



Fairfield College
Preparatory School

**STUDENT/PARENT
HANDBOOK**

2024 - 2025

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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 (also referred to in this Handbook as “Fairfield Prep,” the “School,” and “Prep”) 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, or disability or handicap in administration of its educational policies, admission policies, financial-aid programs, athletic and other school administered programs or activities.

Fairfield College Preparatory School is accredited by the State of Connecticut, 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, and the Jesuit Schools Network.

The policies and statements in this Handbook are provided for informational purposes only. They are not intended to and do not create any contract between Fairfield College Preparatory School, students, or their parents or impose any obligations on the School. The School reserves the right to modify this Handbook at any time, and to deviate from the policies and statements in this Handbook, without notice, as it determines is appropriate.

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 maiorem 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 dialogue 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. Students take a semester exam in December and at the end of the academic year in each course.

B. Academic Requirements for Graduation

Students must maintain consistent enrollment in courses in person on the campus of Fairfield Prep for eight consecutive semesters. Exceptions to this requirement must be approved by the Principal.

Required Courses:

Area	Credits	Special Notes
English	4.0	
Innovation	0.5	
Mathematics	4.0	
Science	3.0	Students must complete Biology, Physics and Chemistry (with lab)
Social Studies	3.0	
Theology	4.0	
Visual & Perform. Arts	1.0	
World Language	3.0	Students must complete three years through Level 3
Electives	2.0	

Total required credits for Graduation 24.5

Ignatian Service Requirements:

Freshman: Participation in Freshman Field Day and both parts of the Freshman Retreat

Sophomore: 20 hours of service to Fairfield Prep or the local community (5 hours per quarter)

Junior: 30 hours of service in a local community agency on the Approved Agency list. Juniors may participate in an Urban Plunge or a domestic or international immersion experience to earn hours toward their requirement.

Senior: 44 hours of consistent service in a local community agency on the Approved Agency list. Seniors may participate in an Urban Plunge or a domestic or international immersion experience to earn hours toward their requirement.

Complete policies and procedures will be distributed to all students in the fall of an academic year.

Failure to complete yearly service requirements will result in an "F" in Ignatian Service 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.)

Counseling Seminars:

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

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.

Graduation Eligibility:

Members of the senior class who have completed all academic requirements, completed their Ignatian Service requirement, and whose tuition accounts are up to date are eligible to participate in Senior Week and Graduation activities. Students who have not completed all academic requirements, Ignatian Service requirements or whose tuition accounts are delinquent are not eligible to participate in Senior Week and Graduation activities unless granted permission by the Principal.

C. Guidelines for Honors /AP Courses

Certain courses, including Advanced Placement courses, have been designated as “Honors” courses by the departments because work requirements in these classes are both quantitatively and qualitatively above and beyond that which is required in our college preparatory courses. Honors and AP courses receive an additional 0.25 weight calculated into the Grade Point Average. Sophomores and Juniors enrolled in AP classes must take the AP exam; seniors are strongly encouraged to take the AP exam.

In the spring of each academic year, all students will make requests for courses for the upcoming academic year. Requests for Honors and AP courses must be approved by the respective Department Chair. Preference for placement in these courses will be given to students with a minimum of a 3.750 cumulative GPA and an A-average in the subject, or students with a 3.500 - 3.749 cumulative GPA and an A average in the subject area.

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 “Enrichment” 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 Arrupe Virtual Learning Institute as approved by the Dean of School and College Counseling and Academic Dean.

E. Dropping Course/Changing Courses/Teacher Preferences

An “Add / Drop and Course Appeal” process occurs in the spring of each academic year for courses for the following academic year. After this timeframe, courses of studies for the upcoming academic year are considered to be final and no student may drop or change a course for any reason. Any course change after the first day of classes of the school year must be under extreme conditions and agreed upon by the School Counselor, faculty member, parent, student and Academic Dean. The Academic Dean has sole discretion over a course change. If a student does change a course during the academic year, their grade from the prior course will follow with them to their new course.

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-	(90-92.99)	3.67	3.92
B+	(87-89.99)	3.33	3.58
B	(83-86.99)	3.00	3.25
B-	(80-82.99)	2.67	2.92
C+	(77-79.99)	2.33	2.58
C	(73-76.99)	2.00	2.25
C-	(70-72.99)	1.67	1.92
D+	(65-69.99)	1.33	1.58

D	(60-64.99)	1.00	1.25
F	(Below 60)	0.00	0.00

The designation of Incomplete (I) can be granted by the Principal, Academic Dean or Dean of School and College Counseling for illness or severe extenuating circumstances. Students, parents and the Principal, Academic Dean or Dean of School and College Counseling must arrange a schedule for completion of assignments within five days 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:

<u>Summa Cum Laude</u>	yearly GPA of 3.900 or higher
<u>Magna Cum Laude</u>	yearly GPA of 3.650 to 3.899
<u>Cum Laude</u>	yearly GPA of 3.400 to 3.649

Fairfield Prep does not reveal the rank of students based on their weighted GPAs to any student, parent, college, etc. Fairfield Prep does reserve the right to recognize members of the top 5% of the senior class for awards, but will not reveal the order of the top 5%.

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 and/or attendance 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 Principal, Academic Dean or Dean of School and College Counseling. 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.

K. Academic Standards

Depending on a student’s class year, he must maintain a minimum yearly GPA according to the table below to remain in good academic standing:

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

Students whose yearly GPA falls below these markers will be either placed on academic probation or withdrawn from the school. Students who are placed on academic probation will be required to participate in an academic progress program dictated by the Academic Dean, Director of Academic Support and the Dean of School and College Counseling. Fairfield Prep reserves the right to withdraw a student who does not comply with the policies of this program.

L. National Honor Society

Students who have completed either sophomore or junior year and attained both a yearly and cumulative GPA of 3.400 will be invited to apply for induction into the Rev. James Bowler, SJ. Chapter of the National Honor Society each summer by the Academic Dean. Below are the criteria for induction:

Scholarship: Students must have completed either their sophomore or junior year and attained a 3.400 or higher yearly and cumulative GPA.

Leadership: The applicant must currently be involved in at least two extracurricular activities (either inside or outside of school). In addition, the applicant must also serve in at least one leadership role in the community, in their church, or at Prep. A signed letter of recommendation (blank recommendation form found on Prep Connect) from an adult from one of the leadership or extracurricular organizations may be required.

Character: The applicant must pass screening by the Fairfield Prep faculty. Teachers will receive the list of eligible applicants in late August.

M. Policy on Academic Integrity

“The Task of the teacher is to help each student become an independent learner, to assume the responsibility of his or her own education” (Go Forth and Teach: The Characteristics of Jesuit Education).

Fairfield Prep encourages each student to be actively engaged in the learning process. It is Prep’s expectation that students, over time, will be increasingly able to learn on their own and produce scholarship of which they can be proud. This development requires special care in maintaining an attitude of academic honesty throughout a student’s four years at the Prep.

Students who submit materials that are the products of their own mind demonstrate respect for themselves and their community in which they study. These students possess a strong sense of honor, reverence for truth and a commitment to the ideals of Jesuit Education. Dishonesty harms not only a particular student’s integrity but also the wider community, which suffers from decreased trust and a lack of respect for the honesty and integrity of others. Since integrity must be preserved, dishonesty is intolerable. Consequently, misrepresentation of academic achievement in any form will be considered a significant violation of our community’s standards.

Violations of this standard include but are not limited to:

Cheating: Using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include, but are not limited to, looking at another student’s paper during a quiz or test; obtaining or giving a copy of a quiz or test, or submitting homework borrowed from another student.

Use of Artificial Intelligence Programs: Using or attempting to use an artificial intelligence program, such as ChatGPT, to complete any assignment for a class without the permission of a teacher.

Electronic Dishonesty: Using network access inappropriately in a way that affects a class or other students’ academic work. Examples include, but are not limited to, using someone else’s computer account, breaking into someone else’s files, or using material from someone else’s storage device.

Electronic Device Misuse: Using electronic devices, including, but not limited to, smart-watches, phones, iPads, inappropriately. Examples include, but are not limited to, using AirDrop to send files for submission, submitting a file sent from another student as one’s own, taking pictures of in-class assessments.

Theft and Unauthorized Distribution of Academic Materials: Examples include, but are not limited to, tests, quizzes, teacher text editions, storage devices, cell phone images of tests, quizzes, etc.

Fabrication: Inventing or falsifying information. Examples include, but are not limited to, inventing lab data for an experiment you did not do or did not do correctly or making references to sources you did not use in a research paper.

Facilitating Academic Dishonesty: Helping someone else to commit an act of academic dishonesty. This would include giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.

Plagiarism: Using words or ideas of another writer without attribution, so that they seem as if they are your own. Plagiarism ranges from copying someone else's work word for word, to rewriting someone else's work with only minor word changes, to summarizing without acknowledging a source.

Abuse of Academic Materials: Harming, appropriating, or disabling academic resources so that others cannot use them. This includes cutting tables and illustrations out of books to use in a paper, stealing books or articles, and deleting or damaging computer files intended for others' use.

Deception and Misrepresentations: Lying about or misrepresenting your work or academic records. Examples include, but are not limited to, forging a teacher's or a parent's signature on documents, taking credit for group work to which you did not contribute significantly or for which you did not meet your obligations, or using a translation program in a foreign language class without the permission of the teacher. This also includes students submitting assignments in one class that were previously submitted in another class or for a prior assignment.

Unauthorized Use of Calculators/Computers: Using calculator programs, or computer programs and/or data in a manner not approved by the teacher.

Daily Homework Assignments: Determining penalties for cheating on daily homework assignments is at the sole discretion of the teacher.

Fairfield Prep acknowledges that all people on occasion make errors in judgment; indeed, as St. Ignatius Loyola teaches us, we are all sinners who are loved by God. Thus, when we fail, there is always the possibility of forgiveness and reconciliation. When academic dishonesty occurs, it is Prep's belief that there must be sanctions for the offending student, for the good of that individual as well as of our academic community. It is our hope that recognition of one's mistakes will lead to wisdom, and to a resolve to always act with honesty and integrity. Any student who turns himself in because of a violation of our academic integrity policy will be treated both appropriately and leniently.

Procedure for Observed Cheating

In all instances, the teacher (or prefect on semester exams) determines that cheating has occurred. The teacher's determination that a student has violated the academic integrity policy is FINAL and is not open to negotiation, debate, or subjective interpretation of the circumstances surrounding said violation.

The teacher completes the Referral Form for Violations of the Academic Integrity & Technology AUP Policies form and follows the procedure listed on the form.

Procedure for Theft and Unauthorized Distribution of Academic Materials

The teacher fills out the Referral Form for Violations of the Academic Integrity & Technology AUP Policies form and immediately reports the incident to the Academic Dean. The Academic Dean will convene an Ad hoc Investigative Team comprised of the teacher, the Dean of School and College Counseling, the Assistant Dean of Students, and the Principal who will work collaboratively to identify the involved offender(s), the extent of the violations, gradations of culpability, etc., review records to determine if the offender(s) are repeaters and to review each of the offender's overall academic performance, assess each of the offender's extenuating personal, social, emotional or psychological circumstances, and review each of the offender's academic performance in the teacher's class and the communication history between teacher and students and teacher and parent.

After the initial investigative meeting, a date and time will be set for a second meeting of the Ad hoc Investigative Team. At that time, the team will collaboratively decide if the violation warrants convening the Academic Integrity Board to determine if additional academic and/or disciplinary sanctions that exceed the penalties described below should apply.

The Academic Dean will record the academic and disciplinary penalties and keep them on file.

Penalties for Violating the Policy on Academic Integrity

Students should realize that some violations of the Academic Integrity Policy are so serious as to warrant the most severe consequences regardless of whether the transgression is a first, second or third offense.

First Offense:

Faculty complete the Referral Form for Violations of the Academic Integrity & Technology AUP Policies form and follow the procedure listed on the form. The student receives a “0” for the assignment. The student will serve up to three days of JUG with the Assistant Dean of Students.

Second Offense:

Faculty complete the Referral Form for Violations of the Academic Integrity & Technology AUP Policies form and follow the procedure listed on the form. The student receives a “0” for the assignment. The student will meet with his parent / guardian and School Counselor to discuss the two offenses. A letter will be sent to the student and his parent / guardian explaining that an additional violation of the Academic Integrity Policy will force the Academic Integrity Board to convene. The student will serve up to five days of JUG with the Assistant Dean of Students.

Third Offense:

Faculty complete the Referral Form for Violations of the Academic Integrity & Technology AUP Policies form and follow the procedure listed on the form. The student receives a “0” for the assignment. The student will serve two days of in school suspension with the Assistant Dean of Students. After the third offense has been committed, the Academic Integrity Board will meet with the student and his parent / guardian(s) to consider additional sanctions which can include, but are not limited to, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion.

N. Students with Specific Learning Needs and / or Certain Disabilities

Fairfield College Preparatory School offers a challenging Jesuit curriculum designed to allow students to succeed at competitive colleges and universities. While we do accept students with certain learning needs and/or disabilities, the extent to which we are able to reasonably accommodate students to manage our Jesuit college preparatory curriculum while still maintaining the integrity of our academic offerings is limited. We do not, for example, permit accommodations that fundamentally alter our Jesuit program or that impose an undue burden. Parents are encouraged to enter into dialogue with Prep’s Director of Academic Support 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.

To receive accommodations, families must provide the Director of Academic Support with an up to date IEP and / or 504 Plan. Accommodations are analyzed based on the unique situation of the student who requests them and no accommodation is guaranteed, but accommodations may include:

- Extended time – up to 50% - on semester and final exams and in class formal assessments
- Preferential seating to assist focus and concentration

For further information, please email Jennifer DiLillo, Director of Academic Support (jdilillo@fairfieldprep.org).

O. 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.

P. Student-Parent-Teacher Communication

The best way for parents to communicate with teachers is through email. The email 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 emails sent to faculty members during calendar dates in which school is in session.

At Fairfield Prep, we strive to develop young men of competence, compassion, commitment and character. Part of that development process is a student learning to advocate for himself. If issues or disagreements arise in an academic setting, students, parents, teachers, school counselors and members of the school administration should follow the process below:

- The student should meet with the teacher to discuss the concern.
- If not resolved, the student, parent and teacher should meet to discuss the concern.
- If not resolved, the student, parent, school counselor, teacher and Department Chair should meet to discuss the concern.
- If not resolved, the Academic Dean, Assistant Dean of Students, student, parent, school counselor, teacher and Department Chair should meet to discuss the concern.
- If not resolved, the Principal, Academic Dean, Assistant Dean of Students, student, parent, school counselor, teacher and Department Chair should meet to discuss the concern.

Meetings involving parents can be held either in person or virtually when necessary.

III. STUDENT RULES, REGULATIONS AND STANDARDS

Fairfield Prep's approach to maintaining the level of order and discipline required 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 technological devices and 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.

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.

Employees of Fairfield Prep will only discuss matters pertaining to students with the student's parent or guardian and will not discuss the behavior and/or academics of any other student(s).

A. Disciplinary Sanctions

- Detention: Detention (“JUG”) is the ordinary penalty for violations of school regulations and is conducted daily at the end of the school day beginning ten minutes after the final bell of the day for forty minutes. If a student receives detention, it is to be served on that day. School detention takes priority over any athletic or co-curricular activity. Failure to report for detention will result in an increase in the number of detentions or other appropriate disciplinary sanctions.
- In School Suspension: For in-school suspension, the student reports to school at 8:30 and remains until 3:25 PM. During this time, the student will use a designated room for the duration of the academic day and does not attend classes or lunch in the SLC. When a student is in a period of in school suspension, he is not permitted to participate in any co-curricular or extracurricular activity, including athletic contests, retreats, or other school sponsored trips and / or functions. Failure to comply with all terms of the suspension will result in additional penalties including additional days of in-school suspension, out of school suspension or expulsion. Students who receive an in school or out of school suspension during an athletic season must sit out 20% of the season’s contests. A second in school or out of school suspension terminates the student’s eligibility for that season. A third in school or out of school suspension terminates the student’s eligibility for the year.
- 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 is at the discretion of the administration. During the period of suspension, the student is not permitted to be on campus, cannot attend classes, and cannot participate in any curricular, co-curricular, or athletic activity. Students who receive an in school or out of school suspension during an athletic season must sit out 20% of the season’s contests. A second in school or out of school suspension terminates the student’s eligibility for that season. A third in school or out of school suspension terminates the student’s eligibility for the year.
- 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 in- or out-of school suspension, ineligibility to participate in any school sponsored co-curricular or athletic activity, removal from any leadership position held in the school or expulsion.
- Expulsions: A student may be expelled from Fairfield College Preparatory School if his conduct:
 - Repeatedly violates student rules and regulations; or
 - 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; or
 - Other actions as identified in other areas of the Student Handbook.

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. The Hearing Board procedures are outlined below:

If the administration seeks to expel a student for a disciplinary infraction, said student is automatically entitled to a formal hearing in front of a Hearing Board. The Hearing Board will be composed of one member of the faculty or administration chosen by the administration, one member of the faculty or administration chosen by the offending student, and one member agreed upon by the two selected members. The School will provide the parents of the offending student written notice that an expulsion

will be sought detailing the date and time of the hearing, and a statement explaining the behaviors for which expulsion is sought.

At the hearing, the administration will begin the proceedings by laying out the underlying facts and circumstances for which it believes an expulsion is warranted along with any evidence relied upon to reach this conclusion. The student and his parents can present facts and arguments opposing the expulsion and/or suggesting a less severe punishment.

Following the presentation of both parties, the members of the Board can question either party concerning the facts at hand or seek clarifications as to the facts presented.

The Hearing Board can:

- Determine that the student should be expelled.
- Impose a less severe penalty (penalties) on the student.

Parents are to receive the decision of the Board within twenty-four hours of the hearing. Should the Board impose expulsion, parents cannot appeal the decision.

B. Lying / False Accusation

Lying or making false accusations are serious violations of academic integrity and the code of behavior at Fairfield Prep that promotes an environment of honesty, trust, and respect among and between students and faculty / staff. In addition to the student participating in restorative conversations with the Assistant Dean of Students and / or other members of the administration, sanctions for lying and false accusations can include, but are not limited to, JUG, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion.

C. Disruption of School

A disruption of school is any act, physical, verbal, or written, that impedes, obstructs, interferes, or violates the mission, philosophy, or regulations of the school, or encourages others to engage in these actions. This includes, but is not limited to, spreading gossip/rumors about others, continuously or intentionally making disruptive noises, or acting in a manner so as to disrupt the culture at Fairfield Prep. Deliberately rude or disrespectful behavior is unacceptable at Fairfield Prep. Responding and speaking respectfully is expected at all times. Ignoring instructions, talking back, or any other form of disrespect is not permitted. In addition to the student participating in restorative conversations with the Assistant Dean of Students and / or other members of the administration, sanctions for disruption of school can include, but are not limited to, JUG, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion.

D. Inappropriate / Threatening Language

The use of vulgar, obscene or threatening language is contrary to the philosophy of our school. Failure to exercise good judgment and restraint in the use of inappropriate / threatening language will result in consequences. Fairfield Prep does not tolerate any form of aspersions pertaining to sex, race, religious beliefs, or sexual preference. These types of inappropriate language may lead to more severe consequences. In addition to the student participating in restorative conversations with the Assistant Dean of Students and / or other members of the administration, sanctions for inappropriate / threatening language can include, but are not limited to, JUG, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion.

E. Dangerous Behavior

To ensure the safety and well-being of all students and staff, if a student's actions could be considered dangerous to themselves or others, the school reserves the right to require a student to be picked up by a parent / guardian. Before the student can return to school, a note from an external professional must be submitted to the Social Worker confirming that the student is safe to themselves and others and is able to participate in all aspects of the school's program and follow all school rules and regulations. Upon receipt of the medical documentation, the school will develop a reintegration plan to support the student's transition back to school that a student is obligated to follow.

F. Fighting and Physical Contact

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, at any school event on or off campus, or outside of school and not at a school event, is liable for suspension or expulsion. In addition to the student participating in restorative conversations with the Assistant Dean of Students and / or other members of the administration, sanctions for fighting can include, but are not limited to, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion.

G. Hazing

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 and is strictly forbidden. Students and parents are encouraged to report any incidents of hazing to the administration. In addition to the student participating in restorative conversations with the Assistant Dean of Students and / or other members of the administration, sanctions for hazing can include, but are not limited to, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion.

H. Stealing

Stealing the property of another is intolerable within the context of the Prep community. Students may not possess items belonging to others without the owner's explicit permission. Found items should be delivered to the Assistant Dean of Students immediately. Students may not destruct or deface property belonging to another student or to the school. In addition to the student participating in restorative conversations with the Assistant Dean of Students and / or other members of the administration, sanctions for stealing can include, but are not limited to, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion.

I. Dress Code

Students are expected to dress neatly, presentable and professionally throughout the school day (including semester exams) unless otherwise notified by the Assistant Dean of Students. The dress and grooming of students shall not cause distraction from any school activity, interfere with the participation of any school activity, or create a hazard to the safety of himself or others. The school administration reserves the right to determine what constitutes appropriate attire.

The following dress code will be strictly enforced from 8:35 AM to 2:35 PM in all areas of the Prep campus or any physical or virtual extension thereof.

- 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 permitted without the authorization of the Assistant Dean of Students.
- 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 even if it is Prep attire. 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 Assistant 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. (Beards, mustaches, goatees are not permitted). Hair must be neat and clean, and not a distraction. (Outlandish cuts, colored hair, etc. are not permitted.)
- Earrings and body piercings 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 solid colored dress shoes or casual dress shoes that are not a distraction and resemble shoes that would be worn in a business setting. Shoes cannot have any pattern or logos on them with the exception of the shoe brand. Sneakers, boots, sandals, slippers, shoes without backs, traditional gym or casual shoes such as Vans, Converse, Crocs, Uggs, moccasins, etc. are not permitted without prior approval by the Nurse and/or the Assistant Dean of Students.
- In the event of winter weather, students who wear boots to school must have proper school shoes to change into upon arrival at the school. Boots are not permitted to be worn during the school day.
- A blazer will be required during school-wide masses and other school-wide events as announced by the administration.

One (1) Backpack or one (1) string pack 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 designated spot as required by a teacher.

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 Assistant Dean of Students remains the final determinant of what is or is not acceptable personal appearance for a Fairfield Prep student.**

J. Alcohol, Drugs, Controlled Substances, Tobacco, Nicotine, Vaporizers and Electronic Cigarettes

The use of alcohol, drugs, controlled substances, tobacco, nicotine pouches, vaporizers and electronic cigarettes are harmful for the physical and cognitive development of a young man. Additionally, these actions are detrimental to the reputation of the school and hinder the advancement of the moral good of other Prep students. Therefore:

Any use of, possession of, selling of, attempts to the selling of, purchases of, attempts to purchases of, distribution of, or being under the influence of alcohol, drugs, controlled substances, tobacco, nicotine pouches, vaporizers and electronic cigarettes, by any Fairfield Prep student, on or off campus, during school, commuting to or from school, attending school events, or outside of school, is strictly prohibited.

Any use of, possession of, selling of, attempts to the selling of, purchases of, attempts to purchases of, or distribution of drug-related paraphernalia by any Fairfield Prep student, on or off campus, during school, commuting to or from school, attending school events, or outside of school, is also strictly prohibited.

Students in the possession of, or under the influence of, alcoholic beverages, drugs (including THC), or other controlled substances:

- First Offense
 - Student will participate in restorative conversations with the Assistant Dean of Students and / or other members of the administration
 - Student will serve five days of in school suspension. Students who receive an in school or out of school suspension during an athletic season must sit out 20% of the season's contests. A second in school or out of school suspension terminates the student's eligibility for that season. A third in school or out of school suspension terminates the student's eligibility for the year.
 - Student will complete a community service requirement as determined by the Assistant Dean of Students
 - Student will be placed on disciplinary probation for a minimum of one year
 - Student will meet regularly with their School Counselor and the Social Worker
 - All other activities as dictated by the Assistant Dean of Students.
 - Fairfield Prep reserves the right to prohibit participation in athletics, retreats, school sponsored trips, or other school activities. Additionally, Fairfield Prep reserves the right to revoke any leadership positions held by the student.
- Second Offense
 - Student will participate in restorative conversations with the Assistant Dean of Students and / or other members of the administration
 - Student will serve five days of out of school suspension. Students who receive an in school or out of school suspension during an athletic season must sit out 20% of the season's contests. A second in school or out of school suspension terminates the student's eligibility for that season. A third in school or out of school suspension terminates the student's eligibility for the year.
 - Student will complete a community service requirement as determined by the Assistant Dean of Students
 - Student will be placed on disciplinary probation for a minimum of one year
 - Student will meet regularly with their School Counselor and the Social Worker
 - All other activities as dictated by the Assistant Dean of Students.
 - Fairfield Prep reserves the right to prohibit participation in athletics, retreats, school sponsored trips, or other school activities. Additionally, Fairfield Prep reserves the right to revoke any leadership positions held by the student.
- Third Offense
 - Student will participate in restorative conversations with the Assistant Dean of Students and / or other members of the administration
 - Student is subject to any sanction including, but are not limited to, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion

Students in the possession of, or under the influence of, tobacco, nicotine pouches, vaporizers and electronic cigarettes:

- First Offense
 - Student will participate in restorative conversations with the Assistant Dean of Students and / or other members of the administration
 - Student will serve two days of in school suspension. Students who receive an in school or out of school suspension during an athletic season must sit out 20% of the season's contests. A second in

- school or out of school suspension terminates the student's eligibility for that season. A third in school or out of school suspension terminates the student's eligibility for the year.
 - Student will complete a community service requirement as determined by the Assistant Dean of Students
 - Student will be placed on disciplinary probation for a minimum of one year
 - Student will meet regularly with their School Counselor and the Social Worker
 - All other activities as dictated by the Assistant Dean of Students.
 - Fairfield Prep reserves the right to prohibit participation in athletics, retreats, school sponsored trips, or other school activities. Additionally, Fairfield Prep reserves the right to revoke any leadership positions held by the student.
- Second Offense
 - Student will participate in restorative conversations with the Assistant Dean of Students and / or other members of the administration
 - Student will serve five days of out of school suspension. Students who receive an in school or out of school suspension during an athletic season must sit out 20% of the season's contests. A second in school or out of school suspension terminates the student's eligibility for that season. A third in school or out of school suspension terminates the student's eligibility for the year.
 - Student will complete a community service requirement as determined by the Assistant Dean of Students
 - Student will be placed on disciplinary probation for a minimum of one year
 - Student will meet regularly with their School Counselor and the Social Worker
 - All other activities as dictated by the Assistant Dean of Students.
 - Fairfield Prep reserves the right to prohibit participation in athletics, retreats, school sponsored trips, or other school activities. Additionally, Fairfield Prep reserves the right to revoke any leadership positions held by the student.
- Third Offense
 - Student will participate in restorative conversations with the Assistant Dean of Students and / or other members of the administration
 - Student is subject to any sanction including, but are not limited to, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion

Any student who is involved in the purchase, sale or distribution of alcohol, drugs, controlled substances, tobacco, vaporizers and electronic cigarettes is immediately subject to all sanctions, including expulsion.

Fairfield Prep reserves the right to subject any student to any testing, including drug and alcohol testing, when it has reason to believe that the student is under the influence of alcohol, drugs, controlled substances, tobacco, nicotine pouches, vaporizers and electronic cigarettes during the school day or at any school sponsored event whether on or off campus.

Additionally, Fairfield Prep reserves the right to search a student, his bags, and his locker at any time when it has reason to believe that the student is under the influence of, or in possession of, alcohol, drugs, controlled substances, tobacco, nicotine pouches, vaporizers and electronic cigarettes during the school day or at any school sponsored event whether on or off campus.

K. Weapons

Students are prohibited from possessing a weapon (as defined by State law) or items that resemble weapons on the Prep / Fairfield University campus, at the train station, while riding the train or at any school related function. Students may not bring any item that resembles a firearm but does not have the explosive characteristics of a firearm but uses a spring loaded device or air pressure to propel an object or substance. (i.e. toy guns, cap guns, BB guns, pellet guns, paper guns, finger guns). Students who are in possession of a weapon (as defined by State

law) or items that resemble weapons on the Prep campus, at the train station, while riding the train or at any school related function will be subject to suspension or expulsion from the school.

L. 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 which can be found in Section XV of this handbook.

- 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 Assistant 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, found in Section V of this handbook, and the Safe School Climate Promotion Plan, found in Section XIII of this handbook.

M. 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.

N. Personal Electronic Devices

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, headphones and other electronic devices in their possession; however, these devices should not be seen, heard or used without the specific permission of the classroom teacher. Fairfield College Preparatory School is not responsible for the replacement of any broken or lost personal devices.

Teachers, at their discretion, may require students to drop off their phone and / or other personal electronic devices, such as a watch or headphones, 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 or other personal electronic devices, such as a watch, may be brought into a testing site.

O. Photos, Video and Audio

Students must exercise good judgment when using the camera feature of an iPad or mobile phone. Students are reminded that iPad use in school is for educational purposes, and therefore, any use of the camera should be for educational purposes only.

No student is allowed to use the camera feature of the iPad, mobile phone or other recording device to capture the image or audio of any student, teacher, administrator, staff member or visitor without the expressed permission of the person involved.

No student may use any other image or audio of any student, teacher, administrator, staff member or visitor for the purpose of posting on social media without the expressed permission of the person involved.

Students are prohibited from distributing (including electronic distribution) photos or videos, including posting to social media, in the name of Fairfield Prep or any Fairfield Prep club, sport or activity, or using one of Fairfield Prep's registered trademarks unless directed by a teacher or administrator.

The above-mentioned prohibitions do not apply to recordings made under the direction of school administration or a faculty member for marketing purposes, team competition, plays, drama, or similar school-related events.

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, student 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.

P. Leaving and Returning to Campus

All ninth grade students are expected to be in Fairfield Prep buildings or on the campus of Fairfield Prep and not to leave the Prep Campus during school hours. Tenth, eleventh and twelfth grade students are allowed to arrive on campus in time for their first scheduled class and/or initial school related obligation of the day and depart campus after their last scheduled class and/or final school related obligation of the day. If a student needs to be dismissed early, the student's parent or guardian must communicate the request for an early dismissal in Prep Connect and / or to the Assistant Dean of Students and the Assistant Dean of Students will facilitate the early dismissal.

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

- First Offense: Three days JUG
- Second Offense Five days JUG
- Third Offense 1 day of in school suspension. Parking privileges revoked and/or minimum of 25 hours of service to Fairfield Prep as determined by the Assistant Dean of Students

IV. ATTENDANCE AND TARDINESS STANDARDS

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.

Students who come to school every day do better academically and socially. School is not just assignments and tests; learning truly happens when people are able to learn together. When a student is regularly late, leaves early, or misses a whole day, this creates a chronic habit of school absenteeism that negatively impacts students' educational growth.

A. Student Absences

Student absences will be classified in two categories - Absences and School Function Absences. School Function Absences are absences for school events such as participation in field trips, retreats, athletic events, special school events, etc. The Assistant Dean of Students reserves the right to designate an absence as a School Function Absence or not. All other reasons for a student missing class are classified as Absences.

When a student reaches 5, 10, 15 and 18 absences that are not School Function Absences:

- A warning letter will be sent to parents/guardians advising them of excessive absenteeism.
- The Assistant Dean of Students reserves the right to mandate meetings with students, parents and other school staff and to closely investigate absences to develop an appropriate plan to address absenteeism.
- Student is subject to disciplinary sanctions including, but not limited to, JUG, mandated study hall, and temporary loss of co-curricular and athletic privileges.

Any student who accumulates more than 20 absences in any course during the school year that are not School Function Absences 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 20 absences that are not School Function Absences:

- A letter will be sent to parents explaining that the student will not receive a final grade for the course until absences are made up
- Student will work alongside the Assistant Dean of Students on a plan to makeup missed class time. Failure to complete the requirements set forth in this plan will result in a student not receiving a final grade for the course
- Student is subject to additional sanctions including, but are not limited to, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion.

When a student is absent from class, he is responsible for contacting the classroom teacher to obtain notes and make arrangements with the classroom teacher to make up work.

B. Extended Absence Policy – Student Health

In the event that a student is absent from school for an extended period of time due to medical or mental health reasons:

- The student's parents/guardians must notify the student's Assistant Dean of Students as soon as it is known that a student will be absent for an extended period due to medical or mental health reasons. The notification should include an estimate of the length of the absence and a medical note from the doctor in charge of the student's care which includes diagnosis and recommended treatment.
- Upon the student's return to school, a medical professional's note must be submitted to the student's Assistant Dean of Students. The note must clearly state that the student has completed any and all treatment and is medically able to participate in all aspects of the school's program, including academics, physical activities, and co-curricular activities. The note must also confirm that the student is able to follow all school rules and regulations. If there are any restrictions or accommodations needed, these must

be specified in the note and will be reviewed by the school administration prior to the student returning to school.

- Upon receipt of the note, the school will develop a reintegration plan to support the student's transition back to school. This plan will include meetings with school counselors, teachers, and other relevant staff to ensure the student's successful reintegration.

C. Parental Responsibilities and Student Absences

The primary responsibility for a student's attendance at school rests with his parent(s) or guardian(s). All absences (partial and/or entire day) must be reported by completion and electronic submission of a Student Absent Report Form by 9:30 AM for each day that the student is or will be absent, unless previous notification has been given in accordance with school procedure for the absence.

The parent or guardian of a student is expected to notify the school of correct current contact information, provide further documentation regarding a student's absence if asked, stress the importance of daily school attendance and arrange all medical and other appointments for outside of school hours whenever possible.

D. Class and School Event Attendance

Students are expected to attend all of their academic classes and community events during the school day (masses, class meetings, assemblies, etc.). Students who are found to be skipping a class or a community events during the school day:

- First and Second Offense:
 - Student must serve 3 days of JUG
 - The Assistant Dean of Students will contact the student's parent / guardian
- Third and Fourth Offense:
 - Student must serve 5 days of JUG
 - Student will meet with his parents, School counselor and other members of the Fairfield Prep administration, where appropriate.
- Fifth and Sixth Offense:
 - Student will serve one day of in school suspension
- Seventh or Higher Offense:
 - Student is subject to all sanctions including, but not limited to, in school suspension, out of school suspension, community service requirement, disciplinary probation and expulsion.

A student who has skipped a class will receive no credit for assignments due on the date of the skip nor will he be permitted to make up any tests or quizzes missed.

If 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 the nurse has excused the student, the student's parent and / or guardian has been notified by school personnel, and the parent has come to school for the student or arranged for transportation home.

E. Tardiness

Students are expected to be on time for all scheduled classes, school related activities (i.e. masses, assemblies, etc.) and school appointments. For every three times a student is late, he will serve one day of JUG. In addition, if a student misses more than one-half of a scheduled class, he will be considered to be absent from the class.

F. Admittance Passes

Readmittance to school following an absence will require the submission of a Student Absence Form. 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. Parents of students who are absent from a mid-year or final examination must submit a Student Absence Form. No other notes relative to the absence are acceptable unless approved by the Academic Dean, Assistant Dean of Students, Dean of School and College Counseling and / or Principal.

G. Extracurricular Ineligibility

Students who attend less than 50% his academic classes scheduled throughout the school day will not be allowed to participate in any extracurricular and/or athletic activity on that same day without permission of the Principal, Athletic Director or Assistant Dean of Students.

V. SEXUAL MISCONDUCT POLICY AND COMPLAINT PROCEDURE

Fairfield Prep has enacted this Sexual Misconduct Policy and Student Complaint Procedure (this “Policy”) to reflect and maintain its institutional values and community expectations, to provide fair and equitable procedures for determining when Sexual Harassment, as defined below, has occurred, and to provide recourse for individuals who are victims of Sexual Harassment. Inquiries concerning the School’s application of this Policy should be referred to the School’s Sexual Misconduct Coordinator.

Parents are encouraged to review this Policy with their student(s) to ensure that they understand what behaviors are prohibited and how to make a report of sexual misconduct.

Scope of this Policy

This Policy specifically prohibits Sexual Harassment, as defined below. This Policy also prohibits Retaliation against a person for reporting Sexual Harassment under this Policy or for participating in an investigation of an alleged violation of this Policy.

This Policy applies to any Sexual Harassment by students, employees, faculty, parents, and third parties, including visitors/guests, volunteers, vendors, and contractors. Fairfield Prep may be limited in what actions it may take when investigating or responding to a report, particularly if an accused individual is not affiliated with the School or is no longer affiliated with the School at the time the report is made.

This Policy covers conduct that occurred in locations, at events, or under circumstances over which Fairfield Prep exercised substantial control over both the Respondent (defined below) and the context. Fairfield Prep reserves the right to discipline students in accordance with its other policies for misconduct that occurs elsewhere.

Sexual Misconduct Coordinator

Fairfield Prep has designated Principal Timothy Dee as its Sexual Misconduct Coordinator (the “Coordinator”). As the Coordinator, Principal Dee is responsible for:

- Ensuring compliance with this Policy.
- Overseeing training and education.
- Overseeing and coordinating the response, investigation, and resolution of reports made under this Policy.
- Overseeing certain aspects of discipline, including referring Complaints (defined below) to other personnel in the School as appropriate.

Upon receiving reports of Prohibited Conduct covered by this Policy, the Coordinator will endeavor to take appropriate action to eliminate the conduct, prevent its recurrence, and remedy its effects. Principal Dee can be contacted by telephone (203-254-4200 ext. 2721), email (tdee@fairfieldprep.org) or in person during regular office hours (Berchmans Hall Main Office).

Definitions

Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

- Hostile environment sexual harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to an educational program or activity;
- Quid pro quo sexual harassment: An employee conditioning the provision of an aid, benefit, or service of the School on an individual’s participation in unwelcome sexual conduct; and

- Sexual assault, dating violence, domestic violence, and stalking, as defined in the Clery Act and the Violence Against Women Act.

Retaliation: Any adverse action, intimidation, threat, coercion, or discrimination against an individual for the purpose of interfering with any right or privilege secured by this Policy or because the individual has made a report or Formal Complaint (defined below) of sexual harassment, testified, assisted, or participated or refused to participate in any manner in any investigation, proceeding, or hearing under this Policy.

Complainant: the individual reported to have experienced sexual harassment.

Respondent: the individual reported to have committed sexual harassment.

Parties: both the Complainant and the Respondent referred to jointly.

Reporting Sexual Harassment

Fairfield Prep strongly encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident involving violence, including sexual assault. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

Fairfield Prep also encourages all individuals to make a report of Sexual Harassment to both Fairfield Prep and to local law enforcement, although neither is required. These reporting options are not mutually exclusive. Both internal and external reports may be made simultaneously. The procedures under this Policy may run concurrently with any criminal justice or child protection investigation, and will only be subject to temporary delays at the specific request of law enforcement. Because the standards for finding a violation of a criminal law are different from the standards articulated in this Policy, criminal investigations or reports or determinations made by child protection officials are not determinative of whether a violation of this Policy has occurred.

Filing a Report with Fairfield Prep

Any individual who wishes to report Sexual Harassment is encouraged to report directly to the Coordinator or any other Fairfield Prep Employee. Reports may be made in person, by telephone, or in writing. If a Complaint implicates the Coordinator, or if a Complainant is otherwise uncomfortable bringing their concerns to the Coordinator, they may bring their Complaint to President Christian Cashman (ccashman@fairfieldprep.org). Depending on the nature of the Complaint, President Cashman may designate another appropriate individual to conduct and/or coordinate a response.

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. Fairfield Prep's Safe School Climate Promotion Plan can be found in Section XIII of this handbook.

All employees of the School are expected to immediately report suspected child abuse and neglect to Principal Timothy Dee, who assists in coordinating the appropriate response and fulfilling employees' mandatory reporting obligations. Thus, confidentiality cannot be guaranteed when an individual makes a report to a School employee, including school counselors and the school nurse.

Requests for Confidentiality and/or Anonymity

Individuals making reports under this Policy may request that the Coordinator not reveal their identity to the individual they are accusing of misconduct. If an individual requests this type of confidentiality, the Coordinator will weigh the request against the School's desire to provide a safe, non-discriminatory environment for all members of its community. The Coordinator will try to honor these requests, but it is not always possible to do so. Regardless of whether an individual requests confidentiality, the School will make efforts to prevent disclosure of the names of all the parties involved – the reporting individual, the Complainant, the witnesses, and the Respondent – except to the extent necessary to carry out an investigation.

Individuals who wish to remain anonymous can leave an anonymous report with the Coordinator by providing a written summary of the incident, and leaving such written summary in the Coordinator's mailbox. Individuals leaving an anonymous report should be aware that failure to disclose identifying information about the identities of the Parties involved or the facts and circumstances regarding the allegations (including the names of any witnesses) severely limits the School's ability to respond and remedy the effects of the misconduct. Anonymous reports that provide enough information to constitute suspected ongoing abuse of a minor will still be reported to child protective services and/or local law enforcement.

Complaint Resolution Process

Upon receipt of a report of Sexual Harassment, the Coordinator will generally hold a meeting with the individual who filed the Complaint (the "Reporting Individual") as soon as practicable. If the Reporting Individual is not the Complainant, then the Coordinator will also generally meet with the Complainant. When meeting with the Complainant, the Coordinator will generally do the following:

- Discuss the availability of supportive measures. Supportive measures may include: a no contact order, class reassignment, extending deadlines, or other measures
- Assess the severity of the situation.
- Explain the School's resolution procedures and determine if and how the Complainant would like to proceed.

The Coordinator will provide the Complainant with the option to file a Formal Complaint that requests the initiation of the resolution procedures described below. If a Complainant declines to make a Formal Complaint or requests that the report remain confidential, the Coordinator will weigh the request against the School's obligation to provide a safe, non-discriminatory environment for all members of its community and determine whether or not to file a Complaint on the Complainant's behalf.

Formal Complaint

If the Complainant chooses to make a formal Complaint indicating their desire to proceed with Fairfield Prep's resolution procedures (a "Complaint" or a "Formal Complaint"), the Coordinator will determine whether the conduct alleged in the Formal Complaint falls within the scope of the Policy and the definitions of sexual harassment. If a Complaint does not fall within this Policy's scope, the Coordinator will dismiss the Complaint and will refer it to the appropriate person to resolve the Complaint.

Assuming that the facts, if true as alleged, would constitute a violation of this Policy, the Coordinator will generally provide written notice of the allegations and resolution procedures to both Parties. The Coordinator may also notify any students' parents/guardians, if appropriate.

The Coordinator may make supportive measures, as described above, available to both Parties to prevent harassment and discrimination and to otherwise ensure a prompt and equitable resolution of a Complaint.

Informal Resolution

Some Sexual Harassment concerns can be addressed quickly and appropriately through an informal resolution process. Recognizing that a wide spectrum of behaviors can constitute violations of this Policy or other School policies, Fairfield Prep may offer informal resolution in appropriate circumstances. The Coordinator will make the determination regarding whether informal resolution is appropriate. All Parties must agree to participate in informal resolution, otherwise the Coordinator may initiate the formal resolution process. Informal resolution is never appropriate or allowed if a Formal Complaint involves both a student and an employee of Fairfield Prep.

The nature of informal resolution is flexible, but in general, the Complainant, the Complainant's parents, and the Respondent meet together with the Coordinator or other appointed informal resolution facilitator, to discuss the incident(s) that led to the Complaint and potential resolution options. The goal of informal resolution is for the Parties to agree on a solution or resolution together, and is not to determine fault. Such resolutions may include a no-contact agreement, a permanent change in class, activity, or transportation schedules, a verbal or written

apology, or other alternate resolutions. Any agreements reached through informal resolution will generally be reduced to writing.

Formal Investigation

If informal resolution is inappropriate, does not succeed, or is not consented to by either the Coordinator, a party, or a parent, then the Complaint may proceed to a formal investigation.

The Coordinator will generally appoint an investigator to investigate the allegations of the Complaint. The investigator may, but is not required to be, a School employee. When necessary, the Coordinator will work with other individuals in the School to avoid the need for multiple investigations of the same incident.

The investigator will be responsible for conducting an objective investigation. Any investigation should generally include interviewing the Complainant and Respondent, if possible. It may also include interviewing other relevant witnesses or witnesses identified as possessing potentially relevant information by the Parties. The investigator may collect written or other evidence, including statements from the Parties or witnesses. The Parties will both have an opportunity to offer witnesses and other evidence.

The investigator will provide periodic updates to the Parties about the status of the investigation, with a goal to complete the fact-gathering portion of the investigation within approximately fifty (50) business days. The Coordinator may extend this time period for good cause.

Evidence Review

Prior to completion of the investigator's written investigative report, the investigator will send each party and their advisor any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, except for evidence that may not be disclosed under the law, along with a draft investigative report. The Parties will have ten (10) calendar days to submit a written response to evidence and the draft investigative report, which the investigator will consider prior to completion of the investigative report.

Findings

The investigator will then finalize the investigative report and make findings as to whether or not the alleged conduct occurred, applying the preponderance of the evidence standard. This means that the investigator will determine whether they think misconduct is more likely than not to have occurred (there is a greater than 50% chance that misconduct occurred). The finalized investigative report, including any findings, will then be provided to the Parties and their advisors.

Decision-Making Stage

The Coordinator will then refer the matter to a decision-maker. The decision-maker will generally not have had any previous substantive involvement with the investigation. Those who have served as investigators, or advisors, in the specific case, may generally not serve as decision-makers. The Coordinator may not serve as a decision-maker in the matter. All objections to any decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Coordinator no later than three (3) business days after being notified of the identity of the decision-maker. Decision-makers will only be removed if the Coordinator concludes that potential bias or a conflict of interest precludes an impartial consideration of the evidence.

After the Coordinator has sent the investigative report to the Parties and before reaching a determination regarding responsibility, the decision-maker will generally afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker may make a determination that a question is not relevant and will explain to the party proposing the questions any decision to exclude questions as not relevant.

As soon as practicable, but no earlier than ten (10) calendar days after the final investigative report has been transmitted to the Parties and their advisors, the decision-makers will issue a written determination regarding

responsibility. The decision-maker's decision is based on the preponderance of the evidence; whether it is more likely than not that the Respondent violated this Policy.

The written determination will be simultaneously sent in a prompt manner. The written determination will generally inform the Parties and their advisors, including the parent(s)/guardian(s) of Respondent(s) and Complainant(s), of the following:

- The section(s) of this Policy alleged to have been violated;
- A description of the steps taken;
- Findings of fact that support the determination;
- Conclusions regarding the application of the "findings of fact" to the alleged Policy violation(s);
- A statement of, and rationale for, the result as to the allegations, including a determination regarding responsibility, any disciplinary sanctions the School imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the School's education program or activity will be provided to the Complainant;
- The decision-maker will then determine whether the Respondent is responsible or not responsible for the Policy violation(s) in question.
- Procedures for appeal, including the bases upon which the Parties may appeal.

Any sanctions will be implemented as soon as is feasible, generally either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

Student Sanctions may include, but are not limited to, the following examples singly or in combination: Warning; Counseling; Exclusion from participating in extracurricular activities or other School activities; Suspension; Expulsion.

Employee Sanctions may include, but are not limited to, the following examples singly or in combination: Warning (Verbal or Written); Performance Improvement Plan; Enhanced supervision, observation, or review; Required Training; Suspension with or without pay; Termination.

Appeal

Any Party may appeal the outcome from the decision and/or the sanction by submitting a written appeal to the Coordinator within ten (10) school days after receiving notification of the findings. If an appeal request is made, the Coordinator will assign an appeal officer. The appeal officer will determine if the request meets the grounds for appeal.

Grounds for Appeal

Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Coordinator, Investigator(s), or decision-maker had a conflict of interest or bias for or against the Complainant or Respondent that affected the outcome of the matter.

If the Request for Appeal does not meet any of the above listed grounds, that request will be denied, and the Parties and their advisors will be notified in writing of the denial and the rationale.

Process

If the request for appeal is determined to meet the allowable criteria, then the appeal officer will notify all Parties. The party who initially requested the appeal will be given five (5) days to submit a response to the portion of the appeal that was approved. The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds for appeal outlined above and either be denied or approved. If approved, it will be forwarded to the other party, who will submit their responses in five (5)

days. Neither party may submit any new requests for appeal after this time period. The appeal officer will collect any additional information needed and all documentation regarding the approved grounds and the subsequent responses and will render a decision within ten (10) business days.

Decision

Appeal decisions defer to the original decision, making changes to the determination only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. Appeals are not intended to provide for a full reconsideration of the allegation(s) and evidence. In most cases, appeals are confined to a review of the written documentation or record of the original findings and decision and pertinent documentation regarding the specific grounds for appeal.

Appeals granted based on new evidence should normally be remanded (returned) to the original investigator and/or decision-maker for reconsideration. Other appeals may be remanded at the discretion of the Coordinator or decided on appeal.

When appeals result in no change to the determination or sanction, that decision is final. When an appeal results in a new determination or sanction, that determination or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures. Notification will be made to the Parties and their advisors in writing.

Any sanctions imposed by the decision-maker take effect following the appeal process.

Advisor Guidelines

Any individual being interviewed by the Investigators, including the Complainant and Respondent, has the right to be accompanied to any meeting or proceeding related to this resolution procedure by an advisor of their choice. An advisor is an individual who attends as a supportive presence. An advisor may take notes and quietly confer with the individual being advised, but may not speak on behalf of the individual or in any way disrupt any meeting or the resolution procedure. If an individual being interviewed wishes to have an attorney serve as their advisor, he or she may retain counsel independently. Attorney-advisors may participate in the resolution process to the same extent as other advisors, and will not be permitted to speak on behalf of any individual or to interfere with the resolution procedure.

Notification to Parents

The School may notify parents of students involved in this Process at its discretion.

Training

The School provides training to its staff regarding this Policy, including how to report sexual harassment allegations.

Prohibition on Retaliation

Fairfield Prep will not tolerate Retaliation. Individuals may not intimidate, threaten, coerce, or discriminate against an individual for the purpose of interfering with their rights under this Policy, or because the individual filed a Complaint, testified, participated, or refused to participate, in a grievance process under this Policy. The School will pursue disciplinary action as appropriate.

External Resources

Fairfield Police Department

fpdct.com/contact

Emergency: 911 Non-Emergency/Dispatch (203) 254-4800

100 Reef Road, Fairfield, CT 06824

Bridgeport Hospital

bridgeporthospital.org

(203) 384-3000
267 Grant Street, Bridgeport, CT 06610

The Center For Family Justice
centerforfamilyjustice.org
Domestic Abuse Hotline: (203) 384-9559
Sexual Assault Hotline: (203) 333-2233
753 Fairfield Avenue, Bridgeport, CT 06604

Rape, Abuse, and Incest National Network
<http://www.rainn.org>
1-800-656-HOPE

U.S. Department of Education, Office of Civil Rights
400 Maryland Avenue, S.W.
Washington, DC 20202-1475
Telephone: (202) 453-6020
Facsimile: (202) 453-6021

VI. OTHER PROCEDURES AND STANDARDS

A. No School/Delay Announcements

Cancellation of school and delayed openings are announced via Blackboard Connect. Students and parents may also check the Prep website or call the school at 254-4200 for a taped message on the status of a school delay/cancellation.

B. 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.

C. 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 ensure 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.

D. 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 or sophomores 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 University Department of Public Safety located at Loyola Hall.

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.

E. 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.

VII. 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, found in Section XIII of this handbook. 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. Below is our 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. The privilege of using Fairfield Prep's network resources is extended to specific individuals and is not transferable. Any student involved in activity that is in violation of this Acceptable Use Policy and / or deemed detrimental to the reputation of the Fairfield Prep may be subject to disciplinary action including the suspension of the student account, loss of network access, as well as collateral consequences such as loss of a student leadership position, suspension from interscholastic sports and / or other school-related activities, and/or suspension or expulsion from Fairfield Prep.

If a student has a question as to the appropriateness of an action, it is his responsibility to ask a teacher, administrator or staff member before proceeding. Appropriate uses of technology are:

- Teacher-directed activities required for classes
- Independent study and research, including college searches

IPAD/SMARTPHONE/SMART WATCHES ACCEPTABLE USE

Students are allowed to carry mobile phones on the Fairfield Prep campus provided that they are in "silent" mode throughout the school day. At his / her discretion, a teacher may require students to place their mobile phones and / or smart watches in a designated location for the duration of the class. Any use of a mobile phone during the school day is limited to the Student Life Center, gym, or outside areas, or with the expressed permission of a teacher or administrator. During semester exams or any standardized testing (PSAT, AP, etc.), mobile phones and smart watches may not be brought into a testing site.

The use of the iPad or other personal electronic equipment on the Fairfield Prep campus is at all times at the teacher's discretion. It is the student's responsibility to use electronic devices appropriately, maintaining the standard of decorum expected of a Fairfield Prep student.

All students are required to have Fairfield Prep's Mobile Device Manager (Jamf Pro / Casper) installed on their iPad prior to the installation of all other purchased apps. Failure to maintain the Mobile Device Manager (Jamf Pro / Casper) on the device will be grounds for disciplinary sanctions listed above. If any student needs to use a new or replacement iPad at any point, he must first have Jamf Pro / Casper installed on this iPad. Restoring the replacement iPad from a backup will not install Jamf Pro / Casper, and the student will be in violation of the Acceptable Use Policy.

All students have access to the Fairfield Prep Wi-Fi while on campus. Use of the Fairfield Prep Wi-Fi is contingent on the student's adherence to the terms of the Acceptable Use Policy. The use of a Virtual Private Network (VPN) or VPN app on the Fairfield Prep campus is strictly prohibited. Students found to have a VPN or VPN app on the iPad will be subject to disciplinary sanctions listed above and will have the privilege of Wi-Fi access removed from their account.

All internet access while on campus must be through the Fairfield Prep network

The iPad is required at school daily and must be fully charged. There are no charging stations at Fairfield Prep so charging at home is essential. Failure to bring the fully charged iPad to school is not an acceptable excuse for any assignments that are due.

Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment.

Students are expected to advocate for themselves in seeking assistance with technology related academic activities.

All students must send emails to adult members of the Fairfield Prep community using their Fairfield Prep email address.

Each student must set a passcode to secure his iPad and prevent misuse by other students. Any student caught trying to access another student's device, accounts, files, or data will be subject to disciplinary action.

Students must exercise good judgment when using the camera feature of an iPad or mobile phone. Students are reminded that iPad use in school is for educational purposes, and therefore, any use of the camera should be for educational purposes only.

No student is allowed to use the camera feature of the iPad, mobile phone or other recording device to capture the image or audio of any student, teacher, administrator, staff member or visitor without the expressed permission of the person involved.

No student may use any other image or audio of any student, teacher, administrator, staff member or visitor for the purpose of posting on social media without the expressed permission of the person involved.

Students are prohibited from distributing photos or videos, including posting to social media, in the name of Fairfield Prep or any Fairfield Prep club, sport or activity, or using one of Fairfield Prep's registered trademarks unless directed by a teacher or administrator.

The above-mentioned prohibitions do not apply to recordings made under the direction of school administration or a faculty member for marketing purposes, team competition, plays, drama, or similar school-related events.

Items deleted from the iPad cannot be restored. Moving completed assignments to Google Drive and maintaining an organized system of storage folders is essential. In addition, when an app has an automatic backup feature, such as Notability to Google Drive, be sure that this feature is engaged.

Fairfield Prep is not responsible for any data loss. Students must make sure that their iPads and all files are backed up before bringing them to a faculty or staff member.

Fairfield Prep is not responsible for any lost or stolen technology. It is a student's job to keep track of their own iPad, Apple Pencil, case, and any other devices a student uses in school.

Fairfield Prep students are provided access to an approved list of apps via the iPad. Approved apps pushed automatically to each student's device through the Jamf Pro / Casper Device Manager. Apps not on the school's approved list of apps will not be allowed to function. Apps pushed from Fairfield Prep's Device Manager may not be deleted from the iPad.

All students must have their iPads properly configured to an academic mode while in their classes during the school day.

Students who wish to submit apps to be placed on Fairfield Prep's allowlist should submit the name of the app and the app logo to the Director of Technology.

Updates to iOS and apps must be downloaded in a timely fashion. Students can update apps on campus, but must perform any update to iOS or an installation of a new iOS off campus.

Academic content takes precedence over personal/entertainment files. In the case of space limitations, personal files must be removed to allow the storage of additional academic content.

Non-academic content is for personal use only and should not be shared with others, in order to maintain copyright protection.

The volume on student iPads should be set to mute unless otherwise directed by a teacher.

It is each student's responsibility to keep his iPad safe and secure. Each student's iPad and Apple Pencil should bear the student's Prep Username.

Students must not tamper with another person's iPad in any way.

If an iPad or Apple Pencil is found unattended, it should be given to the nearest teacher or administrator, who will bring it to the reception desk at the main entrance to Arrupe Hall for safe-keeping. To claim a lost iPad or Apple Pencil, a Prep student will need to provide proof of ownership.

Use of Bluetooth speakers or earbuds / headphones anywhere within the academic buildings is prohibited unless directed by a teacher or administrator. Earbuds / headphones are allowed in the Student Life Center.

DIGITAL CITIZENSHIP

Fairfield Prep students are expected to be good digital citizens and use technology appropriately. Students should be aware that our Safe School Climate Plan applies to interactions that they have with others in person as well as online. Any instances of harassment or bullying will not be tolerated and will be dealt with by the administration of Fairfield Prep. In severe instances, Fairfield University Department of Public Safety and Fairfield or other local Police Departments will be contacted. These include instances that occur on campus as well as instances that occur off campus that could endanger a member of the Fairfield Prep community or the reputation of Fairfield Prep.

COMPUTER AND NETWORK ACCEPTABLE USE

It is each student's responsibility to use the on-campus computers and network for academic purposes. Inappropriate uses include, but are not limited to, the following:

Harassment: Posting or viewing images or messages deemed inappropriate at the absolute discretion of the Fairfield Prep Administration

Improper Access to User Accounts: Using another student's user account or sharing your user account with another student.

Security Risks: Downloading restricted files, accessing system areas that are not within the granted security, or modifying security settings/permissions will be considered a violation.

Privacy Infringement: Seeking information on how to or browsing, copying or modifying files, passwords or devices belonging to another person (student or teacher).

Misuse: Activities that are illegal or otherwise in violation of behavior expected of Prep students during school hours, including but not limited to gambling sites, abusive, obscene or excessive email, commercial activity, the use of social media or monitoring of sports sites.

Unauthorized System Alterations: Any change that might affect the performance of a computer, including the attempted download of programs, changes to desktop preferences, virus infection and/or physical damage. Upon discovery it will be considered the responsibility of the last user. If any damage or modifications are seen by a student they must report them as soon as they are discovered.

GENERAL POLICIES

Any use, even if not mentioned specifically above, which is not academic in nature may be considered inappropriate, regardless of the device. If the student is unsure about the appropriateness of an electronic activity, he should ask a teacher or administrator. Classroom teachers will inform students of any specific technology policies in their own (respective classrooms.) policies and procedures documents. ^[1]_{SEP}

(Each student is legally and financially responsible for any action(s) originating from his user accounts as well as the maintenance and security of his accounts. Students should be aware that any data, files or activity related to Fairfield Prep remains subject to the school's control, and therefore can be examined, confiscated or deleted without the student's consent.)

Any user found in violation of Fairfield Prep's Acceptable Use Policy will be reported to the Assistant Dean of Students. Violations will be dealt with in accordance with the provisions of the Student Handbook. Serious and egregious violations will be dealt with on a case by case basis.

In accordance with Fairfield Prep's Safe School Climate Plan, any student who becomes aware of the use of technology for the purpose of harassment MUST report such use to a teacher, administrator or counselor.

Where applicable, the offending student will be referred to law enforcement authorities for criminal prosecution and/or other legal action, including action to recover civil damages and/or penalties.

MCLEOD INNOVATION CENTER

The policies stated below aim to foster a culture of respect, safety, and innovation within the McLeod Innovation Center. It is essential for students, parents, and staff to work together to ensure these environments are used responsibly and productively. Violations of these policies may result in disciplinary action, including but not limited to, suspension of access to the facilities, restitution for damages, and other measures as deemed appropriate by the school administration.

Digital Fabrication Lab:

Access and Supervision: Access to the Digital Fabrication Lab is granted during scheduled class times or with prior approval from members of the Innovation Department. All students must be supervised by an authorized adult while in the lab.

Training and Safety: Students must complete mandatory safety and operation training before using the 3D printers and laser cutter. Proper safety gear must be worn at all times. All materials must be approved for use with the equipment to avoid damage or safety hazards.

Usage and Conduct: Students must use the equipment solely for educational purposes and projects approved by members of the Innovation Department. Respect for the equipment and consideration for other users are mandatory.

Woodshop Lab:

Permission and Supervision: Entrance to the woodshop is strictly prohibited to students without explicit consent from members of the Innovation Department. Constant adult supervision is required when students are in the woodshop.

Safety Training: Comprehensive safety training is mandatory for all students before they are allowed to use or be around the woodshop tools. Students must wear appropriate safety gear at all times.

Responsible Tool Use: Tools must be used only as intended for school-approved projects. Misuse of tools will result in immediate revocation of woodshop privileges.

Clean-Up: Students are responsible for cleaning their work area and properly storing tools after use.

Virtual Broadcasting Studio (VBS):

Access and Supervision: Entry to the VBS is granted only with prior permission from members of the Innovation Department. An adult must accompany students at all times in the VBS.

Equipment Training: Before using the VBS, students must undergo training on adequately handling and operating the cameras and control room equipment.

Content Creation: Use of the studio and equipment must be for educational purposes, align with school values, and be supervised by a staff member to ensure appropriate content production.

Responsibility for Equipment: Students are responsible for any damage or loss of equipment due to negligence or misuse.

Esports Room:

Supervised Access: Students may use the Esports room only with permission from a member of the Innovation Department or the Esports coach and under adult supervision.

Gaming Etiquette: Respectful behavior and sportsmanship are expected at all times. Games played in the esports room must be approved by Fairfield Prep and align with educational goals.

Equipment Care: Students must handle all gaming equipment with care. Any damage or issues must be reported to a member of the Innovation Department or the Esports coach.

VIII. SCHOOL AND COLLEGE COUNSELING

A. The Focus

The programs and efforts of the School and College Counseling Department are grounded in and motivated by the ideal of Cura Personalis, and center on supporting the educational and personal well-being of each student. The self-image of a young man directly affects and is affected by his performance in the classroom. It is essential that our students be challenged appropriately as academic and personal success enhances self-image and encourages a healthy outlook and positive personal growth. Well balanced and confident students engage life at Prep fully, learning in the many areas of growth available at Prep, in and out of our classrooms. Counselors are advocates for students and parents in dealing with school and personal issues and are fully aware that their concerns must go beyond the academic well-being of students. Counselor's efforts actively encourage and foster spiritual, emotional, physical, and social growth in students and strive to assist them in maintaining a healthy life balance as they manage personal and academic challenges, striving to fulfill the ideals of the Grad at Grad in their Prep careers.

B. The Approach

The primary strategies employed in accomplishing departmental goals are regular group counseling seminars and individual meetings. Presentations, discussions, and interaction in small group settings are used to present the School and College Counseling curriculum. One on one counseling interactions provide opportunities for deeper discussion and reflection which assist students in achieving positive personal and academic growth as they grow

toward fulfilling the ideals of the Grad at Grad during their Prep years in preparation for a successful college career and life trajectory.

C. The Major Topics:

- Transitioning to Prep academically and personally
- Academic success planning - yearly review of progress.
- Academic advising and personal counseling
- Career investigation and advising
- College planning and advising
- Success planning in all areas of personal development
- Study Skills support in collaboration with Prep's Director of Academic Support
- Special testing:
PSAT/NMSQT; administration of the PSAT in grades 10 and 11
Administration of the ACT practice test in grade 10
General testing:
 - a. Interest Inventories
 - b. Learning Style Inventories
 - c. Personality Inventories and surveys
 - d. 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, recognizing the importance of maintaining a healthy social media presence, and actively 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. A full time Social Worker is on staff and available to students and parents, and as an advisor to school personnel in our support of students who struggle with social and emotional balance.

The members of the School and College Counseling Department have received training regarding substance abuse issues and suicide. Prep's Social Worker is available to students and families as a support and it should be noted that the Dean of School and College Counseling, Assistant 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.

In support of student wellness and positive growth in all areas of their lives, counselors collaborate closely with Prep's Social Worker, Director of Academic Support, Director of Campus Ministry, Academic Dean, Assistant Dean of Students, Director of Diversity and Community Engagement, and Fairfield Prep Nurse.

IX. SPIRITUAL LIFE

Centered around the teachings of St. Ignatius of Loyola and grounded in cura personalis (care of the whole person) Fairfield Prep Campus Ministry forms men for others who are grounded in prayer, justice, and contemplation. With firm dedication to accompanying students in their individual spiritual journeys through a variety of formative experiences, Fairfield Prep Campus Ministry develops young men into Ignatian leaders.

Each member of the staff, faculty, and administration supports these efforts by being active participants in School Liturgies, Retreats, Immersion Trips, and Ignatian Service Program Initiatives. In addition to attending all retreats, service trips, and being active members of our Ignatian Service Program, students participate in our five school-wide liturgies throughout the year, as Eucharistic Ministers, Lectors, Altar Servers, Ushers and Choir members. The Campus Ministry Student Leadership Team are junior and senior student leaders who coordinate various Campus Ministry activities in collaboration with the Director and Assistant Director. Our Jesuit tradition maintains high respect for people of all faith traditions. 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.

A. Retreat Ministry

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 (one Fall day and one Spring day), led by The Campus Ministry Student Leadership Team. Efforts are made to increase the sense of community and brotherhood among the class and provide new experiences of fostering one's spiritual life and learning from one another about new ways to pursue an awareness of one-self as it relates to the Prep Brotherhood and larger local community. As part of this experience the freshman class hosts a field day experience in partnership with St. Raphael's School in Bridgeport, CT.
- Class retreats are held throughout the year and are mandatory events for all students meant to create community among class members and focus on a class theme. Each class participates in two days throughout the year (one in the Fall and one in the Spring), with the retreats being run by members of the Campus Ministry Student Leadership Team.
- The Kairos program is a three night four day retreat open to Juniors and Seniors that introduces them to the Spiritual Exercises taught by St. Ignatius. Kairos is a Greek term denoting quality or meaningful time with God – spending time with God, self, and others is the main focus of Kairos. It is an experience of Christian community, with a series of talks given both by students and adults. Prayer and the sacraments are an essential part of the program as well as the participants' involvement in discussions and other exercises. This retreat is offered four times a year, and is led by senior student leaders and faculty/staff.

B. Liturgical and Sacramental Life

Mass is celebrated daily at 8:00 am 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 Holy Day Masses. Sport Season Masses are celebrated three times throughout the year, and 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 during the Winter. Reconciliation and Eucharistic Adoration is available every Wednesday after school in St. Joseph's Chapel. A Confirmation preparation program is offered for any student wishing to receive the sacraments of initiation and to be fully received into the Catholic Church.

C. Ignatian Service Immersion Experiences: Domestic, and International Offerings

Ignatian Service Immersion Experiences animate the Jesuit mission and ensures that being "*men and women for and with others*" is informed by *action*.

- **Urban Plunges** are offered at least twice a year for sophomores and juniors, one in the fall semester and one in the spring. Each experience can accommodate up to 18 students, and is scheduled as a one night two day, service immersion experience where Fairfield Prep students serve in various capacities through local organizations ranging from tutoring, to food pantries and soup kitchens, to after-school programs at youth centers, and more. By fully participating in the experience, students earn 12 hours of service for their time. Junior and Senior student leaders serve as Urban Plunge leaders alongside faculty and staff.

- **Partnership Immersions with other Jesuit Schools** are hosted annually, with one example being the joint Fairfield Prep - Belen Jesuit service immersion to Miami, Florida, where students from both schools join together to educate themselves on issues relevant to the area, and take action to minimize their impact on the broader community in various ways. Students who fully participate in these opportunities can earn anywhere from 15-20 hours of service depending on the length of the trip.
- The **Appalachia Service immersion** experience is a trip planned each summer, usually in June, where a group of students spend a week serving in the Center Point, West Virginia community with Nazareth Farm Communities, a Catholic service-retreat organization. Service is done largely through physical labor such as cleaning, painting, rebuilding, etc. Students who participate in this service experience earn 20 hours of service.
- Other international and domestic service experiences are planned for school vacation weeks and summer vacation and are open to 11th and 12th grade students. Students who successfully complete the experiences are able to earn a specified number of hours towards their Ignatian Service requirement.
- **The Ignatian Family Teach-in for Justice** is a service experience offered in the Fall through the Ignatian Solidarity Network. This opportunity typically takes place over a weekend and is located in Washington D.C. and is open to students in grades 10 and 11. The focus of this experience is service through advocacy work, and is rooted in exploring social justice issues and their impact globally and domestically. Students who participate in this opportunity earn 12 hours of service for their time.

X. STUDENTS FOR EDUCATIONAL EXCELLENCE THROUGH DIVERSITY (S.E.E.D.) PROGRAM

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 Community Engagement, Faculty Committee on Diversity, and the School & College Counseling 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 9th and rising 10th 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.
- **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 freshmen and their families a sense of the wider Prep community while honoring SEED seniors for their academic accomplishments.
- **Four 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.
- **Fairfield Prep 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.

XI. COCURRICULARS

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

Aviation Club
 Bowling Team
 Business Club
 Cardinal Key Club
 Chess Club
 Chinese Cultural Club
 Club Woofgang
 Creative Writing Club
 Debate Club
 Ecology Club
 Environmental Club
 Esports Team
 Fairfield Connections
 Fashion Club
 Fishing Club

Full Court Peace
 Gaelic Football Club
 Habitat for Humanity
 Hearthstone Yearbook
 Herren Project Club
 Intramural Program
 Irish Cultural Club
 Italian Cultural Club
 Jazzuits (Jazz Ensemble)
 Math Team
 FP Media Club
 Mental Health Awareness Club
 Model U.N.
 Mountain Biking Club
 Music Ministry
 Philosophy Club/Ethics Bowl Team
 Physics Club
 Ping Pong Club
 Political Awareness Society
 Prep Players (not a traditional club)
 REIGNS (Respect Education and Inclusion of Gay and Non-binary Students)
 Robotics Team – The JesuBots
 Rock Band
 Rock Climbing Club
 School Newspaper Club
 Share Hope Kids
 Sikorsky STEM Challenge
 Ski and Snowboard Trip
 Standardized Testing Club
 Star Wars Club
 Stock Market Club
 Student Ambassador Club
 Student Government
 Super Smash Bros
 TrailKeepers
 Transfer Student Society
 Trig Star
 Weight Lifting Club
 White Ribbon Club

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 the Assistant Deans of Students.

XII. STUDENT GOVERNMENT

Active participation in Student Government is encouraged at Fairfield Prep. The Student Government, with the advice and approval of the moderators, 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.

Fairfield Prep Student Government By-Laws

Article 1 - Name

Section 1. It is hereby set forth that the name of this organization shall be called the Student Government of Fairfield College Preparatory School.

Article 2 - Purpose

Section 1. The purpose of this organization is as follows:

- Foster unity among the student body.
- Provide student input to the administration.
- Advocate concerns.
- Plan and operate student social activities that promote school spirit and enthusiasm among the student body.

Section 2. This Constitution provides a way for each student to have a say in the decision -making process of Student Government.

Section 3. The Student Government shall be the core organization in the decision making and policy setting unit for Fairfield College Preparatory School students.

Article 3 -Membership

Section 1: The members of Student Government will be determined by the vote of the rising sophomore, junior and senior classes in May. There will be four representatives per class. Freshmen members (2) will be appointed to Student Government by the Principal and moderators of Student Government in January of their freshman year.

Section 2. All students involved with Student Government must maintain a cumulative Grade Point Average (GPA) of 2.5 on a 4.00 scale. If a representative's GPA falls below 2.5, he will be given a probation period of one academic quarter. If at the end of this probation period the student has not raised his GPA to 2.5 or higher, the moderators of Student Government will determine whether the student will be dismissed from Student Government.

Section 3. The Student Government moderators shall obtain and keep the voting records and tallies from all elections of Student Government members. These records shall only be accessible to the officers of the Student Government and the moderators. **Section 4.** When a member is expelled from the Student Government, the next highest vote getter from the previous Student Government election will be appointed. He shall begin his term immediately. This member shall serve the remainder of the current term.

Section 5. Students considered for membership shall be capable of executing the responsibilities of membership. These responsibilities shall include but are not limited to:

- Regular attendance at all general Student Government meetings.
- Attendance at all grade level meetings of which the student is a member.
- Attendance at additional meetings called to plan special events.
- Responsible for reporting and representing the thoughts and ideas that are generated from the student body.
- Participation in all Student Government sponsored activities. (Dances, Pep Rallies, Community Periods, etc.)
- Participation in Leadership training in August prior to orientations and throughout the school year.

Section 6. Student Government members are expected to act as leaders and role models in and outside of the Prep Community. Members who are not representing the Student Government and Fairfield Prep in a positive manner may be expelled at the discretion of the Student Government Moderators and/or Principal.

Article 4 – Student Government Officers

Section 1. The officers of this Student Government shall be President (elected by the Senior Class), Vice-President, Secretary, Project Manager, and Director of Communications. The President and Vice President must be a senior who has served at least one year in Student Government. The vice president will be the senior, presidential candidate receiving the second most number of votes if they accept the position. The other officer positions can be a current junior or senior member with no prior experience in Student Government required.

Section 2. Duties of Officers: –

President - The President shall be the Chief Executive Officer of the Council. The President shall:

- Uphold the Constitution of the Student Government of Fairfield College Preparatory School.
- Preside at all regular and special meetings.
- Appoint all committees of the Student Government.
- Be in charge of direct communication between the council and the administration of the school.

- Oversee all official Student Government functions.
- Prepare the agenda for the next meeting and have it available for the Executive Officers and the moderators two days prior to the scheduled meeting, except for emergency meetings when this is impossible.
- Assume such other duties as are generally associated with this office. The President is expected to attend and support all Student Government activities.
- Meet weekly with the Student Government Moderators.

Vice-President – The Vice-President shall:

- Uphold the Constitution of the Student Government of Fairfield College Preparatory School.
- Perform the duties of the President in his absence.
- Assist the President in all functions and perform such other duties as are generally associated with this office.
- Serve as an honorary member of all Student Government Committees and assist the Chairperson with the work of the committee. (It will be the responsibility of the Vice-President to see that committees meet and complete assigned tasks.)

Have the minutes of each meeting posted for the viewing of the students, faculty, and administration two days after the corresponding meeting.

- The Vice-President is expected to attend and support all Student Government activities.

Secretary – The Secretary shall:

- Uphold the Constitution of the Student Government of Fairfield College Preparatory School.
- Keep an accurate record of all the minutes of regular and special meetings of the Student Government.
- Call the roll of and keep an accurate record of the attendance at all Student Government meetings.
- Handle all official correspondence and keep a Student Government file with records of agenda and minutes of all meetings. ●The Secretary is expected to attend and support all Student Government activities.
- Share meeting notes with the President, Vice President, and Student Government moderators after each meeting

Project Manager- The Project Manager shall:

- Uphold the Constitution of the Student Government of Fairfield College Preparatory School.
- Organize and oversee various Student Government sponsored events and/or projects.
- Ensure that all events are adequately staffed with members of Student Government
- Create schedules/agendas for Pep Rallies and/or Community Periods
- Projects may include but are not limited to: Community periods, pep rallies, special events, socials, and spirit weeks.

Director of Communications- The Director of Communications shall:

- Uphold the Constitution of the Student Government of Fairfield College Preparatory School.
- Advertise all Student Government events.
- Make announcements to the student body when necessary.
- Organize weekly Club Spotlight announcements
- Create weekly Instagram posts (weekly calendar and upcoming special events)

Section 3. Executive Officers shall compile a final report to be given by the outgoing President to the incoming Executive Officers. Contained in this report will be the following:

- Activities Report (a summary of all activities performed by the general Student Government during the course of the past school year). Secretarial Report (consists of all the Government agenda prepared by the Executive Officers and minutes for the past year).

Article 5 – Election of Officers and Representatives

Section 1. Elections for the Student Government will be held yearly. Rising seniors, juniors, and sophomores, will constitute the electors every Spring.

Section 2. Freshman representatives will be appointed to Student Government in January. They will serve as class representatives for the remainder of the Academic year.

Section 3. No student on Academic or Disciplinary Probation will be allowed to run for any office.

Section 4. Elections will be held online after a brief period of campaigning by the candidates. Campaign guidelines will be provided to all candidates.

Section 5. Should a vacancy occur within the Student Government the vacancy will be filled by vote of the class from which the vacancy occurred subject to the eligibility requirements stated in Article 3 Section 4.

Section 6. Any student who wishes to put his name on the ballot may do so by attending an informational meeting, completing a petition, and preparing a speech. The petition asks candidates to indicate they are in good standing at Prep, have read our bylaws, and expectations. In addition, students must write a brief reflection indicating their reason for running.

Section 7. Each candidate for the office must present a platform to the student body stating their reasons for running, qualifications, and their plans for the coming year. Students will be asked to either create a video or prepare a speech to be delivered to their class. The format, either video or speech, will be determined by the moderators.

Section 8. The elections for class representatives will be held in May.

Section 9. The Student Government Moderators in consultation with the Principal will appoint two members from each class to serve as additional members of Student Government.

Section 10. At the end of May, the 12 newly elected members and the 6 appointed members of the Student Government will elect the executive officers of Student Government. President is elected by the members of the senior class.

Article 6 – Attendance

Section 1. A member of the Student Government must regularly attend all general Student Government meetings. A member of Student Government is allowed 2 unexcused absences or 5 total (excused and/or unexcused) absences per semester. The third unexcused absence, or the sixth total absence will lead to expulsion from the Student Government until the next election, at which point that student can run again. It will be the responsibility of the Secretary to keep an accurate record of the attendance at all Student Government meetings. If the Secretary is absent, this becomes the responsibility of the vice president. Members are required to notify the moderators prior to the start of the meeting (2:40pm) through email if they are going to be late or absent. The reason must be provided in the email.

Section 2. All members are required to be at the decided meeting place of the Student Government by 2:40 PM. If a member arrives later than 2:40 PM, it will count as a tardy. Two tardies will count as one absence.

Section 3. The Secretary of the Student Government shall keep an accurate record of attendance at every meeting of the Student Government body. This record shall be freely accessible to Student Government Officers if they wish to view it. The Secretary shall also be required to have an accessible list of the names and contact information of all members.

Section 4. Once the election of new Student Government Officers has occurred, Senior Student Government members are no longer bound to the attendance standards established in this document.

Section 5. All members are required to participate in all Student Government sponsored events and help with any preparation necessary for these events when asked by the Executive Officers, Advisors or moderators. The previous stipulation regarding unexcused absences for meetings mentioned in Article 6 Section 1 applies here. For example, two unexcused absences from a Student Government meeting and one unexcused absence from a Student Government event will result in expulsion from Student Government. Excused absences do not apply to this stipulation.

Article 7 - Dismissal of Members

Section 1. A member will be dismissed if he has 8 total absences from Student Government meetings and participation in Student Government sponsored events.

Section 2. The Student Government can, by a two-thirds (2/3) majority vote, censure or dismiss any member who discredits Prep or the Student Government through his actions.

Article 8 – Meetings

Section 1. The first meeting shall be held the week following the election of the Executive Officers.

Section 2. The Student Government shall meet every Friday of each month that school is in session. The officers

and moderators may, at their discretion, plan additional meetings if the amount of business to be transacted seems to warrant such action.

Section 3. The President will conduct an Executive meeting consisting of all Executive Officers and moderators every week prior to the weekly meeting. The purpose of this meeting is to establish an agenda for the corresponding Student Government meeting.

Section 4. Special meetings shall be called by the President upon request of any officer, council member, or moderators.

Section 5. Representatives and Student Government Officers other than the President may vote on motions. The President may not vote, except in case of a tie.

Section 6. Grade level meetings, composed of grade level representatives, shall be held when representatives or moderators deems a meeting is necessary.

Section 7. A Student Government quorum shall consist of three-fourths (3/4) of the members of the total Student Government and shall be a prerequisite to conducting any formal business.

Article 9 - Amendments

Section 1. Amendments to this Constitution must be presented to all Student Government members in printed form at a meeting. A three-fourths (3/4) vote of the Student Government will be required to amend this document. The vote to amend will take place at the next regular weekly Student Government meeting.

Article 10 - Finance

Section 1. The use of any funds from the Student Government Treasury must be approved by a majority of the general Student Government.

Article 11 – Parliamentary Authority

Section 1. In all matters not specifically expressed in this Constitution, the parliamentary authority shall be Robert’s “Rules of Order”, Revised.

Section 2. In all matters not specifically expressed in this Constitution, the decision of making the correct interpretation shall be at the discretion of the President of the Student Government and the moderators.

Article 12 – By-Laws

Section 1. This document shall become effective upon the three-fourths (3/4) vote of the Student Government and the approval of the moderators, President of the school, and Principal of the school.

Section 2. Student Government members shall inform the members of their class of the business and activities carried on in Student Government.

Section 3. In any issues, the Student Government representatives shall vote according to the majority wishes of the class that he represents.

XIII. 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 website (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 School & College Counseling Department, and/or the Assistant 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, Golf, Crew Club

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

SPRING: Baseball, Lacrosse, Outdoor Track, Tennis, 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 wiffle ball, ultimate frisbee, basketball, volleyball, flag football.

XIV. HEALTH

A. School Nurse

Fairfield Prep has the full-time services of a nurse during school hours. In addition to seeing all sick and injured students, the nurse maintains complete and confidential health records for each student. The School Nurse is available for conference or health counseling with students and / or parents during school hours. The School Nurse also conducts Postural Screening for Scoliosis for students in the 9th grade.

B. Physical Exams

A current physical exam is mandatory as an entrance requirement for all freshmen and transfer students, including a complete immunization history. A sports physical exam is required every year for athletes playing a school sport. All athletes must submit a sports physical exam before they become involved with tryouts. We suggest the sports exam be dated after June 15 of the current year. This enables athletes to be eligible for sports participation for an entire academic year. Physicals are valid for 13 months

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 4th birthday).
- **Tdap** – one dose.
- **Polio** – at least three doses (the last dose given on or after the 4th 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.
- **Hepatitis A Vaccine** - required for students born on or after 1/1/2007. 2 doses given at least 6 months apart, first dose on or after first birthday.
- ***also, a Quantiferon blood test may be necessary for any student entering, or traveled for at least 1 month, from a country with elevated TB rates.**

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 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.

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 &/or use of a medical device that assist with mobility or recovery, a written request is required to the Nurse from his Medical Practitioner 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.

Fairfield Prep will continue to monitor and observe any University, town, state or federal mandates related to communicable illnesses, such as COVID-19.

XV. 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.

Safe School Climate Promotion Plan

1. Safe School Climate and Fairfield Prep's Mission

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. It is an essential aspect of Fairfield Prep's core mission, which is to create an environment that encourages each student, by the time he graduates, to be open to growth, intellectually competent, religious, loving and committed to doing justice.

In accordance with that mission, this Safe School Climate Promotion Plan is Fairfield Prep's commitment to ensuring that the respect for the human dignity of all members of the community is protected and that Fairfield Prep will respond to all acts of harassment. The Plan is consistent with Fairfield Prep's standards of conduct regarding sexual harassment, acts of intolerance, abuse or neglect of minors, which appear in Fairfield Prep's Student/Parent Handbook.

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.

The Dean of School and College Counseling is responsible for the implementation and administration of the Plan. Any questions or concerns related to this Plan may be referred to him. The Dean of School & College Counseling will work with other Prep administrators as needed in the full implementation of this Plan. The Principal retains the authority to designate an alternative school administrator for the implementation and administration of the plan and further reserves the right to enlist another member of the administration to assist in the execution and management of said process.

2. Definitions

*All references to abuse and harassment in any form apply to all members of the Fairfield Prep community, i.e. students, faculty, parents, staff members, etc.

Harassment - Verbal, written, or physical abuse, whether in person, written, or through the internet or any means of social media and digital communication, directed at a person or a group of different individuals, usually on separate occasions. This includes, but is not limited to:

Abuse – Offensive verbal, written, or physical conduct directed at a person or a group of different individuals, usually on separate occasions.

Acts of Intolerance - An act of intolerance is conduct that adversely targets an individual or group on the basis of sex, race, gender, socioeconomic status, color, disability, religion, sexual orientation, and/or national/ethnic origin.

Cyber-Harassment- – Verbal, written, or physical abuse directed at a person or a group of different individuals, usually on separate occasions, through use of the internet or any other form of communication technology.

Hostile Environment – A hostile environment is a situation in which harassment, acts of intolerance, or retaliation has the effect of causing intimidation, ridicule, or insult in the school environment that is sufficiently severe or pervasive to adversely impact the conditions of a person's education or employment.

Intimidation – Any conduct that a person should have known would instill—and did instill—humiliation or fear in another person.

Retaliation – Any form of intimidation, reprisal, or harassment directed against a person who reports harassment, cyber-harassment, intimidation or acts of intolerance, or who otherwise provides or has information about such conduct during an investigation.

Target – A target is a person against whom acts of harassment, cyber-harassment, intimidation or retaliation have been perpetrated.

3. Actions and Behavior at Fairfield Prep, in the Community, and Beyond

The right to work, to study and to participate in curricular and co-curricular activities without harassment or intimidation is fundamental to the human dignity of each member of the Fairfield Prep community. As a result,

Fairfield Prep will not tolerate any form of harassment and / or intimidation on school grounds, at school-sponsored events, activities, functions, programs, school bus stops, train stops, on school buses, trains, or other vehicles owned, leased, or used by the school, and through use of technology or an electronic device owned, leased, or used by the school.

Additionally, Fairfield Prep will not tolerate any form of harassment and / or intimidation in the community and beyond school-related activities and facilities, including at a location, activity, function, or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased, or used by the school, if those acts create a hostile environment at school for a targeted student, or infringe on his rights at school, or otherwise materially disrupt Fairfield Prep's execution of its core mission.

4. Fairfield Prep's Policy and Connecticut State Law

Fairfield Prep's policy against harassment may, in some cases, extend beyond Connecticut's state statute against harassment. Connecticut's prohibition against harassment includes the following: (1) Using the telephone to address another person in indecent or obscene language; (2) Communicating with another person by email, fax, letter, text message, social media, etc., in a manner likely to cause annoyance or alarm and with intent to harass, annoy, or alarm, or (3) Contacting another by phone with the intent to harass, annoy, or alarm, whether or not a conversation occurs.

Fairfield Prep may, in some cases, prevent inappropriate verbal and physical conduct before a student has been subject to acts of intolerance or harassment as it is defined under the law. For example, although the law elsewhere defines harassment as "repeated, persistent or continual" abuse, Fairfield Prep reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture, if Fairfield Prep determines that it is of sufficient severity to warrant such action or that the repetition of that conduct might reasonably result in harassment as defined under the law.

5. Policy Against Retaliation

Implementation of this Plan's policy against harassment will, in many cases, require the voluntary assistance of persons who have been the target of such conduct or who have knowledge about such conduct. Consequently, Fairfield Prep will not tolerate any form of retaliation, or threat of retaliation, against any person who provides information about such conduct in an investigation or who has knowledge of such conduct. Any such retaliation or threat of retaliation will be deemed an aggravating factor in the underlying harassment.

6. Reports of Harassment, Cyber-Harassment, Intimidation and Retaliation

Any student who has information about an incident of harassment, cyber-harassment, intimidation or retaliation prohibited by this policy is responsible to promptly report the matter to the Dean of School & College Counseling, a School Counselor, Social Worker, or an Assistant Dean of Students. This includes incidents involving the student himself as well as those involving any other person.

Likewise, the parent (or guardian) of any student who has direct or indirect information about harassment, cyber-harassment, intimidation or retaliation prohibited by this policy should promptly report the matter to the Dean of School & College Counseling, a School Counselor, Social Worker, or an Assistant Dean of Students. This includes incidents involving the parent's own son as well as those involving any other person.

Any member of the faculty or staff of Fairfield Prep who has direct or indirect information about harassment, cyber-harassment, intimidation or retaliation prohibited by this policy is required to report the matter promptly to the Dean of School & College Counseling, a School Counselor, Social Worker, or an Assistant Dean of Students.

Please note that the Dean of School & College Counseling, a School Counselor, Social Worker, or an Assistant Dean of Students will not accept anonymous reports under this Plan. However, they will accept every report on a

strictly confidential basis. There are times when the disclosure of the identity of a person who has made a report will be necessary in order to continue with an investigation based on that report. Nevertheless, even in those cases, the identity of a person who has made a report will not be disclosed—unless required by law—without that person’s express consent.

7. Responding to a Report of Harassment, Cyber-Harassment, Intimidation or Retaliation

A. Preliminary Considerations

When a complaint of harassment, cyber-harassment, intimidation or retaliation is brought to the attention of the Dean of School & College Counseling, a School Counselor, Social Worker, or an Assistant Dean of Students, an assessment by a team led by the Dean of School and College Counseling will be made as to whether any initial steps need to be taken to protect the well-being of students and to prevent disruption of their learning environment while the investigation is being conducted.

B. Investigation Process

The following is an outline of the procedure that will be pursued once a report has been brought to the attention of the Dean of School & College Counseling, a School Counselor, Social Worker, or an Assistant Dean of Students:

An impartial investigation of the report will be conducted by the Dean of School & College Counseling, and / or a School Counselor, and / or Social Worker, and / or an Assistant Dean of Students. That investigation may include (but will not necessarily be limited to) interviews with the person who made the report, with the student who was the target of the alleged conduct, with the person or persons against whom the report was made, and with any students, faculty, staff or other persons who may have information about the alleged incident.

In some cases, the team investigating the incident may also choose to consult with other teachers and / or additional health or educational professionals in a manner consistent with the confidentiality commitment discussed in Section (V) of this Plan.

C. Resolution, Notification and Follow-up

All reported cases of harassment, cyber-harassment, intimidation or retaliation will be treated seriously and investigated with care as outlined herein. Respect will be shown to any person who has made a report as well as to any person against whom a report has been made.

Following interviews and any other investigation deemed appropriate, the team investigating the incident will determine whether and to what extent the allegation of harassment, cyber-harassment, intimidation or retaliation has been substantiated. If they determine that the policy under this Plan has been violated, they will consult with other appropriate administrators—in a manner consistent with the confidentiality commitment discussed in Section (V) of this Plan—for the application of disciplinary action up to and including expulsion from Fairfield Prep.

In some cases, such as when a crime may have been committed or when it is otherwise required by law, law-enforcement or other appropriate government authorities may be notified.

Upon the completion of an investigation, the Dean of School & College Counseling, and / or a School Counselor, and / or Social Worker, and / or an Assistant Dean of Students will follow up on any final decision by meeting with the student or, individually, the students who were the target of the alleged incident as well as with the student or, individually, the students against whom the report was made, and their parents. The Dean of School & College Counseling, and / or a School Counselor, and / or Social Worker, and / or an Assistant Dean of Students will inform them of the results of the investigation and of the punitive and/or corrective steps, if any, that will be taken to resolve the situation. Any disciplinary measures taken are considered as privileged & confidential and will be only shared with the student with punitive and/or corrective steps.

Further follow-up contacts will be made with any student found to have been targeted in violation of this policy, and his parents, to inquire as to whether there have been any further incidents.

XVI. FINANCES

A. Tuition:

Tuition for the 2024-2025 academic year is \$25,400. A Graduation Fee of \$500 is charged to all seniors and includes the cost of the tuxedo rental.

Fairfield Prep offers the following payment plans which are administered by FACTS Management Company:

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

B. Deposits:

A nonrefundable deposit is due from all new students in order to guarantee the student’s placement in Fairfield Prep for the 2024-2025 academic year.

C. Account Status:

All accounts must be kept current. In addition:

- FACTS Management Company will be given accurate, current bank account information.
- 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 and thus delinquent, there will be a hold placed on the account. Students with a hold are not permitted to:
 - Advance to the next academic semester or year;
 - attend classes for which they are registered in the new academic year;
 - participate in extracurricular activities, including athletics;
 - graduate;
 - participate in graduation;
 - receive a diploma;
 - register for courses;
 - receive grades, report cards, or transcripts;
 - participate in school-sponsored field trips;
 - receive the benefit of and access to other Fairfield Prep services; and
 - have final exam grades recorded on transcript.
- In addition to the items listed above, in the event that there is a hold on a Student’s account, Fairfield Prep reserves the unilateral right, in its sole and absolute discretion, to cancel the Student’s registration and terminate the Student’s enrollment at Fairfield Prep without refunding or forgiving any Charges or Additional Expenses.

E. Withdrawal & Refunds:

Notice of a student's withdrawal must be given in writing to Fairfield Prep's Vice President for Enrollment Management. 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, 2023, you shall be released from the obligation to pay tuition and fees; however, the initial deposit for new students, and 10% of tuition for returning students, shall not be refunded.

If you withdraw your son from the school:

- ***Between July 1, 2023 and the Last Official Day of the First Quarter***, you are responsible for payment of 25% of the full year's tuition and all fees.
- ***During the Second Quarter***, you are responsible for 50% of the full year's tuition and fees.
- ***On or After the First Day of the Third Quarter***, 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 understand and agree that you will be responsible for paying all late fees, cost of collection (which may be based on a maximum of 33% cost of collection of debt), interest (at the rate set forth herein) and any attorney's fees and court costs incurred in the collection of your student's past due account.

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.

XVII. POLICIES ON FUNDRAISING AND VISUAL IDENTITY

Policies on Fundraising

Gifts to Fairfield Prep (monetary or non-monetary) should not be solicited or accepted without the prior knowledge and written approval of the Associate Vice President of Advancement. Any monetary gifts received should be delivered immediately to the Advancement Office. For non-monetary gifts (e.g., equipment, instruments, etc.), the Advancement Office should be notified upon receipt.

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 Dr. Devon McCormick, Director of Campus Ministry:

- 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. Team Hospitality

While Fairfield Prep does not maintain Booster Clubs, parents and families may organize hospitality for their respective team upon approval from the Director of Athletics. Though neither endorsed nor supported by the school and are not subject to the school's accounting procedures, Officers/Parents in charge of team hospitality 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.

Monetary requests made to families for team hospitality 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. Further, monies collected are not considered a charitable contribution to Fairfield Prep or the specific team.

Policies on Visual Identity

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 Vice-President of Enrollment. **Use of the school's name and/or address on bank accounts or credit cards opened on behalf of a booster club is strictly prohibited.**

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 on the Parent Portal within Prep Connect.

- 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 VP of Enrollment (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 VP of Enrollment, 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.

XVIII. BELLARMINA PARENTS ORGANIZATION

The Bellarmine Parents Organization (“The Bellarmine”) is Fairfield Prep’s parent volunteerism organization.

All parents and guardians, by virtue of their son’s enrollment at Prep, are members of the Bellarmine. There are no annual dues or membership fees, and the entire adult community is invited to volunteer for, and participate in, programming and events sponsored by The Bellarmine.

The purpose of The Bellarmine is to support the Fairfield Prep community through the planning and execution of community social events, delivery of volunteer support to school teams and partnering with Campus Ministry to offer service-related activities for Prep students and their parents/guardians.

Activities led by the Bellarmine will endeavor to nurture a strong and inclusive community which supports Prep’s Jesuit mission to form “Men for Others”.

The Bellarmine is led by a Parent Leadership Council (“The Council”). Incumbents in each Council position will be named by school leadership on an annual basis with a term of June – May. The Council will meet on a monthly basis and will be responsible for organizing parent volunteer efforts through Programming/Events and School Support and Service. The Director of Alumni and Family Engagement and the Assistant Director of Family and Student Engagement will oversee the activities of The Bellarmine and Leadership Council.

Roles and responsibilities for volunteers will be determined at the discretion of Fairfield Prep. Committee positions include, but are not limited to Kick-Off in the Quad, Mother/Son Dinner, 100 Days to Graduation, Class Reps, Staff Appreciation, Giving Day, SEED Program, Prep Pride Store, Prep Marketplace, Adult Spirituality and Community Engagement.