



Fairfield College Preparatory School

A Jesuit, Catholic School of Excellence

Dear Prep Parents:

We hope that your son is enjoying his summer vacation and that he returns to school well rested and ready to meet the challenges of another academic year. We would like to share with you several important pieces of information concerning the 2018-2019 academic year.

PREP CONNECT

Fairfield Prep has a new online portal called **Prep Connect**, where we house all important school-related information. All students and parents should currently have login information for Prep Connect. The portal is accessible by visiting our newly designed website www.fairfieldprep.org, clicking the navigation symbol at the top right of the page and clicking PREP CONNECT in the menu. Beneath that you will also see a Quicklinks, with shortcuts to specific pages. **Prep Connect** gives parents and students direct access to the following platforms:

- Schoology (teacher assignments)
- NetClassroom (progress reporting and grades)
- Naviance (college info/applications)
- PAC card (dollars to be used for lunch purchases and vending machines)
- Smart Tuition (payment of tuition and other activities)
- FACTS (financial aid)
- Parents & Students (programs, activities, forms and documents, Bellarmine Guild and Fathers' Club)

Prep Connect also includes the Student Directory and School Calendar (with iCal feed) on the top of the portal page. Any questions regarding your Prep Connect login please contact Database Manager Mrs. Iwona Kolotylo, X3218 or ikolotylo@fairfieldprep.org.

FORMS & DOCUMENTS

- **HEALTH FORMS** – State Health Assessment Record, Sports Physical Form, and Medication Order forms can all be printed, taken to your doctor, and then mailed to Fairfield Prep. A valid sports physical must be on file to participate on any team.
- **ATHLETIC FORMS & DOCUMENTS** – Participation in Prep athletics requires the reading of the documents by students and parents, plus submission of the Online Registration form for each sport.
- **ACADEMIC FORMS & DOCUMENTS** – Please review this year's [Student/Parent Handbook](#) for the rules and regulations currently in effect. Also included in this section is the SAT Preparation Course Registration.
- **TRANSPORTATION & FEES** – This section currently includes the forms for the shuttle bus and other special student activities. [Read important details about Metro North, town buses, parking and carpools.](#)

BOOKSTORE

Please visit our online bookstore to access links to our booklists, Summer Reading and Summer Assignments for all students, FAQs, and information on how to order textbooks from the Fairfield Prep Online Bookstore, hosted by Follett Virtual Bookstores (FVB). Note: The Fairfield Prep Bookstore will open on Wednesday, August 8, and all information about course books and materials is available at www.fairfieldprep.org/bookstore. If you have any questions, please feel free to contact our Director of Student Discipline, Harold (Dean) Davis, who is the contact person for the bookstore at hdavis@fairfieldprep.org.

SCHOOL CALENDAR

The full School Calendar will be available on Prep Connect at the top of the portal page. Note: Some dates and schedules may change throughout the year. In the meantime, a temporary PDF of [Important Dates for the 2018-2019 School Year](#) is available. Some beginning-of-the-year important dates are as follows:

Orientations:

Friday, August 24	Freshman Orientation 8:30 a.m. – 2:30 p.m.
Monday, August 27	Senior Orientation-Reflection Day 8:30 a.m. – 12:30 p.m.
Tuesday, August 28	Sophomore/Junior Orientation 8:30 a.m. – 12:30 p.m.

- Beginning at 8 a.m. on the assigned orientation days, ID pictures will be taken in the Arrupe Lobby. Any student who does not have a Prep ID card must have an ID picture taken before departing from the orientation day.
- On orientation days, students report directly to homeroom promptly at 8:30 a.m. Student homeroom information will be posted on the main bulletin board in Berchmans Hall.
- For their orientation day, students may wear a collared polo shirt, casual pants/shorts (no jeans), and athletic footwear.
- Parents of freshmen are asked to drop students off near the grand staircase entrance of Arrupe Hall in the faculty parking lot, where they will be met by our upperclassmen leaders.

First Day of Classes - Wednesday, August 29.....All Classes Begin 8:30 a.m. – 2:30 p.m.

Back-to-School-Night

Thursday, Sept. 13 from 7 – 9 p.m. During this evening, parents will be able to meet their son's teachers by attending an abbreviated version of his class schedule. Before the "Back-to-School" night, the Guidance

Department will hold a special College Information Evening for parents of seniors from 5:30 - 6:30 p.m. in the Student Life Center.

EMAIL ACCESS - To access the email address of any member of the faculty or staff use the first initial of the first name followed by the last name (no space) followed by @fairfieldprep.org. For example, John Smith is accessed through jsmith@fairfieldprep.org. A full directory is available on Quicklinks and Prep Connect.

IMPORTANT SUMMER TELEPHONE NUMBERS:

Main Office 203-254-4200

- Ext. 2235 Dr. Thomas de Quesada, Principal's Office
- Ext. 2332 Mr. Timothy Dee, Academic Dean
- Ext. 2538 Mrs. Colleen Keltos, Dean of Operations
- Ext. 2629 Ms. Madeline Namin, Registrar
- Ext. 2238 Mr. John Hanrahan, Dean of Guidance & College Advising
- Ext. 2880 Mrs. Nicole Zuraw, Accounting Supervisor
- Ext. 2255 Mr. Elliott Gualtiere, Director of Campus Ministry
- Ext. 2210 Mr. Thomas Curran, Director of Athletics
- Ext. 2239 Mr. Kevin Altieri, Director of Admissions
- Ext. 2690 Dr. Donna Andrade, Dean of Mission & Identity
- Ext. 3375 Technology Help Desk

ATHLETIC TRYOUTS

In order to participate in tryouts for any Prep sport, it is mandatory that the following information be submitted:

- Current valid physical to the school nurse, Mary Ellen Lehmann, at mlehmann@fairfieldprep.org.
- Online registration for the specified sport: www.jesuitpride.com > Registration.

Tryout schedule:

- Football: August 13, 3-6 p.m. Barlow Field. All freshmen, sophomores, juniors and seniors.
- Soccer:
 - August 23: 9-11:30 a.m. AND 1-3 p.m. at Rafferty Stadium. Varsity and JV tryouts for returning JV and Varsity team members and all interested sophomores, juniors and seniors.
 - August 23: 3-5:30 p.m. at Grauert Field. Tryouts for all incoming freshmen.
- Cross Country: August 23: 3-5:00 p.m., Lessing Field Track, all freshmen, sophomores, juniors and seniors.
- Crew:
 - August 29: 3-5 p.m., Erg Room Alumni Hall, all returning crew team members.
 - August 30: 3-5 p.m., Erg Room Alumni Hall, freshmen and interested candidates.
- Sailing: September 4: 3-5 p.m., Pequot Yacht Club, all freshmen, sophomores, juniors and seniors.

For up-to-date information of practice times and locations, consult the Fairfield Prep athletic website, www.jesuitpride.com, which you can also access on www.fairfieldprep.org > Athletics. If you have any questions concerning our athletic programs or participation requirements, please refer to the Prep website or contact Athletic Director Mr. Tom Curran at 254-4200, Ext. 2210 or email (tcurran@fairfieldprep.org).

TRANSPORTATION

- Town buses are provided for students residing in Fairfield who live more than 1.5 miles from campus. The routes will be posted on the main bulletin board in Berchmans Hall at the end of August.
- Shuttle buses from the Fairfield train station to Fairfield Prep will leave beginning at 7:30 a.m. The shuttle bus will begin on Wed., August 29. To help defray the cost of the shuttle, a yearly fee will be charged. In order to receive a sticker, which will enable students to ride the shuttle, you must enroll and pay online. Your son will receive his sticker during the first week of school, or within a week of verified payment. Shuttle bus transportation will not be provided without a sticker after the first two weeks of school (grace period).
- Metro North commuters: Fairfield Prep submits its roster of students directly to Metro North. Please complete and submit Prep's [Metro-North Student Registration form](#). **All new students** must be entered by Prep into the Metro North's Mail&Ride system no later than August 10 to receive the September ticket. Student discounted train tickets **MUST** be purchased online through the Metro North web site.
- ["Carpool to School"](#) is a new website for use by Prep families to arrange their own carpools for school day and after-school sports and activities. This is available beginning summer 2018 and can be found on Quicklinks and in Prep Connect.

ON-CAMPUS PARKING PERMITS - Permits for campus parking will be limited to designated areas on campus. All juniors and seniors who wish to obtain a permit must follow this procedure in order to register: Report to the Security Office in Loyola with a license, Prep ID, car registration, and a check made payable to Fairfield University for \$120. This must be completed before 3 p.m., Fri., Sept. 7, in order to obtain a permit. Unregistered cars will be ticketed beginning Wed., Sept. 12.

SENIOR SAT COURSE

The fall SAT course, designed to prepare seniors for the October 7, November 4 or December 2 SAT exam, will begin on Sunday, September 9 according to the schedule:

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|------------------------|--------------------------------------|
| • Sunday, September 9 | 10 a.m. – 3 p.m. |
| • Sunday, September 16 | 10 a.m. – 3 p.m. |
| • Sunday, September 23 | 10 a.m. – 3 p.m. |
| • Sunday, September 30 | 9 a.m. – 1 p.m. (Open House at 2:00) |
| • Tuesday, October 2 | 3 – 6:30 p.m. SAT Practice Test |

All classes will be held in Arrupe 103. Enroll online at www.fairfieldprep.org/sat. The cost of the course is \$250. The registration deadline is Thursday, September 6.

STUDENT RULES AND REGULATIONS

Please review the [2018-19 Student/Parent Handbook](#) for the rules and regulations currently in effect.

DRESS CODE - Our dress code will be in effect from 8:30 to 2:30 in all areas of the Prep campus except the gymnasium and the weight room. No student may wear any outerwear within the school buildings (jackets, coats, etc.). Only sweaters, vests, and dress jackets are permitted to be worn over the dress shirt and tie. Any type of hooded clothing or sweatshirts may not be worn during school hours. In addition, only certain styles of

shoes will be considered acceptable. The dress code and several pictures that illustrate acceptable dress and shoe styles [can be found here](#): Students who are not in dress code will face disciplinary sanctions.

STUDENT ATTENDANCE - In order to receive academic credit for course work at Prep, students must meet a residency requirement:

- **Any student who accumulates more than 18 unexcused absences in any course during the school year will not receive a grade or credit for that course until all missed time is made up in special sessions established by the school.**
- All absences are considered to be unexcused except those that are authorized by the school administration for school related activities (early dismissals for sports, attendance at retreats, etc.), death in the immediate family, observance of a religious holiday, emergency medical reasons or a mandatory court appearance (additional documentation required for last two reasons).
- Please carefully review the new attendance policy in the [2018-19 Student/Parent Handbook](#).

STEALING - Stealing the property of another is intolerable within the context of a Jesuit, Catholic School of Excellence. Consequently, we will continue to enforce a zero-tolerance policy concerning stealing. Any student who steals the property of another student will face significant disciplinary sanctions and may be expelled from our community. We ask all students to put their names on their belongings and to secure them in their assigned lockers when they are not being used. Lockers must be locked at all times.

CELL PHONES - Cell phones are not permitted to be used inside the Prep buildings during the school day (8:30 – 2:30) except for academic purposes under the direction of a teacher or administrator or in the Student Life Center. This includes, but is not limited to: sitting on the floor using your device or using cell phones during passing time. Any cell phone seen in the possession of a student during the school day violating this policy will be confiscated, and the student will be subject to disciplinary sanctions.

ACADEMIC INTEGRITY (Cheating) - The Academic Integrity Policy is strictly enforced. Please review this policy with your son so as to avoid any misunderstandings on the procedures that are followed when a breach of the policy occurs.

BELLARMINE GUILD AND FATHERS' CLUB

The Bellarmine Guild (mothers) and Fathers' Club are comprised of parents/guardians of currently enrolled Prep students. Please visit the Parents & Students section inside PREP CONNECT to learn about the events they sponsor, their calendars, and how to get involved.

Although it is only July, we are all busily preparing for the start of school. If you have any questions do not hesitate to call the appropriate office any time after Tuesday, August 14.

May you have a restful and enjoyable summer,

The Prep Administration