents are requested to inform the School Nurse of the particulars related to the major illness or injury. This may be done by telephone or by letter.

Any student whose illness or injury necessitates the use of the elevators must submit a written request to the Nurse from his physician stating the reason for elevator use. A permission slip and key will be issued for a specific length of time with the student responsible for returning the key to the Dean of Operations at the proper time.

**XIII. COMMUNITY STANDARDS OF CONDUCT:  
SEXUAL HARASSMENT, ACTS OF INTOLERANCE,  
ABUSE OR NEGLECT OF MINORS**

Fairfield Prep adheres to strict policies that cover all employees, students and other personnel connected with Fairfield College Preparatory School to protect its community from sexual harassment, acts of intolerance or acts of abuse or neglect of minors. **Click Here for a full description of our Community Standards of Conduct**

**XIV. FINANCES**

**A. Tuition:**

Tuition for the 2019-2020 academic year is \$21,475. A Graduation Fee of \$350 is charged to all seniors and includes the cost of the tuxedo rental.

Fairfield Prep offers the following payment plans which are administered by Smart Tuition:

- **Annual** - Full tuition and fees are due in July.
- **Semi-Annual Plan** – payment in two installments, 50% due in July and 50% due in November.
- **Ten Month Plan** – tuition and fees are paid over ten months from July to April.

**B. Deposits:**

A nonrefundable deposit is due from all returning students by May 1, 2019 in order to guarantee the student's placement in Fairfield Prep for the 2019-2020 academic year. (Members of the Incoming Freshman Class have already paid their advance deposit.) The deposit amount for returning students is calculated as follows:

<u>If your Financial Aid award is:</u>	<u>Your Deposit amount due is:</u>
\$ 0 - \$ 5,999	\$2,000
\$ 6,000 - \$ 9,999	\$1,000
\$ 10,000 or more	\$ 500

Deposits are applied to your net tuition balance due. For deposits not paid by May 1, 2020, Fairfield Prep reserves the right to cancel a student's place.

**C. Account Status:**

All accounts must be kept current. In addition:

- Your financial obligations to the school must be met before the Student will be permitted to advance to the next academic year or, if a senior, graduate from Fairfield Prep.
- SMART Tuition will be given accurate, current bank account information.
- Fairfield Prep will not release report cards or grades, and transcripts will not be sent to other high schools or colleges until your account is brought up to date.
- The Student will not be allowed to participate in a school-sponsored trip unless your account is current.
- Fairfield Prep reserves the right to withhold grades and transcripts for non-payment of University parking and library fines.
- Fairfield Prep reserves the right to apply any monies received for trips or deposits first to outstanding tuition balances.

**D. Penalties:**

- Your account will be assessed a late fee of 1% per month (or any part thereof) on balances that are more than 15 days overdue.
- A \$30 fee will be charged for any check returned for insufficient funds. This fee applies to payment of any obligation due to Fairfield Prep.
- If your account is overdue on:
  1. **August 15, 2019** – the student will not be allowed to begin classes in the new academic year until the account is current.
  2. **January 6, 2020** – the student will not be allowed to begin second semester classes until the account is current.

3. **May 15, 2020**– the student will be withdrawn from Fairfield Prep effective the last day of final exams. Seniors will not be allowed to graduate or participate in the graduation ceremony until the account is paid in full.

**E. Withdrawal & Refunds:**

Notice of a student’s withdrawal must be given in writing to Fairfield Prep’s Registrar. Refund requests must be submitted in writing to the Business Office.

If the student’s enrollment is withdrawn in writing, on or before June 30, 2019 you shall be released from the obligation to pay tuition and fees; however, your initial deposit shall not be refunded.

If you withdraw your son from the school:

- **Between July 1, 2019 and December 14, 2019**, you are responsible for payment of one half of the full year’s tuition and all fees.
- **After December 14, 2019**, you are responsible for payment of the entire year’s tuition and fees.

In the event any action is brought to recover fees payable according to the financial policies, you agree to pay Fairfield Prep all costs and attorneys’ fees incurred by Fairfield Prep.

**F. Insurance:**

Students are covered by insurance for injuries incurred at school or while participating in an interscholastic sport. Parents must first submit a claim to their primary insurer. The school’s coverage is secondary and is limited by the stipulated terms of the policy. If a student is injured, claim forms may be obtained from the Business Office, or, in the case of interscholastic athletics, from the Director of Athletics.

## **XV POLICIES ON FUNDRAISING AND VISUAL IDENTITY**

**A. Charitable Solicitation Policy**

As a Jesuit school, Fairfield Prep seeks “to challenge its students to become leaders, living as men of conscience, compassion and action.” In keeping with this vital aspect of our school’s mission, Fairfield Prep encourages our students to give donations to worthy charities through our weekly Mite Box program. .By school policy, all charitable solicitations are required to be submitted to the Mite Box Committee. To submit a request from our Mite Box program for support of a charitable cause, please email the following information to Mr. Elliott Gualtiere, Director of Campus Ministry ([egualtiere@fairfieldprep.org](mailto:egualtiere@fairfieldprep.org)):

- Organization’s name
- Organization’s charitable registration information with the State of Connecticut
- Nature of organization’s charitable work
- Specific need, if any, addressed by the request
- Connection to Prep, if any
- Name, address, phone number, email address of person submitting the request
- Connection to Prep, if any, of the person submitting the request

While Fairfield Prep will endeavor to assist charities in their good works, please note that due to the volume of requests we regularly receive, we are unable to grant many requests. The Mite Box Committee considers all requests received and decides which requests will be granted.

**B. Student requests for fundraising activities**

Since student activities and student clubs are funded through the operating budget, students may not hold bake sales, sell items of clothing, or conduct other fund raising activities to enhance funding for any student club or activity.

**C. Booster Club**

Booster Clubs may be formed upon receiving the approval from the Director of Athletics at Fairfield Prep with the **purpose of supporting the non-budgeted incidentals of a team**. Booster Clubs are neither endorsed nor supported by the school and are not subject to the school’s accounting procedures. However, the Officers or Parents in Charge of a Booster Club must:

- Attend a Pre-Season Meeting
- Register the Officers / Parents in Charge with the Director of Athletics
- Submit a financial summary of revenues and expenses to the Business Office upon completion of the team's season. Any surpluses at the end of a season will be credited to a general athletic fund.

Requests made by Booster Clubs to families for money should be small in nature and are to be considered voluntary, not mandatory. The inability to comply with requests for money shall not affect a student's participation within a sport.

Monies collected cannot be used to supplement school budgets or affect a decision for which the Coach, Athletic Director, or Fairfield Prep is responsible.

Use of any element of Fairfield Prep's Visual Identity System, including but not limited to the school's name, any variation of the school's name, the school's logo, seal, etc., is prohibited without the express written consent of the Dean of Enrollment and Marketing. Use of the school's name and/or address on bank accounts opened on behalf of a booster club is strictly prohibited.

Gifts to Fairfield Prep (monetary or non-monetary) should not be solicited or accepted without the prior knowledge and written approval of the Vice-President of Advancement. Any gifts received should be delivered immediately to the Development Office.

#### **D Use of Physical Likeness for Marketing Purposes**

Like all private schools, Fairfield Prep by necessity maintains an active program to market the school and its programs. Photographs, videos, etc. are an essential part of any school's marketing efforts. By virtue of their son's enrollment at Fairfield Prep, parents consent to the reproduction and use of their and/or their son's physical likeness in any marketing materials, including but not limited to still camera photographs, retail packaging, print advertising, Internet marketing, and/or TV commercials, etc.

#### **E. Visual Identity System and Guidelines**

The school's name (Fairfield College Preparatory School and variations thereon), its seal, logos, school colors, etc. symbolize to the public who we are and for what we stand and, as such, constitute the school's Visual Identity System. To ensure the integrity of the Visual Identity System, the school community is advised of, and must comply with, the following:

- Fairfield Prep's Visual Identity System is designed (1) to protect Fairfield Prep's brand and sub-brands and all graphic and/or textual representations of Prep's brand and sub-brands, and (2) to provide a set of guidelines for the proper use thereof (Visual Identity Style Guidelines are available for download from Prep's website).
- All aspects of Fairfield Prep's Visual Identity System (including but not limited to symbols, logos, the school's seal, the school's name, etc.) are protected by laws governing the use and protection of intellectual property.
- No person may use any element of Prep's Visual Identity System without the express written permission of the Director of Athletics (for items, applications or purposes of an athletic nature) or the Dean of Enrollment & Marketing (for all other items, applications and purposes). Any permitted use must comply in all aspects with the Visual Identity Style Guidelines.
- Any person seeking to procure the creation and/or production of any item(s) bearing any element of Prep's Visual Identity System must first secure the express written permission of either the Director of Athletics or the Dean of Enrollment & Marketing, as appropriate. Any permitted use must comply in all aspects with the Visual Identity Style Guidelines.
- Fairfield Prep will undertake all lawful and appropriate means to guard against unauthorized use of any element(s) of the school's Visual Identity System.

### **XVI. BELLARMINE GUILD**

The Bellarmine Guild of Fairfield Prep is an organization of women who are related to or care for Prep students. The mission of the Guild is to increase parental involvement in the Prep Community by sponsoring and promoting social activities among its members. The officers of the Guild welcome all members to their monthly meetings which are usually held on the second Wednesday of each month at the school. Committee chairpersons and Guild volunteers run numerous social, spiritual, service oriented and class specific activities throughout the school year. Email blasts and updates of the Bellarmine Guild section of

the Prep website keep members informed of Guild events and activities. The Bellarmine Guild encourages women to get involved in the Prep community by attending Guild social or spiritual events or by volunteering their time and talents to help with one of the activities.

## **XVII. FATHERS' CLUB**

The Fathers Club is a service organization whose mission is to support our sons as they strive to become “men for others.” The Club is committed to nurturing better relationships with our sons and developing new friendships among our members.

Throughout the school year, there is a full calendar of activities which include an annual community service project, a ski trip, and Super Bowl Sunday Communion breakfast. Monthly club meetings feature guest speakers who cover such topics such as college admissions and financial aid. In an effort to include all Prep dads in our activities, we are now automatically enrolling each Prep dad into the Fathers Club.

Updates about Club activities can be found on the Prep website: [www.fairfieldprep.org](http://www.fairfieldprep.org)