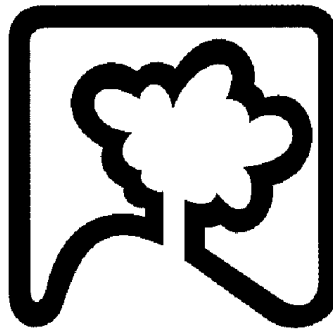


Fairhill School

2018 – 2019

Parent/Student Handbook

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Fairhill School

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Carla Stanford, Executive Director

Founded 1971

The Fairhill School Directory is for the use of Fairhill School and cannot be used for the promotion of any activity unrelated to Fairhill School. It may not be used for commercial purposes.

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Board of Directors

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Vice-Chairman John Dziminski
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Treasurer William K. Barnard

Leslie Zale Greco
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Cynthia Rickerby

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Carla Stanford
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Executive Director

Caroline Stamos, M.Ed.
Head of Upper School/ Assistant Director

Joe Villasenõr, M.Ed.
Head of Lower School

Deann Badura
Director of Development and Public Relations

Wade Mercer
Information and Technology Director

Tom Wiemann
Athletic Director

Cricket Burton
Business Manager

Diagnostic Assessment Center

Director of Diagnostic Testing Leigh H. Miller, M.S.
Director of Psychological Services Caroline W. Ford, Ph.D.

STUDENT/PARENT HANDBOOK

PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

If you have any questions about the Handbook or any of its policies, please contact the Executive Director.

ACADEMIC REPORTS

Fairhill utilizes an electronic student information management program, *RenWeb*. This program allows parents to access student information, including grades, through *ParentWeb*. Teachers are required to record numerical grades for students in grades 3-12 regularly. Parents can review their student's grades at any time by accessing their *ParentWeb* account.

Report cards will be issued electronically to students in grades one through twelve the week following the end of each six-week period.

Grading System

A = 100 - 90

B = 89 - 80

C = 79 - 70

F = 69 or below

I = Incomplete

An incomplete is given only in those cases where, due to illness or emergency or by pre-arrangement, the student was not able to complete his/her assignments. Any incomplete work not made up within the two weeks following the issuing of

the report card may become a failing grade and is averaged with the other grades.

Students may earn the following academic distinctions:

Exemplary Academic Distinction
Average: 95 and above, in all classes

High Honor Roll
Average: 90 – 94, in all classes

Honor Roll
Average: 85 – 89, in all classes

If any class grade is below 80, the student is disqualified from earning Academic Distinctions.

Narrative progress reports including academic skills, behavioral observations, and teachers' comments will be issued in January and May to students in grades one through eleven. Narrative progress reports will be issued to Seniors only in January.

ACCOMMODATIONS POLICY

The School makes its programs and services accessible to individuals with disabilities. Most, if not all, of our students receive special accommodations. If your student needs a new or additional accommodation or an adjustment to an existing accommodation, please communicate with us promptly regarding your concern. We will attempt to provide new or additional reasonable accommodations to qualified students to the extent that such request does not cause a fundamental alteration to the School's programs and to the extent that it does not create an undue hardship.

The first step in requesting an accommodation for a student identified as having a disability is to provide the Head of the School with documentation of the condition from a qualified professional, such as a physician, psychiatrist, or psychologist. Upon receipt of a detailed report, diagnosis, and recommendations, we will communicate with the parent to obtain additional information or discuss the circumstances related to the request.

ACCREDITATION

The Fairhill School is accredited, grades one through twelve, by AdvancEd, Southern Association of Colleges and Schools, and the Texas Education Agency.

ADMISSIONS AND NON-DISCRIMINATION POLICY

Appropriate placement for each applicant is Fairhill’s first concern. Students accepted are of average and above intellectual functioning who have been diagnosed as having a learning difference and who would most benefit from Fairhill’s structured, yet nurturing, academic setting.

Admission is based on information gathered from personal interviews with parents and students, from available academic, psychological, and medical (Carla: do you mean medical instead of physical?) records, and from review of any additional testing deemed necessary. All students accepted for enrollment are subject to readmission criteria each academic year.

Admission and participation in our educational programs is open to all eligible students who meet our qualification requirements regardless of race, color, sex, ethnicity, national origin, religion, or disability. The Fairhill family is a diverse group of individuals dedicated to a common goal: providing a supportive atmosphere where learning-different students have the opportunity to thrive.

ATHLETICS

Fairhill School is committed to providing athletic opportunities for students in grades 6-12. The inclusion of athletics in our overall educational program encourages students to develop the skills necessary to work cooperatively and provides enhancement of natural talent and ability.

League Membership

| | | |
|----------------------------------------------------|-------|------------------------------|
| Intramural Sports | | Grades 6-8 |
| Independent Athletic Association | IAA | Grades 6-8 Ages up to 14 |
| Texas Association of Private and Parochial Schools | TAPPS | Grades 9-12 Ages up to 19 |

Academic Eligibility

- Athletes failing one course during the grading period are considered ineligible and remain ineligible until they are in good standing, as determined by administration.
- A medical/athletic physical exam is required every year for high school students.

Attendance Requirements

- Fairhill School requires that an athlete be present at school by 10:00 a.m. the day of scheduled competitions in order to participate.

- The individual coach reviews excused and unexcused absences.
- Notes from parents or doctors are required for all absences.
- Athletes with unexcused absences from two scheduled games are dismissed from the team.
- Coaches and administration determine the number of unexcused practices that result in dismissal from the team.
- Junior Varsity and Varsity Athletes dismissed or quitting (due to academics, behavior, or attendance) are not permitted to play on that team for the remainder of the season and the next year. (EX: freshmen would be eligible again in their junior year).
- Junior Varsity and Varsity Athletes dismissed or quitting two teams during a year are not eligible to participate in athletics for the remainder of the year and the next year.

Dress Code Requirements

- Proper attire is required for practice each day.
- Athletes are given one warning for not wearing the required attire for practice. Any subsequent offences will result in dress code demerits. Non-compliance may result in additional sanctions including possible dismissal from the team.

Tryout Criteria

- Teams are chosen based on skill level.
- Citizenship and academics are considered.
- Ability to blend as a team member is factored.
- Tryouts are done for the purpose of team manageability.
- Coaches have discretion to determine team size.

Practice Expectations

- Intramural practices are conducted before or after school.
- IAA team practices are conducted before or after school.
- TAPPS Junior Varsity and Varsity practice is during the athletic period and after school.

Playing Time

- Playing time is not guaranteed for IAA, Junior Varsity and Varsity teams.
- Playing time for intramural teams will not always be equal, but will be fair.

The following records will factor into playing time

- Disciplinary sanctions
- Academic infractions (completion and quality of class work and homework)

- Attendance at practices
- Necessary practice equipment

Transportation Requirements

- All athletes are expected to ride with the team.
- Parents wishing to provide transportation for their athlete after a game must check the athlete out with the coach.
- Any athlete being transported after a game by someone other than their parent must communicate directly with the coach and have a note signed by their parent indicating permission.
- High school athletes are not allowed to leave away games with another student.
- The gym is closed immediately after school and opens 45 minutes prior to Junior Varsity and Varsity Basketball evening games. Parents are responsible for their athletes between the end of school and designated arrival time.
- Spectators are not allowed on campus between the end of school and the designated open gate time.

Athletic Expectations

Coaches

- Set a good example for participants and fans, exemplifying the highest moral and ethical behavior.
- Respect the integrity and personality of the individual athlete.
- Abide by and teach the rules of the game in letter and spirit.
- Instruct participants in proper sportsmanship responsibilities and demand that sportsmanship be a number one priority.
- Refrain from arguments in front of players and spectators.
- Develop and enforce penalties for athletes not exhibiting good sportsmanship.
- Refrain from discussing concerns with parents or athletes before or after games. Appointments can be made between the coaches, parents, athletes, and administration at a time that is convenient for all parties.
- Win with humility; lose with grace. Do both with dignity.

Student Athletes

- Accept and understand the seriousness of your responsibility, and the privilege of representing your school community.
- Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
- Treat opponents with respect.
- Learn the rules of the game.

- Be a positive influence on others by doing your best in practice and in competition.
- Exhibit the high standard of sportsmanship established by the coach.

Parents and Fans

- Be an exemplary role model by positively supporting teams and coaches in every manner possible and exhibiting good sportsmanship at all times.
- Remember that school athletics are a learning experience for students.
- Learn the rules of the game.
- Respect, and show respect for, fans, coaches, officials, and participants.
- Remember that you are at the game to support your team and enjoy the skill and competition, not to intimidate or ridicule.
- Be a fan, not a fanatic.
- Respect decisions of coaches related to playing time, positions, etc.

Athletic Opportunities

TAPPS, Junior Varsity or Varsity

- Six-Man Football
- Volleyball
- *Cross Country (dependent on interest)
- Basketball
- Golf
- Tennis
- *Track and Field (dependent on interest)
- *Baseball (dependent on interest)

Texas High School Bowling

- Bowling

IAA

- Soccer
- Volleyball
- Basketball
- Tennis
- *Track and Field (dependent on interest)
- *Golf (dependent on interest)

***Intramural (dependent on interest)**

- Soccer
- Basketball
- Track
- Tennis

Attendance Requirements

Regular attendance is expected at Fairhill. **Excused and unexcused absences cannot exceed nine (9) days per semester.** High school students will **not** receive credit for a class unless the student is in attendance for at least 90% of the days the class is offered. Students in grades 1-8 may not be promoted to the next grade if they are not in attendance at least 90% of the days school is in session.

Excused Absence Requirements

Parents **MUST** call the attendance office by 8:30 AM for an absence to be excused. Being absent three consecutive days **requires** a doctor's note in order to consider the absence excused. Full day or part-day absences that occur due to doctor appointments are only excused with a note from the doctor's office.

Truancy

Fairhill students are considered truant if they have three or more full or part-day unexcused absences during a four week period. Under Texas law, students are considered truant if they fail to attend school for all or part of ten or more days in a six month period during the same school year without an official excuse. Texas Education Code Section 25.0951.

Tardies

Promptness is also very important. Attendance is reported at 8:10 a.m. and the beginning of each class period. Students arriving after 8:10 must report to the office immediately upon arrival.

Lower School: No more than five tardies are allowed per six-week grading period for students in grades 1-7. After five tardies, an office detention is assigned.

Upper School: Each unexcused tardy results in a demerit. If tardy time accumulates to 50 minutes for any class, it is recorded as an absence for that class.

Attendance Review Committee

The Attendance Review Committee will evaluate excessive tardies and absences to determine appropriate action, including detention, Saturday school, summer school, possible retention, or reporting trancies to court, law enforcement, or child abuse authorities.

BEHAVIOR

Fairhill School is committed to providing a compassionate, safe, and non-threatening atmosphere in which each student can learn and succeed. The main goal of a school is to provide an environment conducive to learning. Our teachers are here to teach, and our students are here to learn. If a student is having difficulty with behavior, we work together with the parents and student to resolve the situation. We want to help each student develop mature and responsible behavior

In order to promote these goals, students are expected to take care in the language they use, the attitudes they express, and the behaviors they exhibit. The standards of student conduct are designed to provide students with guidance to help them meet the goals and expectations of our community. The list of rules and policies should be read carefully. Violations may result in serious consequences, up to and including suspension or dismissal from school. Students may also be held responsible for any damage or harm that they cause to individuals and/or the school community at large.

The policies and standards apply: any time a student is on campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; and any time a student is traveling on behalf of the School. In addition, the School regards any behavior prejudicial to the best interests of the school, whether at School or elsewhere, as sufficient grounds for a disciplinary response. Consistent application of disciplinary policies is sought, although each situation is judged on its merits, and every effort will be made to ensure that decisions are not arbitrary.

The policies and rules outlined in this Handbook should not be read as an all-inclusive description of the School's standards, which are based on the Fairhill Foundations of **respect, responsibility, integrity and safety**. Any behavior that constitutes a breach of these School values may be treated as a major school rule violation. Students are expected to comply with School standards and rules, and they are also encouraged to discuss with their fellow students, teachers or administration any issues or infractions of School standards and rules toward the purpose of caring for one another in a spirit of kindness. It is everyone's responsibility to exercise universal respect and to act in the best interest of each person in the school community.

Behavior in Class/Halls/Walkways

Students are to refrain from talking in class or other required gatherings except as permitted, are to use a reasonable tone of voice, and should exhibit orderly behavior at all times. Students must walk from place to place on campus. Students must exercise good judgment in traveling from place to place, which

includes watching for obstacles, not walking with items in the student's mouth, not playing in the corridors, not blocking entrances or walkways, etc. Other than water, students may not eat or drink in the hallways.

Cell Phones, Electronics and Other Personal Items

Personal items that are not required for class assignments should not be brought to school.

Lower School students' cell phones must be turned OFF during school hours and stored in their assigned locker. Cell phones used or visible during the school day will be turned in to administration and must be picked up by a parent. Students who violate this policy will be subject to disciplinary action as determined by administration.

Upper school students' cell phones are required to be turned off and placed in the student's locker or in the classroom cell phone container. Cell phones will not be permissible in class, unless by express permission of the classroom teacher. Upper school students' cell phones used or visible during the school day without permission will be turned in to administration and the student will receive a demerit.

Whenever cell phone use is permitted, students may not use them in any way that is harassing or disruptive to the educational environment, including making threats, using camera phones to take or send inappropriate pictures, to send text messages to other students in class, to cheat on classwork or tests, or in ways that would otherwise violate a school rule. It is a criminal act to possess or send visual material depicting a minor engaged in sexual conduct or displaying sexual body parts, with limited exceptions. Violators will be referred to law enforcement.

Students may *not* bring other electronics to school if they are not required for school. Students who violate this policy will have their electronics confiscated. Parents will be required to come to the school office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy. The school will not be responsible for lost, damaged, or stolen personal items.

Computer Systems and Personal Electronics Usage Policy

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, cell phones, smart phones, iPads, video cameras, etc.) on school property or at a school-related event. Failure to do so will result in appropriate disciplinary action determined by the administration.

All computers should be used in a responsible, ethical, and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses.

Purpose: The purpose of providing access to the Internet and the school's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the school's educational objectives.

Privilege: The use of the school's systems is a privilege and not a right. Inappropriate or illegal use of the school's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The school community--students, faculty, administrators and staff--have the privilege of full access to the Internet. The school encourages students and teachers to use the Internet to expand their knowledge. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal jump drives. Files are not to be downloaded to the School's local or network hard drives.

The School does provide a filtering system: A filtering system generally can eliminate access to offensive and pornographic material, however, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is offensive, pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Specifically, in accordance with the Children's Online Privacy Protection Act (COPPA), the School provides the following protection measures:

- Filtering is provided for all Internet-enabled computers used by students, patrons, and staff to block visual depictions that are obscene, child pornography, or harmful to minors.
- Filtering will be disabled only for bona fide research or other lawful purposes by an authorized adult.
- Minors using the School's computer equipment for online activities will be educated, supervised, and monitored with regard to safe and appropriate online activities.

- Safe and secure use by minors of direct electronic communications (including email, chat rooms, and instant messaging) with School computers or e-mail accounts will be monitored.
- Students are educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- Unauthorized online access, including “hacking” and other unlawful activities, is prohibited.
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors is prohibited.

Internet Safety: Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student’s own software brought to school for personal use.

Network Access: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School’s web page is prohibited. Obtaining another’s password or rights to another’s directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation.

School’s Right to Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. Do not assume that any messages or materials on your computer or the School’s systems are private.

E-mail, Chat Rooms, Instant Messaging, and Social Networking Sites: E-mail, short for electronic mail, is any of the various systems that transmit some form of electronic representation of a page or message from one location

to another. It should be clear that electronic mail cannot be used to harass or threaten others. The School reserves the right to randomly check e-mail. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be undeleted and reviewed.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

Viruses: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, or who receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the appropriate administrator for the student's School so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Third Party Vendors: The School may contract with third-party website operators to offer online educational programming, such as individualized education modules, online research or organizational tools, homework help lines, or web-based testing services. COPPA typically requires that notice be given to parents and that verifiable parental consent be obtained prior to a website's collection of personal information from children who are younger than 13. However, the School is permitted to contract with third-party websites for online educational services for the School's students, and may consent to disclosures of students' personal information on behalf of the students' parents, solely for educational, not commercial, purposes. These online educational services must give parents, at their request: a description of the types of personal information collected; and an opportunity to review the information submitted by their children, delete the information provided,

and prevent future use or online collection of their children's information. If a website operator intends to use or disclose children's personal information for its own commercial use, it must obtain parental consent.

Child Abuse and Cooperation with Governmental Authorities

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the School's mandatory reporting obligations, please consult with the Executive Director.

Criminal Activities

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. In the case of offenses that occur at the end of the school year, the school may require punishments to be served during the summer. Transcripts and other reports pertaining to the student's academic standing will be withheld until the completion of the assigned punishment. All decisions involving suspension or expulsion are subject to the final approval of the Executive Director and the division head.

Destructive Acts

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, harming others, or similar conduct is prohibited.

Displays of Affection

Students are prohibited from inappropriate displays of affection, such as kissing, hugging, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a school-related event is prohibited. Any unwanted or offensive sexual conduct occurring on school property or a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

Drugs and Alcohol

Our students are prohibited from possessing, using, selling or purchasing any tobacco products, electronic-cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems, or other electronic smoking

devices, alcoholic beverages, illegal controlled substances, or other mind-altering substances on or near School property or at School-related activities. Off-premises possession, use, sale or purchase of tobacco or illegal mind-altering substances and off-premise alcohol abuse is also prohibited.

Testing: Students may be required to submit to urinalysis drug screens, blood alcohol tests, Breathalyzer tests, and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of 0.02% alcohol or the presence of any other intoxicants or illegal use of mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests is also a violation of our policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs, which could affect their ability to function in a safe and efficient manner must notify an administrator of this fact when they report to School.

Consequences: In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; or required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration.

Achieving a Drug and Alcohol Free Campus

In an effort to provide a safe drug free atmosphere at Fairhill, an additional drug and alcohol program applies to all students in grades 8-12. It involves both counseling and a second chance. All 8th – 12th grade students and parents should refer to the additional Achieving a Drug and Alcohol Free Campus materials that will be distributed on the first day of classes. Please carefully read and sign the additional acknowledgment that is included in that section.

Food and Drink

Food and beverages will be consumed only in designated areas and at designated times.

General Conduct

Students and parents should be considerate and show respect toward other students, faculty, all guests and visitors. Students should respect School property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all School-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

Gifts and Gratuities

Employees are not allowed to request any personal gift or gratuity from anyone associated with the school and should never accept one valued at more than \$50.00. This includes but is not limited to, holiday gifts and end of year gifts.

Harassment/Bullying

We are dedicated to fostering an environment that promotes kindness and acceptance, and embraces differences among individuals. Therefore, we will not tolerate any type of harassment or bullying. Under Texas law, “harassment” means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health or safety. Texas Education Code Section 37.001(b)(2). Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic, or offensive conduct relating to race, age, religion, color, sex, national origin, citizenship, or disability.

Under Texas law, “bullying” means: a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored event or school-related activity, or in a vehicle operated by the School, or cyberbullying that occurs off school property or outside of a school-sponsored event or school-related activity and: (1) has or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a

student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or a school; (4) infringes on the rights of the victim at a school; or (5) includes cyberbullying. Texas Education Code Section 37.0832(a)-(a-1). Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others). The School also prohibits cyber-bullying which is defined as: Bullying that is done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Texas Education Code 37.0832(a). Any of these types of offensive conduct can create an uncomfortable School environment and are prohibited.

Students are also prohibited from engaging in bullying or cyberbullying that targets School employees. All concerns relating to harassment or bullying should be reported immediately to Head of Upper School, Head of Lower School, or the Executive Director. If the student is uncomfortable for any reason discussing the matter with the Heads of Upper or Lower School, the student should report it to the Executive Director. We also expect that anyone, whether student, faculty, staff, or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to administration immediately. When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, up to and including dismissal from School for serious violations. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Under Texas law, “hazing” is defined as any intentional, knowing, or reckless act occurring on or off school property by one person alone or acting with others, directed against a student, that endangers the mental or physical health, or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization. Texas Education Code Section 37.151.

Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could

be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to: acts of personal servitude; sleep deprivation; exposure to the elements, confinement in a small space; restrictions on personal hygiene; yelling, swearing, insulting or demeaning verbal abuse; being forced to wear embarrassing or humiliating attire; consumption of vile or other non-food substances; consumption of alcohol; consumption of any food, beverage, or drug that subjects the student to an unreasonable risk of harm or that affects a student's mental or physical health or safety; smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes; physical beatings, paddling or other physical abuse; performing sexual simulation or sexual acts; stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being; any act in violation of the law or School policy; any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects a student's mental health or dignity, that discourages a student from entering or remaining registered in the School, or that may cause a student to leave the School; forced illegal activity; or any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is hazing and is prohibited.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Head of Upper School, Head of Lower School or the Executive Director. The failure to make such a report is also a violation of this policy. When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, up to and including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, plagiarism, and/or academic dishonesty, is inconsistent with School standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Language

Students and parents are prohibited from using profane, obscene, bigoted, harassing, or other type of offensive language or gestures on campus or at School-sponsored events.

Lockers

All personal items must be stored in assigned lockers at all times during the school day. Backpacks and other personal items are not allowed to be left unattended in the hallways as this constitutes a fire safety hazard. Failure to comply with this requirement will result in a demerit being issued. Students are to keep their lockers clean. Students are required to keep their lockers secured at all times. Personal items should be taken home each evening. Lockers may be inspected periodically without prior notice or consent.

Messages

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. **Please do not ask the office to relay messages to your child. This should be done prior to school.** If a true emergency occurs, then the office should be notified.

Off-Campus Behaviors

As stated elsewhere in this Handbook, the School does not wish to unnecessarily involve itself in a student's off-campus behaviors. However, the School reserves the right to take action to the extent that off-campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school. We expect students to avoid all types of behaviors, including behaviors that may be harmful to one's body, self-esteem, or health. As examples, off campus Internet activity, criminal activity, sexual activity, and use of drugs, alcohol, or tobacco, may result in a student receiving disciplinary action, up to and including dismissal from school.

Plagiarism and Cheating

All work that students complete for which they receive credit must be their own. Students who, for whatever reason, ask others to complete or submit their work for them are responsible for the actions of the person.

Cheating and plagiarism are academic dishonesty. *Plagiarism* is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. *Cheating* is

obtaining (or attempting to obtain) something by dishonest or deceptive means. A failing grade will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonesty, or deception.

Situations involving cheating or plagiarism on School work (tests, quizzes, homework) will result in a zero, and further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own.

Prohibited Items

Students are prohibited from possessing or having in their possession (locker, vehicle, backpack, purse, etc.), tobacco products, e-cigarettes or other electronic smoking devices, drugs/alcohol, illegal weapons, knives of any kind, matches, lighters, laser pointers or any item deemed disruptive to the school. Students are also prohibited from using any other item as a weapon. Any prohibited item may be confiscated and retained, destroyed or, if appropriate, turned over to law enforcement.

Pornography

The possession, viewing, or distribution of material that is harmful to a minor, pornography, or obscenity on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will appear before an Ethics Committee. The school reserves the right to determine whether material is pornographic or obscene.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks such as Facebook and Instagram, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event:

We do not permit students to access social media and/or social networking sites while on School property or at a School-related event. We have taken steps to block many of the social media/networking sites on our network,

but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites on School property or at a School-related event, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Use Away from School Property:

It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, sexting, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code when students make disparaging or negative comments about the School, administration, students, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not be "friends" with any faculty member or other adult member of our community (other than the Student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, using illegal substances, engaging in harassment, sexual actions, etc.) is prohibited. Students are expected to cooperate in investigations by providing access to such sites.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the School, its locations, activities, students, parents, or employee-related activities on line. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School or its employees would find offensive or inappropriate if posted in the School's

newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Your Identity Online:

You are responsible for any of your online activity with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect:

The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to access information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Questions and Clarification

If you have questions or need further clarification of any aspect of this policy, please contact the Executive Director

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Some examples of behaviors that should not occur and which should be reported include school employees:

- Calling students at home for non-School matter;
- Meeting with students individually in a closed classroom space;

- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student’s clothing, hair, personal habits, etc.)
- Sending e-mails, texts, or writing notes to students of a personal nature;
- Flirting or asking a student on a date;
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events or when the student’s parents are not at home;
- Tickling, wrestling, asking students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, political, racial/or ethnic comments;
- Inviting students to visit the adult’s social networking profile or become a “friend” on a social network;
- Telling off-color jokes; and
- Dating or engaging in personal relationships with students.

Similarly, we expect that our parents will not take it upon themselves to address a situation directly with another parent’s student relating to their child’s disagreement with the student. Parents may respectfully address concerns directly with other parents. Loud, angry, or aggressive language or actions will not be tolerated. Any interaction in violation of this policy should be reported under this policy.

Telephone Use

Students’ calls should be placed from the classroom at the discretion of the teacher. Students are not allowed to receive incoming calls except from parents in case of an emergency. Students will be summoned to the office to receive such calls in the presence of an administrator or other staff member.

Truancy

A student is truant if he/she is absent from School without the permission of a parent or guardian or leaves the School grounds once he/she has reported for classes without proper School personnel authorization. In case of truancy, the parent or guardian will be notified immediately.

Visitors

Outside visitors are not allowed to visit a student's class without prior permission from the student's teacher and administration.

Weapons and Threats

The School takes a zero tolerance position on threats and weapons, even when students make comments in jest, on e-mail, or away from School toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon to School or School-sponsored events, including knives, guns, fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

Behavior and Discipline Guidelines Applicable to Specific Divisions

Every Fairhill student is expected to follow the Fairhill Foundations of respect, responsibility, integrity and safety. The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students. Each situation will be handled at the School's discretion in accordance with the School's rules, policies, and practices, as well as general common sense. Please read the following guidelines carefully with your child.

Grades 1-7

Each student in grades 1–7 has a Daily Behavior Chart in his/her notebook. This chart is provided to give students and parents immediate feedback on the following baseline behavior goal for all students: demonstrate respect, responsibility, integrity and safety. Respect toward classmates, teachers, learning environments and school situations while appropriately following classroom directions is expected. Classroom rules may include but are not limited to:

1. Enter and leave classes quietly, using appropriate hall behavior.
2. Follow directions.
3. Keep hands, feet, and objects to yourself.
4. Demonstrate respect and safety toward self, teachers, peers and the learning environment.
5. Raise your hand before speaking. Give others a chance to finish speaking.

6. Redirect appropriately and timely.

At the conclusion of each class, the teacher rate student behavior exhibited in relation to the overall goal and classroom rules. The rating scale will range from 1 - 5 and include teacher initials and authenticity. Every class rating will represent the level of attainment of the behavioral goals. Students receive positive reinforcement for meeting these goals and may face consequences if not meeting expectations. Sanctions will be determined at the discretion of the teacher and administrator pending the severity of behavior demonstrated.

Should a student exhibit difficulty meeting the behavioral goals, the following sanctions may include but are not limited to:

1. A parent phone call and/or conference
2. Office referral and behavior intervention plan
3. Demerits
4. Detentions
5. Withdrawal of privileges, including participation in extra-curricular activities
6. A one-to-three day suspension
7. Request for withdrawal from Fairhill
8. Expulsion from the school

Office Referrals

If a Lower School student requires an office referral due to disruptive and/or disrespectful behavior patterns, a meeting with the teachers and administrators will take place to determine next steps. These next steps may result in a formal behavior intervention plan and adapted goal to be tracked on the Daily Behavior Chart. A student may also receive an office referral if a teacher regularly observes behaviors that are out of the norm for the particular student, though the behaviors may not be considered disrespectful or disruptive.

Upper School

Students have the following responsibilities:

1. Attend and be punctual for class each day.
2. Be prepared for class each class period.
3. iPads must be charged to at least 80% before entering the building each day.
4. Exhibit respect for peers and teachers in words and actions.
5. Conduct oneself in a responsible manner.
6. Take care of property.
7. Dress according to uniform guidelines.

8. Obey all school rules.

Students failing to uphold their responsibilities will be subject to the following sanctions:

1. Counseling by teachers or administration
2. Parent/teacher conference
3. Withdrawal of privileges, including participation in extra-curricular activities
4. Demerits
5. Mandatory attendance at Saturday School (see description of Saturday School)
6. Detention
7. Office referral
8. In-school suspension from one to three days
9. Out-of-school suspension from one to three days
10. Request for withdrawal from Fairhill
11. Expulsion

CAMPUS SECURITY

Visitors

All school visitors must present a valid, government-issued ID to create a personalized badge. All ID cards are scanned for an automated back-ground check. Anyone who does not have appropriate, visible identification is considered a potential intruder. A “visitor” is anyone who is *not* a staff member or current student. This includes parents, service personnel, family members of students or staff, as well as former students.

Doors

The front entry door will remain unlocked from 7:30 AM to 8:30 AM. Anyone arriving after 8:30 AM must use the buzzer located on the far right to contact front desk personnel. All visitors must report directly to the front desk upon entry into the building.

All doors, including the gym doors, will remain locked during school hours. Upper School students have ID badge access from 7:45 AM until 4:00 PM for all main building doors.

Electronic Surveillance

The Fairhill School campus is equipped with electronic surveillance cameras to promote the safety and security of students and staff, the protection of property and the enforcement of School rules and policies. Surveillance cameras may be

placed in Common Areas where there is no reasonable expectation of privacy, including but not limited to hallways, classrooms, the lunch room, library, gymnasium, entrances, stairwells, parking lots, etc. School Administration shall be responsible for the management, audit and use of electronic surveillance.

Student ID Badges/Electronic Key Cards

Upper School student ID badges must be worn around the neck at all times and are considered a component of dress code requirements. Demerits may be issued if a student fails to have his/her ID around the neck on a school-issued lanyard. If a student loses his/her ID badge, they should immediately report the loss to administration. A replacement badge will be supplied to the student. A replacement fee of \$20.00 will be assessed each time a badge must be replaced due to loss or damage.

COMMUNICATION

A student's success at Fairhill depends upon open communication between the family and the school. This requires effort on the part of both parties. Parents should feel free to call or e-mail the school regarding any matter that concerns their child and the school. When wishing to contact a teacher by telephone, the best approach is to leave your name and telephone number on voicemail and the teacher will call during the scheduled conference period or at the end of the day.

Students in grades one through seven are issued brown envelopes which are sent home each Thursday. Completed work, as well as all notes from the Parent Council, the school office, classroom teachers, etc., will come home in the brown envelope. The parents should review the contents of the envelope, sign and date the envelope, and return it on Friday. School announcements and other information may also be e-mailed.

Parents of students in grades eight through twelve will receive notes from the Parent Council, the school office, catered lunch menus, etc. through regular mailings and e-mail.

The *RenWeb Parent Alert* school notification system will be used for weather emergencies, event cancellations, and other time sensitive announcements.

COMMUNITY SERVICE

Fairhill School strives to provide experiences that help each student develop into a well-rounded individual. We believe that giving back to the community is an important part of this process. The Upper School Student Council organizes and promotes several school-wide community projects each year.

All Upper School students are required to complete individual community

service outside of school as a graduation requirement. Students are required to complete at least 90 hours of community service by graduation. These hours should be completed as follows:

Senior year — 30 hours
Junior year — 25 hours
Sophomore year — 20 hours
Freshman year — 15 hours

Hours may be carried forward or back by prior arrangement with administrator approval only.

CONFERENCE DAYS

Parent conferences are scheduled three times each year. Parents are contacted by email prior to these conference days with their scheduled conference time. Conference days are set aside specifically for you to meet with teachers and are an essential element to a successful school experience. To help students be an active participant in their education, students in grades 6-12 are required to attend and participate in a portion of each conference. As it is very difficult to conduct conferences at other times, the School expects parents to make every effort to be in attendance on the scheduled parent conference days.

DRESS AND GROOMING GUIDELINES

Neatness and good grooming are expected of students who attend Fairhill School. Parents are expected to support the dress code as stipulated. **Students must arrive and leave school in full uniform. Final decisions on the appropriateness of the student's appearance rest with the administration. Failure to comply with uniform guidelines will result in disciplinary action.**

Uniforms

All uniforms must be purchased through the official uniform provider:

Academic Outfitters
700 Alma Dr., Suite 112
Plano, TX
972-509-0010
www.aoutfitters.com

Students attending Fairhill School are required to wear the following uniform and to observe the following guidelines.

LOWER SCHOOL UNIFORM REQUIREMENTS AND OPTIONS

Grades 1-3/Girls

Required Uniform Items:

Peter Pan, white knit shirt (short or long sleeve)

MUST be worn with jumper

Plaid Jumper

Modesty Short, navy

At least one of the following:

Cardigan or crew sweater or vest, navy with Fairhill logo

Jacket, polar fleece, navy with Fairhill logo

Optional Uniform Items:

Polo, knit, dark green (short or long sleeve) with Fairhill logo

NOT to be worn with jumper

Polo, knit, white (short or long sleeve) with Fairhill logo

NOT to be worn with jumper

Skort, plaid or navy

Pants, pleated or flat front, navy

Shorts, pleated or flat front, navy

Grades 4-7/Girls

Required Uniform Items:

*White Oxford (long or short sleeve) with Fairhill logo **REQUIRED for 7th only**, **NOT** an option for grades 1-6, tuck or no-tuck style

Polo, knit, white (short or long sleeve) with Fairhill logo

Skirt, box pleat, plaid

Modesty Short, navy

At least one of the following:

Cardigan or crew sweater or vest, navy with Fairhill logo

Jacket, polar fleece, navy with Fairhill logo

Optional Uniform Item:

Pants, pleated or flat front, navy

Polo, knit, green (short or long sleeve) with Fairhill logo

Skort, plaid or navy

Shorts, pleated or flat front, navy

Solid black athletic shoes **(to be worn exclusively with pants)**

Grades 1-3/Boys

Required Uniform Items:

Polo, knit, dark green (short or long sleeve) with Fairhill logo

Pants, pleated or flat front, navy

At least one of the following:

Crew Sweater or vest, navy with Fairhill logo

Jacket, polar fleece, navy with Fairhill logo

Optional Uniform Items:

Polo, knit, white (short or long sleeve) with Fairhill logo
Shorts, pleated or flat front, navy

Grades 4-7/Boys

Required Uniform Items:

*White Oxford shirt (short or long sleeve) with Fairhill logo **REQUIRED for 7th grade only** NOT an option for grades 1-6
Polo, knit, dark green (short or long sleeve) with Fairhill logo
Pants, pleated or flat front, navy
At least one of the following:
Cardigan or crew sweater or vest, navy with Fairhill logo
Jacket, polar fleece, navy with Fairhill logo

Grades 4-7/Boys

Optional Uniform Items:

Polo, knit, white (short or long sleeve) with Fairhill logo
Shorts, pleated or flat front, navy

***BELTS ARE REQUIRED for all students if uniform item has belt loops:**

Black, braided or smooth leather belt

Requirements for Shoes:

Grades 1-4/Girls

White/Navy Jumping Jack Athletic Shoe

Grades 5-7/Girls

White/Black Saddle Oxford shoe

Grades 1-7/Boys

Solid black athletic shoe, Velcro acceptable if needed (high-top styles not allowed)

Requirements for Socks:

Boys Crew Socks

Grades 1-7/navy

Girls Knee Socks

Grades 1-7/white or navy

Optional for Girls in Grades 1-7

Tights, Navy (opaque or cable)

Wednesday Dress

Students may wear the current school year Fairhill School spirit shirt, or a uniform shirt with khaki pants/shorts or fitted blue jeans. Other spirit

shirts may be substituted for the current spirit shirt as designated. Students may only wear athletic shoes, NO sandals or open-back shoes are allowed. **Students in grades 1-7 are required to have the Wednesday spirit shirt.**

P.E. uniforms are REQUIRED for students in grades 5-7.

Mesh Shorts – gray

T-Shirt – navy

Hooded fleece (required for cooler weather months)

Fleece pants (required for cooler weather months)

*All items require Fairhill screen and student initials or name.

*Tennis shoes or appropriate athletic shoes are required for P.E.

Please label all uniform items with the student's name.

LOWER SCHOOL UNIFORM GUIDELINES

Boys

1. Boys are expected to have a neat and orderly appearance. Uniforms are to be kept in good repair.
2. Jewelry is to be kept to a minimum. Earrings and wallet chains are not allowed at school or any school function.
3. Shirts are to be tucked in. If undershirts are worn, they must be solid white. Long-sleeved undershirts should *not* be worn with short-sleeved shirts.
4. Uniform shirts must be worn under school sweaters and fleeces.
5. Exaggerated hairstyles are not allowed.
6. Hair must be cut above the eyebrow and shirt collar.
7. Belts are required.

Girls

1. Girls are expected to have a neat and orderly appearance. Uniforms are to be kept in good repair.
2. Jewelry is to be kept to a minimum. Stud-style earrings only.
3. Shirts and blouses are to be tucked in. If undershirts are worn, they must be solid white. Long-sleeved undershirts should not be worn with short-sleeved shirts.
4. Uniform shirts must be worn under school sweaters and fleeces.
5. Exaggerated hairstyles are not allowed. Natural hair color only.
6. Belts are required with pants and shorts with belt loops.
7. Skirt length is not to be shorter than 3 inches from the top of the knee.
8. Make-up and nails must be natural colors.

UPPER SCHOOL UNIFORM REQUIREMENTS AND OPTIONS

Grades 8-12/Girls

Required Uniform Items:

Oxford shirt, white (short or long sleeve)w. Fairhill logo, tuck or no-tuck style

Skirt, box pleat, plaid

At least one of the following:

Cardigan or crew sweater or vest, navy with Fairhill logo

Jacket, polar fleece, navy with Fairhill logo

Optional Uniform Item:

Skirt, box pleat, khaki

Pants, pleated or flat front, khaki

Grades 8-12/Boys

Required Uniform Items:

Oxford shirt, white (short or long sleeve) with Fairhill logo

Pants, pleated or flat front, khaki

At least one of the following:

Cardigan or crew sweater or vest, navy with Fairhill logo

Jacket, polar fleece, navy with Fairhill logo

***BELTS ARE REQUIRED for all students if uniform item has belt loops:**

Brown for boys; black for girls; braided or smooth leather belt

Requirements for Shoes:

Grades 8-12/Girls

Solid Black, Sperry (or similar style)

Grades 8-12/Boys

Solid Brown Slip-on, Timberland (or similar style)

Requirements for Socks:

Boys Crew Socks

Grade 8-12/Brown

Girls Knee Socks

Grades 8-12/Navy or black

Optional for Girls in Grades 8-12

Tights, Navy or Black (opaque or cable)

Wednesday Dress

Students may wear the current school year Fairhill School spirit shirt or oxford uniform shirt with khaki pants or fitted blue jeans. Other spirit shirts may be substituted for the current spirit shirt as designated. Jeans

MAY NOT be ripped or distressed. Leggings may not be worn as a substitute for jeans. Shoes should be closed toe and closed back.

Physical Education/Athletic Uniform Requirements

Mesh Shorts – navy

T-Shirt – gray

Hooded fleece (*required* for 8th graders for cooler weather months)

Fleece pants (*required* for 8th graders for cooler weather months)

High School students should consult with individual coaches before purchasing this winter uniform as it may duplicate the team uniform.

*All items require Fairhill screen and student initials.

*Tennis shoes or appropriate athletic shoes required for P.E./Athletics

Please label all uniform items with the student's name.

UPPER SCHOOL UNIFORM GUIDELINES

Please note: The Fairhill logo is REQUIRED for all shirts.

Boys

1. Boys are expected to have a neat and orderly appearance. Uniforms are to be kept in good repair. Pants must be hemmed.
2. Jewelry is to be kept to a minimum. Earrings and wallet and key chains are not allowed at school or any school function.
3. If undershirts are worn, they MUST be solid white. Long-sleeve undershirts should NOT be worn with short-sleeve shirts.
4. Uniform shirts must be tucked in.
5. Uniform shirts are required under school sweaters and fleeces.
6. Only Fairhill sweaters and fleece jackets are permitted to be worn in the building.
7. Exaggerated hairstyles or colors are unacceptable.
8. Hair must be cut above the eyebrow and shirt collar.
9. Facial hair is not permitted.
10. Body piercing is not allowed.
11. Tattoos must not be visible during the school day or at school functions.
12. Belts are required.

Girls

1. Girls are expected to have a neat and orderly appearance. Uniforms are to be kept in good repair. Pants and skirts must be hemmed.
2. Jewelry is to be kept to a minimum-no more than 3 per ear, arm, etc.

3. If undershirts are worn, they MUST be solid white.
4. Uniform shirts must be tucked in, unless it is the no-tuck style.
5. Uniform shirts must be worn under school sweaters and fleeces.
6. Only Fairhill sweaters or fleece jackets are permitted to be worn in the building.
7. Exaggerated hairstyles or colors are unacceptable.
8. Body piercing is not allowed with the exception of pierced ears.
9. Tattoos must not be visible during the school day or at any school functions.
10. Skirt length is not to be shorter than 3 inches from the top of the knee.
11. Belts are required to be worn with pants having belt loops.

FAIRHILL FALCON LETTER JACKET

In an effort to reward and encourage participation in extracurricular activities, a letter jacket has been designed for qualifying students. The design selected is the “traditional design” with snap buttons, knit waist and cuffs, and the traditional knit collar. The jackets will have a consistent look, while still affording the student athlete and organization member the flexibility to display the individual sport or organization insignia, as well as group and individual accomplishments. The school encourages its students to participate in extracurricular activities to facilitate a belief in hard work, practice, fairness, team work, integrity, courtesy, and to promote pride in wearing the Fairhill Falcon letter jacket. These jackets will be available for purchase in late May of each school year. There is an approximate six weeks processing time and jackets will be delivered at the start of the next school year.

Letter Awards

- Letters are awarded by a committee consisting of the Executive Director, Head of Upper School, Athletic Director and Organization Sponsors.
- Letters are awarded to varsity team members and organization members who meet the requirements outlined by their particular organization.
- Prior to the start of a sports season, the student athlete must participate in try outs for the team and be awarded a position on the varsity roster. Organization requirements are outlined in the Organization Requirements section.
- Student athletes and organization members must remain academically eligible and in good standing within the school community.
- Student athletes must remain in good standing on the team by attending practices and competitions, displaying excellent sportsmanship on and off the field, and being a value-adding member of the team throughout the entire season.
- Organization members must remain in good standing by attending practices, competitions, productions and/or completing community

service as well as display positive leadership and value within their organization.

General Guidelines

- The sport or organization symbol will be embroidered on the letter.
- The letter recipient may add their uniform number to the sleeve of the jacket. The number must match the color and material of the letter.
- Patches for district and state championships may be added to the sleeve of the jacket. These must match the color and material of the letter.
- Patches for district, regional, state, and national individual recognition may be added to the sleeve of the jacket, including first team, second team, and honorable mention.
- MVP, Freshman of the Year, and Newcomer of the Year awards may be added to the sleeve of the jacket.
- No club sports may be added unless endorsed by Fairhill School.
- Letters and jackets may be updated each year through Balfour Company during the month of May.

Teams and Organizations Included In Letter Jacket Program

- BASKETBALL
- BOWLING
- CHEERLEADING
- CROSS COUNTRY
- FOOTBALL
- GOLF
- TENNIS
- TRACK
- ART
- BAND
- DRAMA
- JOURNALISM
- STUDENT COUNCIL
- VOLLEYBALL

Organization Requirements

Art: Complete 2 years of credit level art and have an ‘A’ average in art or 1 year of credit level art with an A average and a minimum of 3 TAPPS awards.

Band: Complete 2 years of credit level band and participate in 5 yearly musical productions.

Drama: Complete 2 years of credit level drama and participate in yearly drama productions.

Drama Tech: Participate as a member of the technical team in 4 mainstage productions.

Journalism: Complete 2 years of credit level journalism and serve on the production staff of the school newspaper and/or yearbook for 2 years

Student Council: Serve 2 years on Student Council and complete 40 hours of Student Council community service

FIELD TRIPS

Field trips at Fairhill are taken to enhance the overall multi-sensory program. They are scheduled in direct correlation with a specific subject area. In order to provide these important extended classroom experiences, parental involvement is crucial. If necessary, parent volunteers may be asked to transport students. Whenever possible, students will be transported by bus.

GUIDELINES FOR TRANSPORTING STUDENTS TO SCHOOL SPONSORED EVENTS

- Require all students to wear seatbelts at all times.
- Do not allow children 12 years and younger to be passengers in the front seat of an automobile equipped with a passenger airbag.
- Drive to the designated location without detours or stops.
- Cell phone use is prohibited while transporting students.
- Keep the group of students together at all times.
- Do not allow students to leave with anyone, even a parent, unless the teacher is personally notified in advance.
- At the completion of the trip, load cars immediately and return directly to campus without making any unscheduled stops. Escort the students to the front lobby to be received by a Fairhill faculty member.
- Do not provide food or treats for those in the car.
- In order to give your full attention to your student group, do not bring siblings on the trip.
- In order to drive students, it is imperative that the driver is not under the influence of any substance (drugs, alcohol, or medication) that would impair the driver's ability to drive safely.
- In the event of an accident, the driver's personal car insurance will be the primary insurance for all passengers.

All parents planning to transport students for a school-sponsored event during the school year must have a current Driver's Information Sheet on file in the school office and must be cleared through the School's criminal background process. This process is for the protection of all students and is not intended to hinder volunteerism or embarrass any family. We sincerely hope that you understand our concern for student safety and will cooperate in this process.

HOMEWORK POLICY

Homework is a part of the Fairhill academic program. The primary purpose of homework is to teach responsibility and enhance the academic program. Assignments are given on an individual and group basis with the specific needs of the student taken into consideration. All homework is expected to be

completed and turned in during the day specified by the teacher. Homework is considered a student responsibility; individualized disciplinary action will be taken in the event homework is not turned in, including a possible reduction in the grade given and/or detentions.

INCLEMENT WEATHER

Should it be necessary to close school or delay starting time due to inclement weather, Fairhill will generally follow the decision made by the Plano Independent School District. You will be notified through *RenWeb Parent Alert* school notification system with specific information. School closure information will also be posted on local television stations.

INSPECTION POLICY

The School reserves the right to inspect and conduct a search of a student's locker, book bag, backpack, vehicle, computer, and any other possessions or property on the School premises or a School sanctioned event. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account. Further, the School has the right to confiscate property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and state law. Periodic contraband inspections will be conducted by non-aggressive detection canines. Any such confiscated items may be retained, destroyed, or if appropriate, turned over to law enforcement.

LOST AND FOUND

Articles found in and around the school should be turned in to the office where the owners may claim their property. Any articles not claimed within sixty days will be disposed of or donated to charity.

MAKEUP WORK

Students must make arrangements with individual teachers upon returning to school to make up all work missed when absent. All makeup work is expected to be completed within three days, unless an extension is granted by administration. Work or tests assigned prior to a student's absence are expected to be completed and turned in the day the student returns. A maximum grade of "70" will be given to all assignments not turned in within the required time.

Lower School parents wishing to obtain makeup work prior to their child's return

should notify the office and allow one full day for the staff to assemble the work. Work can be picked up in the office the following morning; however assignments *cannot* be faxed to the student.

Upper School students should check Edmodo for missed assignments and complete assignments according to teacher instructions.

MEDICATION POLICY

If it is necessary for a student to take **any** form of medication at school, (this includes non-prescription medications) the *Fairhill Medication Policy and Consent Form* must be on file. All medication will be kept and dispensed through the office. A student may take only cough drops or throat lozenges on his own.

Any other medication must be administered by the school personnel.

All non-prescription medications must be brought in by the parent and clearly labeled with the student's name, dose, and time to be administered. This includes aspirin, Tylenol, and Advil or other OTC medications.

Prescription medications will be given only if they are sent in the **ORIGINAL container** and accompanied by Fairhill Medication Policy and Consent Form (child's name and dosage should already be on the label). When you are having a prescription filled, drug stores will usually give you a second container with the amount of medication to be given during school hours separate from that to be given at home.

MOTOR VEHICLE USAGE/PARKING

Only high school students possessing a valid driver's license are authorized to drive cars to and from school. Students are to exercise utmost caution driving on the school parking area. Student drivers or passengers who endanger the safety of themselves or others will be subject to disciplinary action, which may include loss of driving/parking privileges on campus.

Students must pay the \$40.00 parking fee, register their vehicle with the School, and park in their assigned parking place. A student assumes responsibility for security and for damages to his/her vehicle while parked on school property or at a school function. If there is reasonable cause, school personnel and law enforcement officers are authorized to inspect cars parked on school premises.

Vehicles parked on school property are under the jurisdiction of the School and students will be held responsible for, and will be subject to disciplinary action for, any prohibited objects or substances, such as alcohol, drugs, tobacco, electronic smoking devices, and/or weapons found in vehicles parked on School

property. Searches of vehicles may be conducted any time, with or without the permission of the student. Students shall not go into parking areas during School hours without permission of a School administrator or according to School procedures.

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Fairhill School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year in the month of October.

Students in the 10th, 11th, or 12th grades are eligible for membership. Candidates must have been in attendance at the school the equivalent of one semester. For the scholarship criterion, a student must have a cumulative grade point average of 3.5. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional comments on a candidate's service activities, character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule. Notification takes place in the month of October.

Following notification, a formal induction ceremony is held at the school to recognize all the newly-selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection.

Appeals regarding non-selection for the Fairhill NHS chapter should be directed to the Head of Upper School. All appeals will be considered by School Administration and the appointed Faculty Academic Council.

OFF-CAMPUS PRIVILEGES

Junior and senior level students have off-campus lunch privileges one day a week on the day and during the time designated by the administrative staff. Students' work, attendance, and behavior must meet the level required by the teaching staff to be granted this privilege. A written permission form signed by the parent or legal guardian must be on file in the school office.

ORGANIZATIONAL GUIDELINES

One important facet of the Fairhill program is to help students develop organizational skills.

Grades 1 – 3 Students in grades one through three are required to carry a binder to and from school daily. This binder contains a pencil bag, an assignment sheet, a behavior chart, a calendar, and homework assignments.

Grades 4 – 9 Students in grades four through nine are required to keep an organizational notebook. In order to keep the notebooks organized, we spend the first few minutes of each day reorganizing, and on Mondays, we devote the homeroom period to organizational activities such as getting assignment sheets or assignment books ready, adding to the calendars, and making sure the students have their supplies.

The list below tells the order of the notebooks.

- Supply Bag
- Assignment Sheet (Grades 1 - 6)
- Behavior Chart (Grades 1 - 7)
- Assignment Books (Grades 7)
- Long Term Assignment Calendar
- Homework
- Subject Areas
- Paper

There is some variation of this sequence with grade level. Assignments are written on the assignment sheet or book each day for each class and initialed by the teacher. Long term projects and deadlines are recorded on the Long Term Assignment Calendar. Homework papers should be kept in the front of the notebook until they are collected by the teacher. To monitor your student's completed work, please check behind the subject area tabs.

Grades 8-12 Students in grades eight through twelve are required to use their iPad for the organization of classwork and homework. Students utilize the program, 'Edmodo' for assignments in each class and the application, 'Notability' for filing assignments, projects, and homework. The Edmodo calendar/planner application is also used to monitor due dates for assignments.

PARENT/FAMILY COOPERATION

The School believes that a positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family from the community. You should be aware that there will be no refund of tuition and that any unpaid balance is payable in full according to the terms of the student's enrollment contract. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

PAYMENT OF TUITION AND FEES

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make School tuition a budget priority. All tuition payments must be made utilizing FACTS. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School or not being allowed to take examinations. Transcripts and student records cannot be forwarded to another School if there is an outstanding balance in his/her account, or if there are other outstanding debts.

PERSONAL ITEMS

Personal items that are not required for class assignments should not be brought to school. The school will not be responsible for lost or stolen personal items.

PHYSICAL RESTRAINT

Any school employee may, within the scope of the employee's duties, use and apply to a student physical restraint that the employee reasonably believes is necessary in order to: (1) protect a person from physical injury, including the person using physical restraint; (2) obtain possession of a weapon or other dangerous object; (3) protect property from serious damage; (4) remove from a specific location a student refusing a lawful command of a school employee, in

order to restore classroom/school order or impose disciplinary measures; or (5) restrain an irrational student who presents a danger to the student or others.

PROPERTY DAMAGE

Students who destroy or damage school property will be required to pay for losses or damages. If students willfully destroy school property, administration may determine that suspension and subsequent expulsion are warranted. If a student should happen to damage something by accident, it should be reported to a teacher or the office immediately.

PSYCHOLOGICAL SERVICES

Psychological Services are available to help students and parents with personal or social concerns that may arise and which affect the student's academic performance or social conduct.

Students and parents should be aware that our School's philosophy is that conversations with psychologists are treated as confidential, with limited exceptions. The psychologist may also directly inform the parent and/or administration of sensitive communications to find ways to help the student and/or family. In addition, the psychologist may be required to report such communications to law enforcement or child abuse authorities when the nature of the communication reveals the immediate or imminent risk of harm to the student or others, or a violation of the child abuse laws.

REPORT CARDS

See "Academic Reports" on page V-1.

REPORTING OF INFRACTIONS TO SCHOOLS, COLLEGES AND UNIVERSITIES

If requested on the original application, students and parents are responsible for immediately reporting to colleges and other schools to which the student may be transferring (1) disciplinary matters for which a consequence has been given; and (2) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the School/college of such an incident.

In the case where a disciplinary action (or withdrawal) has occurred after the college or School transfer application has been sent, the same process must be followed. In other words, if the original application asked for information on disciplinary infractions, the student should update the information if it later

changes and provide the School with a copy of the update letter. Similarly, the School will update the information to the college or school. This reporting must take place in letter form to the college or school within ten days after the consequence has been imposed or the withdrawal has occurred.

REQUIREMENTS FOR GRADUATION

Students attending Fairhill in grades nine through twelve will be required to have a minimum of 28 credits for graduation. One credit is granted for each full year of a subject completed with passing grades. Students are also required to complete a minimum of 90 hours of Community Service for graduation.

Academic Credit Requirements

| | | |
|---|-------------------------------------|--|
| 1 | English | |
| 1 | Literature | |
| 3 | Integrated English/Literature | |
| 4 | Math | |
| 4 | Social Studies | |
| 4 | Science | |
| 1 | Digital Graphics | |
| ½ | Speech | |
| 1 | Fine Arts | |
| 1 | P. E. | |
| ½ | Health | |
| 2 | Foreign Language | |
| 5 | Electives | |

Community Service Requirements

- Senior year — 30 hours
- Junior year — 25 hours
- Sophomore year — 20 hours
- Freshman year — 15 hours

Fairhill School accepts academic credits received from other accredited schools. Credits from a non-accredited school will be reviewed and granted at the discretion of the administrative staff. Fairhill does not assign cumulative grade point average rank to students transferring into the school after their sophomore year.

SATURDAY SCHOOL

Saturday School is designed for disciplinary purposes for students in grades 8-12. Saturday School will be implemented for various infractions such as, **but not limited to**, tardies, excessive or unexcused absences, failing grades, and dress

code violations. The hours of required attendance are 9AM to noon; students are required to wear their school uniform. The cost is \$50 per student per Saturday. **This fee must be paid in full on or before the Saturday assigned or the student will not be allowed to attend that day, and this action will be treated as a failure to attend.** Students who fail to attend an assigned Saturday School will be suspended until a conference is held with the student, parent(s), and administrator to determine the student's eligibility to remain enrolled at Fairhill School. The only acceptable excuses for missing Saturday School is a signed physician's note on his/her business letterhead and valid religious conflicts. If such an illness or religious conflict prevents attendance on the assigned date, then the student will be reassigned to either the next scheduled Saturday School or another comparable sanction. The time served at Saturday School will be filled with academic assignments that must be completed that day and evaluated for grades. The assignments may be make-up work or additional enrichment activities provided by the student's teacher(s).

SCHOLARSHIPS

Each year a limited amount of financial aid in the form of partial payment of tuition is available. The amount of financial aid granted to any applicant is determined by individual need, relative to the need and number of other qualifying applicants. Please contact the office for application materials. All applications must be completed and submitted no later than April 25. In order to perpetuate this program and increase the amount of financial aid available in years to come, we urge you to consider a donation to the Fairhill Scholarship Fund.

SPECIAL EVENTS

Moms' Visiting Day, September 28, 8:00 – 10:00 A.M.

Each year time is set aside for students to invite their moms to spend some time in their classrooms.

Annual Fund Drive

The Annual Fund Drive provides an opportunity for parents, grandparents, and friends to give tax-deductible donations to Fairhill, thereby keeping tuition increases to a minimum. Our goal is 100% participation.

Annual Fairhill Golf Classic, October 22

Everyone is invited to participate in this Fairhill event at the *Golf Club at Twin Creeks*. The 18-hole scramble is preceded by a putting contest open to all ages. The entire family is invited to join golfers for the buffet dinner and awards ceremony following the tournament.

Dads' Visiting Day, January 25, 8:00 – 10:00 A.M.

Each year time is set aside for students to invite their dads to spend some time in their classrooms.

Grandparents' or "Grandfriends" Day, March 1, 1:00 – 3:00 pm

Grandparents or "Grandfriends" are invited to visit the classrooms of their grandchild and attend any special activities that may be planned.

Lower School Open House and Performance, March 7, 6:30 P.M.

This evening provides a venue for showcasing all lower school students. The students kick off the evening with a musical presentation followed by an Open House event. Students in grades 1-7 will display projects in their classrooms where all students and parents will be able to see them at this evening "Open House" event.

Fairhill Gala-Auction and Dinner, April 13

The 2018 - 2019 Fairhill Gala is being held at the Addison Convention Center in Addison. All parents are urged to attend. (UPDATE THE VENUE?)

Dads' Annual Family Cookout, April 26

In conjunction with Earth Day, Fairhill Dads provide a tasty treat to the entire student body. Dads don aprons and cook and serve the most delicious hamburgers ever! All parents are invited to attend.

Awards Ceremonies for grades 8 – 12, May 17

Academic awards to recognize academic growth and excellence are presented to Upper School students each spring.

Graduation, May 30, 2:00 P.M. Bentwood Trail Presbyterian Church

STUDENT COUNCIL

The Upper School Student Council is involved in community service projects as well as planning and implementing activities and provides student leadership opportunities.

STUDENTS LEAVING SCHOOL DURING THE DAY

If it is necessary for a student to leave school, he/she must have written or telephone permission from the parent. Before a student leaves the school property, he/she must sign out in the office. Upon returning, the student must check in through the office.

TEXTBOOKS

Grades 1-7

All basic textbooks and workbooks are loaned to students for their use during the year; students pay for other supplies. Textbooks are to be covered and handled carefully. Students are required to pay for lost or damaged books. The cost of textbooks for this age student ranges from \$55 to \$90. Please be sure your student's name and school name are written on the book covers in case the book is misplaced.

Grades 8-12

Students in grades 8-12 purchase their own textbooks and workbooks. These textbooks are to be kept at home. The contracted source for these textbooks is Follett Virtual Bookstores. Students may order books at www.foollett.com. The books are shipped directly to the student's home in approximately 3 to 5 days.

TRANSPORTATION AND DEPARTURE PROCEDURES

In order to transport students efficiently, effectively, and safely to and from school each day, it is important for everyone to follow our carpool procedures. ***Carpool procedures are primarily designed to provide a safe environment for students, drivers, and staff.***

In the morning, please drop off students at the **north** end of the building by the front door and utilize the circular drive to exit. Please have your child prepared to exit the car quickly to keep the line moving as fast as possible. This should allow for a safe and efficient morning drop off for everyone. ***Please DO NOT drive into the east parking lot as that is reserved for student drivers and staff.*** If you need to accompany your child into the building, please park in the **west** parking lot near the school entrance. All students should be in their homerooms no later than 8:10.

Lower School (grades 1-7) is dismissed at 3:20 and Upper School at 3:30. When arriving for afternoon dismissal always join the line on the service road. If you are coming south on Preston, you can make the hairpin turn and come under the bridge, then proceed to the end of the line on the service road. You can join the end of the line by making a U turn or turning around in the commercial parking lot on the south end of the service road. South bound traffic can also turn across Preston and access the line without having to turn around. We ask all drivers to enter campus and line their vehicles up along the west side and north end of the building with the first car stopping in the designated location. ***Please stay in your vehicle and wait for your child to exit the building.*** If it is necessary to come into the building to meet with a teacher or administrator or to conduct Parent Council business, then please park in the **west** parking lot or outside of the campus gates.

Staff members direct students to load in order to keep the line moving. **Drivers should be prepared for students to enter their vehicles only from the right side because exiting traffic will be on the left.** This may be inconvenient for some drivers, but in the interest of safety, this rule is imperative. Again, utilize the circular drive to exit the campus. Because we dismiss students at two separate times in the afternoon, **it is essential for the 3:30 carpool drivers to join the carpool line no earlier than 3:30.** This allows staff to direct the Lower School traffic without undue congestion. Remember that the purpose of two dismissal times is to reduce carpool congestion. **If your carpool consists of both Upper and Lower School students, then you must pick up the carpool at 3:30.** We supervise all Lower School students in that category until the 3:30 dismissal time.

For the safety of the students, you are not permitted to pick up a student at the gates of the school or off-campus. These carpool procedures enable us to account for students until they are with you. In addition, **cell phone use is prohibited when you are driving on campus or in the carpool lane.**

In case of rain, students remain in the building. Loading is done on the north end of the building from the front door. Carpool numbers must be displayed, and you must allow for more time.

Please drive slowly and cautiously on campus. **ALWAYS** avoid texting or talking on your cell phone while driving on campus. **DO NOT PASS CARS IN THE CARPOOL LINE.** Again, if you need to come into the building, please utilize the west visitor parking area.

Student drivers must maintain a safe driving record to retain their driving privileges. Students driving to school are required to park in assigned parking spaces.

*If your student's transportation arrangements change during the school year, then we request that you contact the office immediately. In order for us to be aware of your student's transportation arrangements, a completed transportation form must be on file.

It is imperative that students be picked up promptly at the end of the school day. In case of emergency please call the office.

WITHDRAWAL AND TRANSFER

In order for final transcripts and progress reports to be released, all books must be turned in and tuition and fines paid in full. In addition, the office must have parental permission on file in order to release records. Please allow two weeks to process records.

All policies are meant as guidelines only. Fairhill administration reserves the right to make revisions without written notice.

***IMPORTANT ACKNOWLEDGEMENT ON NEXT PAGE. THIS
ACKNOWLEDGEMENT MUST BE SIGNED BY PARENT AND STUDENT
AND RETURNED TO THE FAIRHILL OFFICE.**

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

We have read and understood all statements and provisions set forth in the Student Handbook.

Student

Grade

Date

Parent or Guardian

Relationship

Date