



Fairfield College
Preparatory School

**STUDENT/PARENT
HANDBOOK**

2014-2015

1073 NORTH BENSON ROAD
FAIRFIELD, CT 06824-5157

I. MISSION AND PHILOSOPHY

A. Profile Statement

Fairfield College Preparatory School, founded in 1942, welcomes young men into an engaging and exciting learning experience. Catholic in values and Jesuit in tradition, Fairfield Prep is part of a 450 year old, worldwide network of Jesuit high schools and universities.

Easily accessible by train or from Interstate 95 and the Merritt Parkway, Fairfield Prep is located on the beautiful grounds of Fairfield University. Our students have access to many University facilities, including its library, Quick Center for the Arts, chapel, athletic fields and gym, all of which create a true college preparatory experience.

At Prep we prize great teaching in order to develop in our students the ability to think, and to inspire a lifelong love of learning that moves them beyond academic excellence to growth in faith, conscience and compassion. We welcome each student as an individual in a dynamic learning environment and as a responsible participant in a caring and diverse community.

As a community, we look to Christ as teacher and example and welcome with reverence members of every religion, race and economic background. We encourage our students to become “men for others” who freely give service, especially to those in need.

We at Fairfield Prep are proud of our many service projects and retreat programs, our state of the art technology center and science facilities, our drama, music and arts offerings and our prominent athletic tradition. As the only all-male Catholic high school in Fairfield County, our students benefit from an atmosphere that allows them to focus on their studies and form strong and lasting friendships with each other. Our students also enjoy interaction with young women through a rich variety of extracurricular and social activities.

Every year we offer over one million dollars in financial aid. Our graduates attend the most competitive colleges in the nation, and then serve their communities with distinction in every profession. As alumni, their gratitude to Fairfield Prep is heartfelt and genuine.

The Fairfield Prep experience lasts a lifetime.

B. Mission Statement

Fairfield College Preparatory School is by tradition and choice a Jesuit, Catholic high school of excellence. Fairfield Prep welcomes young men of every race, religion and economic background to a community of faith that is both academically challenging and personally enriching.

The mission of Fairfield Prep is:

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

Fairfield Prep strives to accomplish this mission by demonstrating personal care and concern for all of its students and by celebrating their unique gifts and diversity. In turn, students are expected to become responsible participants in the Prep community and beyond and are encouraged to use their talents in the service of others, especially to those in need, *ad majorem Dei gloriam**

* “For the greater glory of God”, the Jesuit motto.

C. Profile of the Fairfield College Preparatory School Graduate at Graduation

Students live in many worlds - the worlds of faith, of reason, of self, of family and of community. They live in the traditions of the past, in the culture of the present, in the envisioned world of the future. It is from our perception and consideration of these worlds that we at Fairfield Prep have developed our concept of the graduate at graduation. To be meaningful, this necessarily ideal concept must be based on the actual and real, on our understanding of our students as they come before us daily and the worlds they represent. Only then can the world of Fairfield Prep - a world distinctively and uniquely one of Jesuit education, of Catholic faith and of the Ignatian vision - effectively educate and nurture our students in the transformation process from childhood to adulthood.

We must preserve, first of all, our Catholic and Jesuit world, creating an environment in which our students will develop their moral perceptions, encounter the reality and experience of God, find strength in His grace, and discover the truth and make it their own. We seek to develop within our students a loving, positive, committed and involved awareness of the beauty of humanity and God's promise

of redemption for all humankind. This is a world of ideals, of faith and hope and promised justice - a world our students should strive continually to realize. Yet, we must also meet our students where they are; we must meet the worlds they represent.

Culturally, our students represent an environment that is, indeed, "worldly". Essentially, it is an environment endangered by secularism, an environment whose goals are often those of materialistic achievement and success, of upward mobility. Clearly, it is an environment implicit with high expectations of its children. It is perhaps ironic that within this "American dream" society exists a subculture of the young - media influenced and sensuous, demanding both self-gratification and a liberalizing individualism. Our students are witnesses, as well, to the growing disintegration of the American family structure.

The products of this society, when first we meet them as incoming freshmen, are intelligent, questioning, and eager to compete and more culturally sophisticated than they know. Newly aware of themselves emotionally, intellectually, socially and sexually, they have begun the search for a separate identity, the exploration of the possibilities of self. Yet, one questions whether these students feel sufficiently free to achieve particular self-definition given the cultural criteria of high achievement and success-oriented expectations.

Certainly our students need an academic environment that will develop them intellectually and morally, a supportive academic environment which will provide them with the needed freedom, opportunity and love to achieve a positive sense of self. We are their extended world, a bridge to the world of adolescence. Finally, our students, like adolescents universally, are very idealistic and in some way, very innocent, wanting order to stabilize their new freedoms, wanting faith in the future and belief in ultimate justice. In other words, they want and need the opportunity to explore the possibilities of the self and of faith, goodness and justice in the world.

And what of the world to which they will ultimately go forth, this world of the future? It is the world of modernity - technological, scientific, mechanistic, and corporate. It is a world characterized by alienation, by political tension and uncertainty, by the threat of nuclear destruction, and by economic injustice. Conversely, it is also a world of enormous potential, of intellectual and scientific progress, of cultural and political revolution in the name of human freedom and human rights. It is a world moving towards cultural expansion and global concern - a world that may provide the greater development of human dignity. While we must be acutely aware of the threats to western civilization, it is to this last and positive perception that we must direct our students and ourselves.

Based on these concerns and our perceptions of man's many worlds, the ideal graduate at graduation will have realized the self within the nurturing climate of the Jesuit spiritual community. His intellectual abilities and moral perceptions will have been refined and developed so that with maturity and continuing growth he will be able to function wholly and positively within the complexities of the modern world, bringing to it moral insight, reasoned judgment and a willingness to act in the cause of human justice.

The following represents a description of our graduates under five general categories:

1. Open to Growth
2. Intellectually Competent
3. Religious
4. Loving
5. Committed to Doing Justice

1. Open to Growth

The Jesuit high school student at the time of graduation has matured as a person – emotionally, intellectually, physically, socially, religiously – to a level that reflects some intentional responsibility for one's own growth. The graduate is beginning to reach out in his development, seeking opportunities to stretch one's minds, imagination, feelings, and religious consciousness.

Although still very much in the process of developing, the graduate already:

- Is beginning to take responsibility for growth as a person; desires integrity and excellence in multiple facets of one's life.
- Is learning how to accept self, both talents and limitations, with a sense of humility and gratitude.
- Recognizes the need for leisure and recreation and budgets time for those activities.
- Exercises regularly for physical fitness and health.
- Understands principles of good nutrition and practices healthy eating habits.
- Understands the dangers of and avoids the use of controlled substances.
- Is more conscious of his feelings and is freer and more authentic in expressing them and managing one's impulsive drives.
- Is open to variety of aesthetic experiences, and continues to develop a wide range of imaginative sensibilities.
- Is becoming more flexible and open to other points of view; recognizes how much one learns from a careful listening to peers and significant others; and recognizes one's biases, limitations, and thinking patterns.
- Is developing a habit of reflection on experience which informs future actions.
- Is beginning to seek new experiences, even those that involve some risk or the possibility of failure.
- Is learning to view criticism and setbacks as interesting, challenging, and growth producing.
- Begins to practice leadership skills, including vision, relating well and collaborating with others, and acting with integrity.
- Sees leadership as an opportunity for service to others and the community.

- Is developing a healthy and appropriate sense of humor.
- Is exploring career and life-style choices within a framework of faith and values.
- Is becoming more aware of choices and consequences relating to adult issues.
- Understands the implications and hazards of technology-based activities, including issues of privacy, social isolation, access to pornography, and addictive use of technology itself.
- Views emerging technology as potentially supportive to personal and professional growth.

2. Intellectually Competent

By graduation the Jesuit high school student will exhibit a mastery of those academic requirements for advanced forms of education. While these requirements are broken down into departmental subject matter areas, the student will have developed many intellectual skills and understandings that cut across and go beyond academic requirements for college entrance. The student is also developing habits of intellectual inquiry, as well as a disposition towards life-long learning. The student is beginning to see the need for intellectual integrity in his or her personal quest for religious truth and in his response to issues of social justice. (Note: although this section deals with intellectual competence, elements from other parts of this *Profile* clearly presume levels of intellectual understanding consistent with those highlighted in this section.)

By graduation the student already:

- Has mastered those academic skills required for college (or for some other form of advanced education).
- Is developing mastery of logic and critical thinking.
- Is developing precision and creativity in oral and written expression within and across disciplines.
- Is developing a curiosity to explore ideas
- Is developing the ability to apply knowledge and skills to new situations.
- Is able to learn in a variety of settings and through a variety of pedagogical approaches.
- Is developing the ability to learn as an active member of a team.
- Uses technology resources to support collaborative work for learning, problems solving, and communication.
- Uses effectively a variety of media resources to acquire, create and process information.
- Assesses media and content critically, attending, for example, to issues such as credibility of sources, values expressed or promoted, and civility and respect for persons.
- Is developing an organized approach to learning tasks.
- Can present a convincing argument in written and oral form that evidences sound analytical reasoning and convincing rhetoric.
- Is taking pride and ownership in his school accomplishments and is beginning to enjoy intellectual and aesthetic pursuits.
- Has begun to develop knowledge of central ideas and methodologies of a variety of academic disciplines.
- Has begun to relate current issues and perspectives to some of their historical antecedents.
- Is growing in knowledge and understanding of his cultural heritage and of cultural complexities in one's local community and in a global society.
- Is beginning to understand the public policy implications of science and technology.
- Is beginning to understand the interdependence of global economic policies.
- Understands basic principles of personal finance and handles one's own finances responsibly.
- Is beginning to understand both rights and responsibilities as a citizen of one's country.
- Is beginning to understand one's own government and other forms and practices of government around the world.
- Understands the need for individual and community responsibility for stewardship of the earth's resources.
- Understands a variety of images of the human person through literature, biography, history, and the arts that lead to a greater appreciation of the variety of human experience.
- Is beginning to develop that critical consciousness which enables one better to analyze the contemporary issues facing men and to seek and evaluate the various points of view on these issues from the standpoint of a man for and with others.

3. Religious

By graduation the Jesuit high school student will have a basic knowledge of the major doctrines and practices of the Catholic Church. Having been introduced to Ignatian spirituality, the graduate will also have examined his own religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and/or community. What is said here, respectful of the conscience and religious background of the individual, also applies to the non-Catholic graduate of a Jesuit high school. The level of theological understanding of the Jesuit high school graduate will naturally be limited by the student's level of religious and human development.

By graduation the student already:

- Has read the Gospels and encountered the person of Jesus Christ as He is presented in the New Testament.
- Has a basic understanding of the Church's teaching about Jesus Christ and His redeeming mission, as well as the embodiment of that mission in and through the Church.
- Has an understanding of the variety of the world's religious traditions.
- Is beginning to take more responsibility for exploring and affirming one's own faith.
- Is increasingly willing to let religious faith influence one's basic values, lifestyle, and vocational interests.
- Understands that being fully alive/human necessitates an active relationship with God.
- Is aware/appreciates that human life is fundamentally spiritual.
- Has experienced the presence of God (finding God in all Things):
 - in private prayer
 - on a retreat
 - in liturgical prayer
 - in some other moments of grace
- Is learning how to express self in various methods of prayer, especially those from the *Spiritual Exercises*.
- Is forming a Christian conscience, evaluates moral choices, and reasons through moral issues with increasing clarity
- Appreciates the centrality of the Eucharist to a vibrant Christian community.
- Is learning through his own sinfulness of the need for healing by and reconciliation with friends, family, Church and the Lord.
- Recognizes that any sin affects the entire human community.
- Understands the relationship between faith in Jesus and being a "man for and with others."
- Knows Church teachings on moral issues and social justice.

4. Loving

By graduation, the Jesuit high school student is continuing to form his own identity. He is moving beyond self-interest or self-centeredness in close relationships. The graduate is beginning to be able to risk some deeper levels of relationship in which one can disclose self and accept the mystery of another person and cherish that person. Nonetheless, the graduate's attempt at loving, while clearly beyond childhood, may not yet reflect the confidence and freedom of an adult.

By graduation the student already:

- Is learning to trust friends, family, and adults in the school and wider community.
- Has personally experience God's love.
- Is growing in self-acceptance and in recognizing that he is loved by God and others.
- Assumes responsibility for maintaining good personal health.
- Is attentive to sources of stress and applies healthy strategies to maintain balance in one's life.
- Is alert to the signs of emotional and mental distress in others and follows appropriate referral measures.
- Has begun to identify and work against personal prejudices and stereotypes; is open to and able to communicate with others, especially persons of another race, gender, religion, nationality, socio-economic background, or sexual orientation.
- Has personally experienced support from members of the school community.
- Has made specific contributions to build school community.
- Is becoming increasingly comfortable and mature in relating with persons of a different gender.
- Is beginning to integrate sexuality into his or her personality.
- Has begun to appreciate deeper personal friendships, while also learning that not all relationships are profound and long lasting.
- Is beginning to appreciate the satisfaction of giving of oneself through service for and with others.
- Is increasingly empathetic.
- Takes into account and values the feelings of others when making decisions.
- Is sensitive to the beauty and fragility of the created universe and exercises stewardship.
- Cares deeply about preserving human life.

5. Committed to Doing Justice

The Jesuit high school student and graduation has acquired considerable knowledge of the many needs of local, national, and global communities and is preparing for the day when he will take a place in these communities as a competent, concerned and responsible member. The graduate has been inspired to develop the awareness and skills necessary to live in a global society as a person for and with others. Although this commitment to doing justice will come to fruition in mature adulthood, some predispositions will have begun to manifest themselves earlier.

By graduation the student already:

- Is growing in awareness of selfish attitudes and tendencies which lead one to treat others unjustly; consciously seeking to be more understanding, accepting, and generous with others.
- Is beginning to see that Christian faith implies a commitment to a just society.
- Is growing in awareness of the global nature of many social problems such as human rights, population displacement, resource distribution, war/terrorism, etc., and their impact on human communities.
- Practices a sustainable lifestyle based on awareness of social, economic and environmental consequences.
- Is working to be environmentally responsible by limiting the use of non-renewable resources and maximizing sustainable resources.
- Is beginning to engage in the public dialogue on environmental issues, practices, and solutions.
- Is beginning to understand the structural roots of injustice in social institutions, attitudes and customs.
- Is gaining, through experiences of and reflection on Christian service, an understanding of and solidarity with marginalized members of society.
- Is developing, from reflection on experiences with the marginalized, a sense of compassion and a growing understanding of the social changes which will assist all in attaining their basic human rights.
- Is becoming aware, through study and reflection, of alternatives in public policy that regulate services provided to segments of the community.
- Has begun to reflect on social justice implications of future careers.
- Is beginning to understand the justice implications inherent in Christ's commandment to love one another.
- Is beginning to recognize the importance of public opinion and voter influence on public policy in local, regional, national and international arenas.
- Is beginning to understand the complexity of many social issues and the need for critical reading of diverse sources of information about them.
- Is beginning to confront some of the moral ambiguities embedded in values promoted by Western culture.
- Is beginning to make decisions, based on gospel values, which sometimes conflict with the values of a materialistic society.

Conclusion

Students will always experience the conflict between the ideals of Fairfield College Preparatory School and the real world around them. They, as we, will be heavily influenced by others - parents, peers, media, culture, and society in general. Yet, the world of Fairfield College Preparatory School will wherever and whenever possible bring its influence to bear on the development of its students in accordance with this profile.

D. Prep--A Historical Perspective

Jesuit education finds its roots in the spiritual and cultural renaissance of sixteenth century Europe. Founded in 1540 by St. Ignatius Loyola, the Society of Jesus (the Jesuits) very quickly committed itself to the work of educating young Catholic leaders. At the time of the Saint's death in 1556, over 100 Jesuit colleges had been established in Europe. In the following years, men like Francis Xavier, Matteo Ricci, Robert Bellarmine, and Peter Canisius would establish schools dedicated to instilling a zeal for the Gospel of Jesus Christ and love of classical learning in lands as diverse as Japan, China, India, the Philippines and the Americas.

In 1942, the Provincial of the New England Province of the Society of Jesus was invited by Bishop McAuliffe of Hartford to establish a Jesuit high school and college in Fairfield County. The Provincial, Father John McEleney, (later Archbishop) purchased 200 acres of land overlooking Long Island Sound in the town of Fairfield. The original Jennings mansion became McAuliffe Hall, our first classroom building, and the Lashar mansion became Bellarmine Hall, the first Jesuit residence. The first graduating class of 1943 consisted of eleven young men.

The Prep grew. By 1946, the Prep enrollment was approaching 800 and two new buildings, Xavier and Berchmans, were on the drawing boards. 1947 also marked the establishment of Fairfield University of which Prep is a division.

Through the fifties, enrollment at Prep remained by design between 800 and 900 students. In the meantime, the University expanded rapidly and the original campus of two buildings and fifty students began to grow into the campus of today with twenty-four buildings and over 3,000 students enrolled in the Prep, the undergraduate college and the graduate schools.

Today, Fairfield Prep has an enrollment of 890 students. It conducts classes in Xavier Hall, Berchmans Hall, and Arrupe Hall, and has use of our own Father Brissette Athletic Center. The growth of the University has opened up to the Prep a host of new facilities that we may use: The Nyselius Library, the Recreation Complex with its indoor swimming pool, basketball, racquetball, and tennis courts, the Quick Center for the Arts, and the Egan Chapel of St. Ignatius of Loyola.

Fairfield Prep has come a long way since Father McEleney first gazed on those 200 acres of Fairfield hillside. There are now over 9,000 alumni. The faculty of Jesuits and lay men and women are strongly dedicated to the goals of Jesuit education. The academic reputation of the Prep continues to grow, and each year we open our doors with a renewed sense of excitement and hope for the future. It was St. Ignatius' dream that each of the schools would exit ad majorem Dei gloriam - "for the greater glory of God." We believe that at Fairfield Prep this dream is being fulfilled.

E. Accreditation

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

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

**NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
THE SANBORN HOUSE, 15 HIGH STREET
WINCHESTER, MASSACHUSETTS 08190
(617) 729-6762**

F. Notice of Nondiscriminatory Policy as to Students

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

II. ACADEMIC STANDARDS

A. Academic Year

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

B. Academic Requirements for Graduation

1. Courses

<u>Area</u>	<u>Credits</u>
English	4.0
Mathematics	4.0
Computer Literacy	0.5
Foreign Language	3.0 (thru Level III)
Social Studies (Western, Eastern, and American Studies)	3.0
Science (Biology, Physics, Chemistry)	3.0
Fine Arts (visual or performing)	1.0
Theology (Required of ALL students)	4.0
<u>Electives</u>	<u>2.0</u>
Total credits for Graduation	24.5

2. Other Requirements for Graduation

a. Community Service Requirement:

Freshman Theology - Participation in Freshman Field Day

Sophomore Theology - 10 hours of service to church, school or local community **per semester**

Junior Theology – Thirty hours of community service in an agency approved for senior service. Students may choose to participate in an Urban Plunge, an Appalachia Immersion or a Mission trip. These students will receive 20 hours of the required 30 hours for participation in these experiences. The remainder of the hours must be performed in agencies approved for seniors.

Senior Theology - guidelines published in Social Ethics syllabus

Failure to complete service requirements will result in loss of one letter grade in Sophomore and Junior Theology and failure of Senior Theology (Social Ethics).

b. Guidance Seminars

All years as scheduled

c. Foreign Language Requirement

A student must complete three levels of a foreign language at Prep. Entrance to Level IV language classes is based on results of a placement exam

d. Science Requirement

Students who place in and elect to take Biology in their freshman year will be expected to elect a science course in their senior year.

3. Credits

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

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

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

C. Honors Courses

Certain courses, including Advanced Placement, have been designated as "Honors" courses by the departments because the work requirements are both quantitatively and qualitatively above and beyond what is required in other courses. Consult the current Curriculum Guide for a listing of Honors courses, for enrollment prerequisites, and for summer assignment requirements.

D. University Courses

Seniors who have completed all levels of a core curriculum subject may, with the permission of the Director of Guidance, enroll in a Fairfield University course. A University one semester course is equivalent to 0.5 credits at Prep and the grade carries honors weight.

E. Evaluations and Grading System

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

		<u>Regular</u>	<u>Honors/AP</u>
A	(93-100)	4.00	4.25
A-	(90-92)	3.67	3.92
B+	(87-89)	3.33	3.58
B	(83-86)	3.00	3.25
B-	(80-82)	2.67	2.92
C+	(77-79)	2.33	2.58
C	(73-76)	2.00	2.25
C-	(70-72)	1.67	1.92
D+	(65-69)	1.33	1.58
D	(60-64)	1.00	1.25
F	(Below 60)	0.00	0.00

Notes:

1. The designation of **Incomplete** (I) can be granted by the Director of Guidance for illness or severe extenuating circumstances. However, all work must be submitted and all tests must be taken within 5 school days after a quarter ends or all incomplete work will be calculated as failures.

F. Honors Designations

Honors designations are based on the following:
Summa cum laude yearly GPA of 3.90 or higher
Magna cum laude yearly GPA of 3.65 or higher
Cum laude yearly GPA of 3.40 or higher

G. Eligibility for Participation in Extracurricular Activities

Participation in a sport, club, or activity is a privilege, not a right. Students who are in violation of either school or team (club) rules may be suspended or excluded from participation. The Connecticut Interscholastic Athletic Conference determines athletic eligibility requirements for all students. CIAC standards state that a student must be passing four classes to be eligible to participate in sports. However, Fairfield Prep reserves the right to rule students on academic probation ineligible to participate in extracurricular activities. Transfer students should consult the Director of Athletics concerning applicable eligibility rules in effect at the time of their enrollment. Fairfield Prep does not accept applications from students who wish to transfer for sports related reasons. Athletic ability is not a consideration in the allocation of Financial Aid.

H. Semester Examinations

All students must take all semester exams on time according to the published schedule. Make-up exams will be administered on a designated date only for the following reasons:

1. Conflicts in the exam schedule
2. Sickness certified by a doctor's note
3. Other emergencies certified by the Director of Guidance

Failure to take a make-up exam(s) at the designated time and place will result in automatic failure for the exam(s) in question.

I. Failures and Summer School

1. A student must attend summer school to remediate all failures before advancing to the next academic year.
2. A student may attend summer school to improve any grade below C. Courses taken to remediate failures or improve grades below C will be noted on the student's transcript and the grade and credit will be averaged into his GPA.
3. Students may take summer school classes for enrichment. Classes taken for enrichment are reported on the transcript but are not calculated into the GPA.
4. Students may choose to audit summer school classes. Audited classes are neither reported on the transcript nor calculated into the GPA. However, once a student elects to audit a class, the decision is irrevocable, and he may not seek to have the course counted for credit at a later date.

J. Academic Standards

A student must maintain a minimum yearly grade point average of 2.0 to remain in good academic standing. Students whose yearly grade point average falls below 2.0 will be either placed on academic probation or withdrawn from the school.

Students will be automatically withdrawn from the school if, when final grades are posted, their yearly or cumulative grade point average falls below the following standards:

	Yearly	Cumulative
Freshman	1.67	1.67
Sophomore	1.85	2.00
Junior	2.00	2.00

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

K. National Honor Society

Criteria for NHS Membership

1. **Scholarship:** Students who have completed either Sophomore or Junior year in June and who have attained both yearly and cumulative GPAs of **3.40** or higher will be contacted by Dr. Andrade in mid-July to apply on-line (via the Fairfield Prep website) to the National Honor Society.
2. **Service:** Two service projects at the school or in the community of any duration (1 day or longer). **Service Projects required at Prep (Sophomore/Junior Service, Freshmen Field Day, etc.) do not fulfill this requirement.** The NHS Service requirement is in addition to the Prep Service requirement. A signed letter of recommendation (downloaded from website) from an adult from one of the service organizations is required. **E-mail recommendations will not be accepted.**
3. **Leadership:** The applicant must currently be involved in at least two extra-curricular activities (either in or outside of school). In addition, the applicant must also serve in at least one leadership role in the community, church, or in the school. A signed letter of recommendation (downloaded from the website) from an adult from one of the leadership or extra-curricular organizations is required. **E-mail recommendations will not be accepted.**
4. **Character:** The applicant must request a letter of recommendation from a teacher at Fairfield Prep when school begins. This form will be sent to teachers in late August.

5. Once inducted, NHS members must maintain both 3.4 yearly and cumulative GPAs at the end of each academic year or membership will be revoked.
6. Once inducted, NHS members are required to perform service as **Peer Tutors** in the Academic Center on a regular basis. Early in each fall, NHS members will be notified by the Director of Student Activities and Christian Services to attend a meeting that will provide them with the details and information regarding their required service.

NHS Timeline

<p>Early May Mid-July</p>	<p>Pre-Application Announcement posted on Prep Website (www.fairfieldprep.org) 1) Based on both yearly <u>and</u> cumulative GPAs of 3.40 at the end of sophomore or junior year, students will be invited to apply via snail-mail. 2) NHS Application posted on Prep Website</p>
<p>Early September Mid-September Late September</p>	<p>Applications Due Notification of NHS acceptance sent Honors Awards Mass</p>

L. Policy on Academic Integrity

“The Task of the teacher is to help each student become an independent learner, to assume the responsibility of his or her own education” (Go Forth and Teach: The Characteristics of Jesuit Education). Fairfield Prep encourages each student to be actively engaged in the learning process. It is the Prep’s expectation that students, over time, will be increasingly able to learn on their own and produce scholarship of which they can be proud. This development requires special care in maintaining an attitude of academic honesty throughout a student’s four years at the Prep. Students who submit materials that are the products of their own mind demonstrate respect for themselves and their community in which they study. These students possess a strong sense of honor, reverence for truth and a commitment to the ideals of Jesuit Education. Dishonesty harms not only a particular student’s integrity but also the wider community, which suffers from decreased trust and a lack of respect for the honesty and integrity of others. Since integrity must be preserved, dishonesty is intolerable. Consequently, misrepresentation of academic achievement in any form will be considered a significant violation of our community’s standards. Violations of this standard include but are not limited to:

- Cheating: Using or attempting to use unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include looking at another student’s paper during a quiz or test; obtaining or giving a copy of a quiz or test, or submitting homework borrowed from another student.
- Theft and Unauthorized Distribution of Academic Materials: Examples include, but are not limited to: tests, quizzes, teacher text editions, storage devices, cell phone images of tests, quizzes, etc.
- Fabrication: Inventing or falsifying information. Examples include inventing lab data for an experiment you did not do or did not do correctly, or making references to sources you did not use in a research paper.
- Facilitating Academic Dishonesty: Helping someone else to commit an act of academic dishonesty. This would include giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.
- Plagiarism: Using words or ideas of another writer without attribution, so that they seem as if they are your own. Plagiarism ranges from copying someone else’s work word for word, to rewriting someone else’s work with only minor word changes, to summarizing without acknowledging a source.
- Abuse of Academic Materials: Harming, appropriating, or disabling academic resources so that others cannot use them. This includes cutting tables and illustrations out of books to use in a paper, stealing books or articles, and deleting or damaging computer files intended for others’ use.
- Deception and Misrepresentations: Lying about or misrepresenting your work or academic records. Examples include forging a teacher’s or a parent’s signature on documents, taking credit for group work to which you did not contribute significantly or for which you did not meet your obligations, or using a translation program in a foreign language class without the permission of the teacher.
- Electronic Dishonesty: Using network access inappropriately in a way that affects a class or other students’ academic work. Examples include using someone else’s computer account, breaking into someone else’s files, or using material from someone else’s storage device.
- Unauthorized Use of Calculators/Computers: Using calculator programs, or computer programs and/or data in a manner not approved by the teacher.
- Daily Homework Assignments: Determining penalties for cheating on daily homework assignments is at the sole discretion of the teacher.

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

Procedure for Observed Cheating

1. In all instances, the teacher (or prefect on semester exams) determines that cheating has occurred.
2. The teacher completes a referral form documenting the incident and reports the incident to the Academic Dean.
3. Upon receipt of the referral form, the Academic Dean will convene a meeting with the teacher and the Housemaster to collaboratively decide upon the courses of academic and disciplinary actions. The Academic Dean will record the academic and disciplinary penalties and keep them on file.
4. After the meeting, the teacher will contact the parents of the student(s) who committed the violation to inform them of the academic penalties and the Housemaster will also contact the parents to inform them of the disciplinary penalties (See **Penalties for Violating the Policy on Academic Integrity**, below).

Procedure for Theft and Unauthorized Distribution of Academic Materials

1. The teacher fills out the referral form and immediately reports the incident to the Academic Dean.
2. The Academic Dean will convene an Ad hoc Investigative Team comprised of the following: the teacher, the Department Chairperson of the discipline, the Dean of Guidance and College Advising, and the Housemaster, all of whom will work collaboratively to:
 - a) Identify the involved offender(s), the extent of the violations, gradations of culpability, etc. (Housemaster)
 - b) Review records to determine if the offender(s) are repeaters and to review each of the offender's overall academic performance (Academic Dean)
 - c) Assess each of the offender's extenuating personal, social, emotional or psychological circumstances (Dean of Guidance & College Advising)
 - d) Review each of the offender's academic performance in the teacher's class and the communication history: Teacher-student, teacher-parent, and/or Chair-parent (Teacher & Department Chair)
3. After the initial investigative meeting, a date and time will be set for a second meeting of the Ad hoc Investigative Team. At that time, the team will collaboratively decide if the violation warrants convening the Academic Integrity Board to determine if additional academic and/or disciplinary sanctions that exceed the penalties described below should apply.
4. The Academic Dean will record the academic and disciplinary penalties and keep them on file.

Penalties for Violating the Policy on Academic Integrity

Students should realize that some violations of the honor code are so serious as to warrant the most severe consequences regardless of whether the transgression is a first or second offense. For first and second offenses, the penalties outlined below will automatically apply. In the case of a third offense, an Academic Integrity Board consisting of the Principal, the Academic Dean, the Housemaster, the student(s)' Guidance Counselor, the Chair of the discipline in which the cheating occurred and a member of the faculty selected by the student will meet to determine which sanctions will apply.

First Offense:

- Academic Penalty: A ZERO is automatically given for the assignment or exam in question and there is no opportunity to make up the work.
- Disciplinary Penalty: A disciplinary referral form is sent to parents with a warning concerning the consequences of a second violation. The student serves 3 days detention. The student will be required to write a guided reflection paper that will serve as the basis for a discussion with the teacher to take place within one week of the transgression.

Second Offense:

- Academic Penalty: A ZERO is automatically given for the assignment or exam in question and there is no opportunity to make up the work
- Disciplinary Penalty: The student serves 3 days of in-house suspension. The student will be required to write a guided reflection paper that will serve as the basis for a discussion with the teacher to take place within one week of the transgression. A disciplinary referral form is sent to parents with a warning that any future violations may result in expulsion. The student signs a statement acknowledging the seriousness of his actions, pledging not to violate Fairfield Prep's standards in the future, and accepting the consequences if there are any further incidences of cheating. In addition, a student may be prohibited from participating in any school leadership position.

Third Offense: The Academic Integrity Board meets to consider expulsion or other lesser penalties including but not limited to prohibiting the student from participating in any school leadership position such as Student Government, Cardinal Key Society, or Captain of a team. In these proceedings, the burden is on the student to show why he should remain a part of the Prep community.

M. Dropping Course/Changing Courses/Teacher Preferences

After the published "FINAL ADD-DROP PERIOD," schedules for the following academic year are considered to be final and no student may drop or change a course for any reason. In addition, under no circumstances will Fairfield Prep honor teacher preference requests.

N. Academic Center

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

O. Computer Facilities

Fairfield Prep provides each of its students with an e-mail account and a personal user account. Both accounts offer students access to network resources including personal storage space and the Internet. Use of these accounts, as well as all of the Fairfield Prep computer facilities, are considered a privilege not a right.

Prior to the start of each academic year, each student and his parents are asked to sign an Acceptable Use Policy Statement (AUPS) that details the guidelines for expected behavior involving computers. Any user found in violation of these rules is subject to suspension or termination of computer privileges as well as disciplinary action by the Dean of Students.

Prep students are expected:

- To use the computer facilities only for academic purposes.
- To report any damage of equipment or suspected problems with the equipment or network to the computer teacher(s).
- Not to modify any hardware configurations or software programs in any way. Any modification that results in computer hardware/ software becoming inoperable will be considered vandalism.
- To respect all computer room rules as outlined in the AUPS and/or set forth by the computer teachers.

P. Students with Learning Disabilities

Fairfield College Preparatory School offers a very challenging curriculum designed to allow students to compete at the most competitive colleges and universities in the country. While we do accept students with moderate learning disabilities, the extent to which we are able to modify our highly specialized curriculum while still maintaining the integrity of our academic offerings is limited. We do offer several resources that may prove of some assistance for those students with diagnosed moderate learning disabilities. The demands and design of the curriculum, in conjunction with the school's schedule, does not permit us to implement all recommendations that may appear in a student's Individualized Educational Plan. However, we do offer the following student support services:

1. Extended time for mid-year or final exams (one and one-half times the time allotted)
2. Permission to use a lap-top computer in the classroom for note-taking and in-class assignments
3. Permission to use a tape recorder to record lectures
4. Priority classroom seating as needed
5. Access to peer tutors
6. Access to extra help by teachers during the 2:30-3:00PM Consultation Period
7. Access to academic monitoring through the use of the Learning Center

Parents are encouraged to enter into a dialog with Prep's Guidance Department concerning their son's particular needs so that we can jointly ascertain whether Prep is the best academic environment in which a student can develop to his fullest potential.

Q. Academic Records

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

R. Parent-Teacher Communication

The best way for parents to communicate with teachers is through e-mail. The e-mail address of a teacher is the first letter of the first name followed by the last name followed by@fairfieldprep.org. (Example: rsmith@fairfieldprep.org) Parents should expect a response **within 48 hours** to an e-mail received by a teacher during calendar dates in which school is in session.

III. SPIRITUAL LIFE

Director of Campus Ministry – Elliott Gualtiere
Rev. Lawrence D. Ryan, S.J., Chaplain

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

Each member of the staff, faculty, and administration supports these efforts. Students participate in our school-wide liturgies throughout the year, as Eucharistic Ministers, Lectors, Altar Servers, Ushers and Choir members. The Campus Ministry Student Board are student leaders who coordinate various Campus Ministry activities including the Mite Box Fundraising campaign. Our Jesuit tradition maintains high respect for people of all faith traditions. Our Thanksgiving Assembly is an ecumenical Prayer Service. While learning about the

Catholic faith, our efforts are aimed at having the students learn about other faiths as well, with each student growing within his own faith tradition.

We have an active retreat program based on the Jesuit tradition that it is good to take time away from one's usual routine, to reflect, spend time in prayer, and have spiritual conversation with one's peers. The Freshmen Retreat is a two-day event, led by upperclassmen leaders, including a sleepover at the school. Efforts are made to increase the sense of community among the class and provide new experiences of fostering one's spiritual dimension and learning from one another about new ways to pursue an awareness of one-self as called to holiness. The Sophomore Retreat is an optional two night retreat in the spring. This retreat affords the students attending an opportunity to continue the process of discovery of who they are becoming as individuals. The Kairos program is a four-day retreat open to Juniors and Seniors, and introduces them to some of the Spiritual Exercises taught by St. Ignatius and affords students an opportunity to spend time with the Lord. Seniors participate in a day of reflection during orientation. One day student leadership retreats are offered in the summer. These experiences provide leadership training and skill development. The emphasis is on developing a sense of Christian Leadership and how students can apply this concept in their daily life. The Notre Dame Vision summer program and March for Life are two other programs that offer our students an opportunity to explore their own gifts as individuals and how they can make a difference in the world.

There is a daily Mass at 8:10 am in St. Joseph's Chapel in Xavier. School wide liturgies include the Mass of the Holy Spirit at the beginning of the year, Seasonal and Holyday Masses. Teams, classes and clubs arrange special Masses to mark their seasons as well. There is a Mother-Senior Son Communion Breakfast each spring and a Father-Son Communion Breakfast Super Bowl Sunday. The National Honor Society, and Junior Ring Ceremonies are held at Masses. Reconciliation is made available Advent and Lent for every student interested through Theology classes and is available by arrangement with any Jesuit at any time a student may desire it. Students have made use of the Anointing of the Sick with illness and injury throughout the school year. Support groups are offered to deal with the grief following the death of a family member or in dealing with the issues that follow divorce in the family.

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

The following policies cover all employees, students and other personnel connected with Fairfield College Preparatory School. All members of our community are urged to be alert to any occurrence of sexual harassment or acts of intolerance that violate the rights of others.

A. Sexual Harassment

Fairfield Prep will not tolerate any behavior, verbal or physical conduct by any employee, student or member of our community, male or female, which would constitute sexual harassment. Sexual harassment is prohibited by state and federal statutes and is defined as follows:

Unwelcomed sexual advances, requests for sexual favors and other verbal physical conduct of a sexual nature when:

1. Submission to such conduct is either made explicitly or implicitly a term or condition of an individual's employment or academic success;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or educational environment.

The following are examples of prohibited conduct:

1. Unwelcome sexually oriented conversations, advances, demands, physical contact or attention;
2. Verbal abuse or kidding that is sex-oriented, display of pornographic material, sexually oriented innuendoes and actions that are offensive to others.

Such behavior will subject identified individuals to disciplinary action, including counseling, probation, suspension, expulsion, termination or civil and criminal action.

Any student who is the victim of sexual harassment by another student should promptly report the matter to a Housemasters, th Chaplain, or a Guidance Counselor. Any student who is the victim of sexual harassment by a Prep school employee should immediately report the matter to the President or Principal.

The complaint will be promptly investigated and appropriate action will be taken. The complainant will be advised of the outcome. If the complainant is not satisfied, the complainant may request to have the matter submitted to a Grievance Committee for review. Additional information about this policy and procedures may be obtained from the Office of the Principal.

B. Acts of Intolerance

As Fairfield Prep is committed to maintaining a multicultural academic community in which the dignity and worth of each of its members is respected, it is our policy that abuse or harassment, of or by students, faculty, staff, and guests or visitors will not be tolerated.]

Harassment is defined as repeated, persistent or continual verbal, written, or physical abuse directed at a person or a group of different individuals on separate occasions.

In this context, abuse is defined, but not limited to offensive verbal, written, or physical conduct directed at a person or a group based on one's color, race, national origin, ethnicity, religious preference, gender, or sexual preference where such behavior is intimidating, hostile or demeaning, or which could or does result in mental, emotional, or physical discomfort, embarrassment, ridicule or harm.

Such behavior by individuals or group will be subject to appropriate action including, but not limited to, education, probation, suspension, or expulsion from the academic community, and/or civil or criminal action.

Any student who is the victim of harassment, racism, or acts of intolerance by another student should promptly report the matter to a Housemaster, the Chaplain, or a Guidance Counselor. Any student who is the victim of sexual harassment by a Prep school employee should immediately report the matter to the President or Principal. The complaint will promptly be investigated and appropriate action taken. If the complainant is not satisfied, the matter may be submitted to a Grievance Committee for review.

C. Abuse or Neglect of Minors

Fairfield Prep is committed to protecting the safety and welfare of its students and to providing a safe learning environment. Recognizing that youngsters can be abused or neglected in their home environment, the law obligates teachers, guidance counselors, and other professional staff to report suspected abuse or neglect. Fairfield Prep has implemented procedures for reporting suspected incidents to the Department of Children and Families (DCF) and other appropriate officials. The school has also adopted procedures for emergency intervention to protect any student at risk.

Fairfield Prep strictly prohibits any form of abuse of a student by any employee of the school. In addition to mandatory reporting of any suspected abuse of a student by an employee to DCF, any suspected or reported incidents will be thoroughly investigated by Fairfield Prep and appropriate action taken. In all cases, the safety and well being of students are the school's first priority, with due regard for the rights of any individual against whom an accusation is made.

In addition, this policy includes education of employees and students about the problem of abuse and neglect and about school policies designed to assure the safety and protection of students. Any incident of abuse or neglect should be immediately reported to either the Principal or the President.

V. STUDENT RULES AND REGULATIONS

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

School rules and regulations apply at all school-sponsored events, whether on or off campus. Although the school cannot assume responsibility for students' conduct when they are outside the school's jurisdiction, students should remember that, at all times, they are responsible for the good name of Fairfield College Preparatory School. A student involved in any activity, **even though the activity did not take place on campus or at a school sponsored event**, which is detrimental to the reputation of the institution, or that hinders the advancement of the moral good of other students, may give rise to disciplinary action including suspension or expulsion. The school reserves the right to terminate a student's affiliation with the school if, in the absolute judgment of the administration, a student's conduct is not in keeping with the established norms of the school.

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

Respect for Persons and Property

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

A. Bullying

Bullying" is defined as any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are committed more than once against any student during the school year.

It includes intentional written, electronic, verbal or physical acts or actions against another person that a reasonable person under the circumstances should know will have the effect of:

- Placing a person in reasonable fear of substantial harm to his physical well-being or substantial damage to his property.
- Creating a unsafe, hostile, threatening, humiliating or abusive educational environment

Reporting Procedures

Any incidence of bullying should be reported to a Guidance Counselor or a Housemaster. Students participating in bullying will be liable to suspension or expulsion from school.

- B. Inappropriate Language:** The use of **vulgar or obscene language** is contrary to the philosophy of our school. Failure to exercise good judgment and restraint in the use of inappropriate language will result in detention and parental notification. In addition, the school will not tolerate any form of aspersions pertaining to sex, race, religious beliefs, or sexual preference.
- C. Fighting** is considered a serious offense and a breach of the school’s goal of developing Christian character. Any student involved in a fight on school grounds or at any school event, on or off campus, is liable for suspension or expulsion. The **minimum** sanction for a first offense is as follows:
1. Two days out of school suspension
 2. 25 hour service
 3. Disciplinary probation
- D. Hazing** is any conduct or method of initiation into any student organization or athletic team which willfully or recklessly endangers the physical or mental health of another student is considered “hazing” and is strictly forbidden. Faculty and coaches must report any incidents of hazing to the administration. Students participating in hazing will be liable to suspension or expulsion from school.
- E. Stealing:** Stealing the property of another is intolerable within the context of the Prep community. Students caught stealing are subject to severe disciplinary action, including suspension and expulsion. Students may not possess items belonging to others without the owner’s explicit permission. Found items should be delivered to the office of the Housemasters immediately. In addition, any student found guilty of destruction, or defacement of property belonging to another student or to the school is liable for restitution, disciplinary probation and, depending on the seriousness, suspension or expulsion.

F. Dress Code

Students are expected to dress in a manner that is neat, presentable and professional throughout the school day (including semester exams). The following dress code will be strictly enforced from 8:30 AM to 2:30 PM in all areas of the Prep campus except the weight room and the gymnasium.

1. Students must wear neat and clean dress style trousers and a belt. Students must wear a collared dress shirt (either long or short sleeves) that is properly buttoned and **tucked inside the pants at all times.**
2. Only neat and clean sweaters or dress jackets are permitted to be worn over the dress shirt and tie.
3. Shoes and socks are to be worn at all times. Students are required to wear low-heeled, low-cut, tied or closed **dress shoes.** Athletic footwear, work boots, sandals, slippers or shoes without backs are not permitted.
4. A tie or bowtie must be properly tied and worn to the top shirt button.
5. No caps or hats are to be worn or carried inside the school building.
6. No student may wear any outerwear within the school buildings (jackets, coats, vests, etc.) Only sweaters, dress jackets, and dress vests are permitted to be worn over the dress shirt and tie. **Sweatshirts are not acceptable outerwear and may not be worn during the school day.**
7. Backpacks are not permitted to be carried throughout the school day. Upon arriving at school, a student must store his backpack in his locker until the end of the school day.
8. Students’ faces are to be shaved clean, **daily if necessary.** (Beards, mustaches, goatees are not permitted). Hair is to be neat and clean. (Excessively long hair, outlandish cuts, colored hair, and pony tails are not permitted.) (Earrings and body piercing of any kind, are not permitted).

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

G. Alcohol and Drugs

Any use, possession or distribution of alcoholic beverages or controlled substances (as defined by State law) by Prep students is strictly forbidden.

Students who **possess, use,** or are **under the influence** of alcohol/drugs or who are **in possession** of any drug-related paraphernalia while on the Prep or University campus, at any time during the school day, while commuting to and from school, including while riding the train or at the train station or at any school related function school property, will be subject

to disciplinary action which may include suspension or expulsion. These same sanctions will also apply to students **who remain in the presence** of others who are violating the above rules.

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

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

For possession of alcohol or controlled substances, or **for attending** a school related function under the influence of alcohol or a controlled substance, or **for remaining** in the presence of others who are in possession or under the influence of alcohol or a controlled substance, the following penalties will attain:

First Offense:

- 10 class days in-house suspension
- Minimum of 25 hours of service to Prep as determined by the Housemasters.
- Disciplinary probation for a period of one semester. During this period, the student may not be allowed to participate on any school sanctioned trip.
- Referral to substance abuse counselor. Fulfillment of counselor's recommendations

Second Offense:

- 20 class days in-house suspension
- 50 hours of service to Prep as determined by Housemasters
- Disciplinary probation for a minimum period of one academic year. During the probation period, the student will not be allowed to participate on any school-sanctioned trip.
- Referral to substance abuse counselor. Fulfillment of counselor's recommendations.

H. Tobacco

Medical research has proven that the use of tobacco is dangerous to one's health. Therefore, Fairfield Prep forbids the use of any tobacco product by its students on campus or at any school sponsored activity.

I. Weapons

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

J. Gambling/Card Playing

Playing of cards, any form of betting, or exchanging of money with the purpose of betting is prohibited. Violations will result in disciplinary actions.

K. Hallways

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

L. Student Lockers

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

M. Electronic Devices and Cell Phones

Cell phones are not permitted to be used during the school day (8:30 – 2:30) except in designated areas. Cell phones may be used in the cafeteria, the outdoor campus, the gym or with the permission of a teacher. Cell phones may be used in the

Academic Center for research purposes only. Cell phones are not permitted to be brought into administration sites of semester exams. Any misuse of cell phones will result in disciplinary sanctions.

N. Automobiles

No student will be permitted to bring a car to school unless he has a valid on-campus parking permit. Motorcycles and motorized bicycles are never permitted on campus. On-campus parking is a privilege extended first to seniors and then, depending upon the number of allocated parking spaces, to juniors, with carpoolers given preference. Applications for parking permits are available during the first two weeks of the academic year. To obtain a yearly permit, students must present: a registration fee, a valid driver's license, and a valid Prep ID. Day parking permits are available from the Housemasters.

Prep students are only permitted to park in designated parking areas ON CAMPUS. No Prep student is allowed to park on surrounding neighborhood streets.

Once a student parks his automobile at the beginning of the school day, he may not reenter the automobile, even to retrieve school materials, until the end of his school day. No student is permitted to be in the parking lot at any time during the school day including lunch periods.

All tickets for traffic infractions issued by the Department of Public Safety must be paid in full in order for a student to receive final grades and/or a transcript.

O. Transportation

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

P. Leaving and Returning to Campus

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

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

- First Offense: Five days detention
- Second Offense Three days in-school suspension
- Third Offense Parking privileges revoked

Q. Detention

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

R. Suspension

- 1) **In-House Suspension** is the norm for most offenses in which the penalty of suspension attains. For in-house suspension, the student:
 - Reports to school at 8:30 and remains until 3:15 PM
 - Attends all classes
 - Reports to the Housemasters before and after school and during all free periods
 - Is not permitted to participate in any co-curricular or extracurricular activity during the period of suspension. This prohibition includes participation in the Urban Plunge or Kairos Retreat
 - Failure to comply with all terms of the suspension will result in additional penalties including additional days of in-house suspension or out of school suspension.
- 2) **Out-of-School Suspension** is reserved for cases involving a serious breach of the rules of the school or for repeated offenses. The length of out of school suspension is determined by the administration. The student is not permitted to attend classes, participate in any curricular, co-curricular or extracurricular activity or make up any test, quiz, or presentation missed due to the suspension.

S. Disciplinary Probation

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

T. No School/Delay Announcements

Cancellation of school and delayed openings are announced via the Connect-Ed system and on the following stations: WICC 60 AM and WEBE 108 FM, WVIT Channel 30 (NBC). Students and parents may also call the school at 254-4200 for a taped message on the status of a school delay/ cancellation.

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

U. Use of Physical Likeness for Marketing Purposes

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

V. Visual Identity System and Guidelines

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

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

VI. ATTENDANCE AND TARDINESS: POLICY AND PROCEDURES

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

A. Loss of Credit

No credit will be granted in any full year course in which a student has more than 18 unexcused absences regardless of the student's grade in the course. No credit will be granted in any semester course in which a student has more than 9 unexcused absences regardless of the student's grade in the course.

ALL ABSENCES are considered to be unexcused except those that are authorized by the school administration for school related activities. Two areas that are particularly problematic are college visitations and family trips. Neither the former nor the latter will be regarded as reasons for exceeding the absence limitation. Fairfield Prep does not concede the right to parents and/or students to alter the school calendar. Any schoolwork missed during unauthorized absences is the sole responsibility of the student. No teacher is required to provide reading assignments, homework, and/or make-up tests or quizzes.

B. Class Attendance/

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

1. Appointments during hours that interfere with school attendance are strongly discouraged. Parents should submit a signed written statement to the Dean of Students requesting permission for a student to leave during school hours. Classes missed for these appointments will be considered absences that count towards loss of academic credit.
2. When a student is ill or injured during the school day, he must report to the school nurse. No student will be allowed to leave school for reasons of ill health unless:
 - a. the nurse has excused the student;
 - b. the parent has been notified;
 - c. the parent has come to school for the student or arranged for transportation home.

C. Tardiness

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

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

D. Reporting Absence from School

Foreseen absence should be reported in advance to the attendance line in the office of the designated Housemaster (254 4200 Ext 4209). In the case of unforeseen absence, students must have their parent or guardian telephone the designated Housemaster before 10:00 a.m. on the morning of the absence.

E. Admittance Passes

Students who have been absent from school are not permitted to return to their classes unless they receive an admittance pass. An admittance pass will be issued upon presentation to the designated Housemaster of a written statement signed by the parents (guardian) stating the date or dates of absence and the reason for the absence. In the case of absence due to a communicable illness, a doctor's note must be submitted to the school nurse verifying that the student is no longer contagious.

Students will not be permitted to enter homeroom or a class late without an admittance pass.

Students who are absent from a mid-year of final examination must present a note from a doctor in order to be able to take a make-up exam. No other notes relative to the absence are acceptable unless approved by the Dean of Guidance and College Advising.

F. Extracurricular Ineligibility

Students who are absent from school (including medical absence) will not be allowed to participate in any extracurricular and/or athletic activity on that same day without permission of the Dean of Students.

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

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

VII. POLICIES ON FUND RAISING

A. Charitable Solicitation Policy

As a Jesuit school, Fairfield Prep seeks "to challenge its students to become leaders, living as men of conscience, compassion and action." In keeping with this vital aspect of our school's mission, Fairfield Prep encourages our students to give donations to worthy charities through our weekly Mite Box program.

By school policy, all charitable solicitations are required to be submitted to the Mite Box Committee. To submit a request from our Mite Box program for support of a charitable cause, please email the following information to Mr. Elliott Gualtiere, Director of Campus Ministry (egualtiere@fairfieldprep.org):

1. Organization's name;
2. Organization's charitable registration information with the State of Connecticut;
3. Nature of organization's charitable work;
4. Specific need, if any, addressed by the request;
5. Connection to Prep, if any.
6. Name, address, phone number, email address of person submitting the request.
7. Connection to Prep, if any, of the person submitting the request.

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

B. Student requests for fundraising activities.

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

C. Booster Club

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

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

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

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

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

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

VIII. FINANCES

A. Tuition & Fees

Tuition & Fees for the 2014-2015 academic year are \$ 18,325. In addition, a \$300 graduation fee is charged to seniors only and includes the cost of the tuxedo rental. A technology fee of \$ 75 is charged to all students.

Fairfield Prep offers the following two payment options:

- **Annual** - Full tuition and fees are due on July 7, 2014
- **Ten Month Plan** – tuition and fees are paid over ten months from July 7, 2014 to April 6, 2015 through a plan provided by FACTS Management.

B. Deposits

A nonrefundable deposit of approximately 10% of tuition is due each Spring order to guarantee the student's placement in Fairfield Prep for the following academic year. For the 2014-15 year, a nonrefundable deposit of \$1,800 is due by April 22, 2014. (Members of the incoming 14-15 Freshmen Class have already paid their advance deposit.) For students receiving a financial aid award of \$10,000 or more, the deposit due is \$500. Fairfield Prep reserves the right to offer the place reserved for the student to another prospective student or to cancel said place if the deposit is not received by April 22, 2014.

C. Account Status

All accounts must be kept current. In addition:

1. Your financial obligations to the school must be met before the student will be permitted to advance to the next academic year or, if a senior, graduate from Fairfield Prep.
2. Fairfield Prep will not release report cards, grades, and/or transcripts will not be sent to other high schools or colleges until your account is brought up to date.
3. The student will not be allowed to participate in a school-sponsored trip unless your account is current.
4. Fairfield Prep reserves the right to withhold grades and transcripts for non-payment of University parking and

library fines.

5. Fairfield Prep reserves the right to apply any monies received for trips or deposits first to outstanding tuition balances.

D. Penalties

1. Your account will be assessed a late fee of 1% per month (or any part thereof) on balances that are more than 15 days overdue.
2. A \$30 fee will be charged for any check returned for insufficient funds. This fee applies to payment of any obligation due to Fairfield Prep.
3. If your account is overdue on:
 - a. **August 15th** – the student will not be allowed to begin classes in the new academic year until your account is current.
 - b. **January 5th** – the student will not be allowed to begin second semester classes until your account is current.
 - c. **May 15th** – the student will be withdrawn from Fairfield Prep effective the last day of final exams. Seniors will not be allowed to graduate or participate in the graduation ceremony until the account is paid in full.

E. Withdrawal & Refunds

Notice of a student's withdrawal must be given in writing to Fairfield Prep's Registrar. If the student's enrollment is withdrawn in writing, on or before June 30, 2014, you shall be released from the obligation to pay tuition and fees; however, your initial deposit shall not be refunded. Please understand that the school's financial obligations do not change if a student withdraws from the school after June 30, 2014. As a result your obligation to pay tuition and fees is unconditional.

If you withdraw your son from the school;

1. between July 1, 2014 and December 19, 2014, you are responsible for payment of one half of the full year's tuition and fees.
2. after December 19, 2014, you are responsible for payment of the entire year's tuition and fees.

Refund requests must be submitted in writing to the Business Office.

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

F. Insurance

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

IX. HEALTH

A. School Nurse

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

B. Physical Exams

Physical exams are mandatory as an entrance requirement for all freshmen and transfer students, including a complete immunization history. Thereafter, physical exams are required every year for athletes playing a school sport. All athletes must see their own physician for a physical exam before they become involved with tryouts. We suggest the exam be dated after June 15 of the current year. This enables athletes to be eligible for sports participation for an entire academic year. A sport physical form will be available on the Prep website under forms and documents.

C. Immunization

The State of Connecticut has mandated by law that no student shall be allowed to enter school without showing proof of proper immunization for the following diseases: **Diphtheria, Pertussis, Tetanus (DTaP, Td)** - minimum of three doses (the last dose given on or after the 4th birthday). **Tdap** – one dose. **Polio** – at least three doses (the last dose given on or after the 4th birthday). **Measles, Mumps and Rubella** – two doses-First dose given on or after the first birthday and a second dose given at least 28 days after the first. **Varicella** (chicken pox)-two doses separated by at least three months-first dose on or after the first birthday, or verification of disease. **Hepatitis B** - three doses, last dose on or after 24 weeks of age. **Meningococcal** – one dose. ***also a TB skin test may be necessary for any student entering from another country.**

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

D. Medications

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

1. Written orders from the student's physician and written consent from the student's parents must be obtained before the initial dose can be given in school. Medication forms are available on the Prep website under forms and documents or can be obtained by contacting the school nurse. The medication must be delivered by the parent to the nurse in a pharmacy prepared container that is properly labeled with the student's name, name and strength of medication, dosage, frequency, name of physician and the date of the original prescription. Over-the-counter medications can be provided in their original container if properly labeled.
2. Conditions under which medication may be *self-administered* by the student are the same as those stated above, i.e. written physician orders and parent permission on a school and authorized form which may be obtained from the nurse on the Prep website.

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

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

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

X. GUIDANCE

Mr. John A. Hanrahan, Dean of Guidance and College Advising,
Junior/Senior Counselor/College Advisor
Mr. Richard C. Hutchinson, Junior/Senior Counselor/College Advisor
Mrs. Suzanne Gorab, Junior/Senior Counselor/College Advisor
Mrs. Lynne Chesbro, Freshman/Sophomore Counselor
Mrs. Kostandina DeRosa - Freshman/Sophomore Counselor

A. The Focus:

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

B. The Approach:

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

C. The Major Functions:

1. Transitioning to and through high school
2. Academic advising and personal counseling
3. Career investigation and advising
4. College planning and advising
5. Special testing:
PSAT/NMSQT; Special administration of the PSAT in grades 10 and 11.
Administration of The Plan – ACT practice test exercise in grade 10.
6. General testing:
Interest and Aptitude
Personality Inventory
7. Course Selection and program planning for each academic year
8. Awareness and discussion of developmental and social issues: transitioning to Prep, managing peer pressure, alcohol and drug awareness, establishing and maintaining healthy relationships, managing stress and contributing to the maintenance of a safe school climate through responsible and respectful behavior.

D. Special Concerns:

Fairfield College Preparatory School believes it is in the best interest of our students, their families, and the school to provide special assistance and intervention to help students who may be experiencing problems with drugs, alcohol, or suicidal thoughts. The members of the Guidance Department have received training regarding substance abuse issues and suicide. It should be noted that Mr. John Hanrahan, Director of Student Discipline, and Mrs. Mary Ellen Lehmann, R.N., School Nurse, have been trained to deal with substance abuse issues and are prepared to direct parents and students with substance abuse problems or concerns.

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

Mrs. Alecia Thomas MA, Director of SEED and Student Support Services

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

In an attempt to address the philosophy of our school as embodied in the Graduate-At-Graduation document, our major priority is to foster and encourage the mutual benefits that are part of a community characterized by diversity. Thus, diversity must be reflected not only in the number of people of color present in the school, but must also be reflected in our institutional structures, school culture, and school climate. The SEED Program responds to the Jesuit challenge to educate to diversity through Prep’s faculty, the student body, parents, and the community.

Students for Educational Excellence through Diversity (SEED)

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

- **The Seed Director, the Guidance Department, and the Director of Student Activities** oversee retention support services, SEED events and activities, and provide academic monitoring of SEED students.
- **The Academic Center** which provides **National Honor Society Peer Tutors and Interns** from Fairfield University.
- **SEED Scholars Academic Enrichment Program** is an academic and social enrichment program which focuses on providing rising 9th and rising 10th graders additional support in summer school to succeed at Fairfield Prep.
- **Academic Enrichment Meetings** are held 32 Mondays during the academic year both freshmen and sophomores attend presenting to by their teachers, the Guidance Department, and coaches. These meetings focus upon techniques, strategies, and behaviors help SEED students succeed academically and socially at Fairfield College Preparatory School. Presenters address various topics such as: study skills for midterm exams, techniques to improve performance in subject areas of weakness, and time-management skills to balance both academics as well as extracurricular activities.
- **The Brothers for Others Mentor Program** provides freshmen and sophomore SEED Scholars the opportunity to be mentored by an upperclassmen SEED scholar. Students discuss different strategies to academically and socially improve at Fairfield College Preparatory School. Meetings are held three times a year in a social setting where students openly discuss issues that may arise during the academic day. This program is essential to retention efforts because upperclassmen serve as role models of success to the underclassmen.
 - Fall – football and pizza/meeting
 - Winter – basketball and pizza/meeting
 - Spring – movie and pizza/meeting

Juniors and Seniors of S.E.E.D. are invited on a monthly basis to share their personal stories with the S.E.E.D. underclassmen. These “testimonials” focus upon the academic, social, and personal adjustments they had to make. In telling their stories, the upperclassmen offer firsthand experience, advice and strategies for succeeding at Prep while, simultaneously, serving as role models.

- **Cultural groups: AACC (African-American Cultural Club), ASA (Asian Students Association), and ASPIRA (Hispanic Students Association).** These clubs help to promote diversity in the school by addressing issues pertinent to each culture. Although the title of each organization is ethnic specific, the clubs are designed to foster integration of students of all backgrounds, regardless of color, into the SEED Program.
- **The SEED Exam Study Groups** are coordinated through the Director of Student Activities and are held twice a year as a review for the midterm and the final exams. Students are assigned a peer tutor in a specific subject based on their performance in a given class. Students with a GPA lower than a 2.5 are scheduled to meet with a Peer Tutor for 4 hours one week before exams.
- **The Dr. Martin Luther King, Jr.** Assembly serves as our only school-wide assembly during the academic year. The assembly provides students the opportunity to come together as a school community to learn about the different cultural and ethnic groups in American society. Students of diverse backgrounds are also provided the opportunity to display their talents in a way that celebrates both their respective ethnic cultures as well as the legacy of Dr. Martin Luther King, Jr.

- **The SEED Diversity Dinner** is hosted by current SEED seniors and their families. This dinner gives incoming freshman and their families a sense of the wider Prep community while honoring SEED seniors for their academic accomplishments.
- **Three SEED Parent-Son Meetings** during the academic year. These meetings address broad issues of particular interest to SEED families including topics that deal with financial aid, the college application process, time management, the non-cognitive factors of student success, and the reinforcement of the support services that are available. During most of these meetings, students are addressed by alumni of SEED and motivational **guest speakers**.
- **S.E.E.D. Annual Mixer**
The proceeds from this dance provide approximately \$4,000 per year toward book stipends for those freshmen and sophomore SEED students who receive the maximum financial aid award.

XII. ATHLETICS, CLUB SPORTS AND INTRAMURALS

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

A. Interscholastic Athletics

FALL: Football, Soccer, Cross Country, Sailing

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

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

B. Club Sports and Sport Clubs

FALL: Crew, Recreational Skiing, Weight Training

C. Recreational Activities and Intramurals

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

XIII. STUDENT GOVERNMENT

Active participation in Student Government is encouraged at Fairfield Prep. The Student Government, with the advice and approval of the Director of Student Activities, guides and coordinates student activities and assists in the proper functioning of the various class governments. The Student Government is the student body's representative voice.

Fairfield Prep Student Government By-Laws

Article 1 - Name

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

Article 2 - Purpose

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

- Foster unity among the student body.
- Provide for student input on administrative decisions.
- Provide funds for student groups and/or clubs that demonstrate need.
- Advocate concerns.
- Plan and operate student social activities that promote school spirit and enthusiasm among the student body.

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

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

Article 3 -Membership

Section 1 The second bullet perhaps should read: These officers will be determined by the vote of the rising sophomore, junior and senior representatives in May, following their election for the following year.

Section 2. All students involved with Student Government must maintain a cumulative Grade Point Average (GPA) of 2.00 on a 4.00 scale. If a representative's GPA falls below 2.00, he will be given a probation period of one academic quarter as assigned by the Advisor. If at the end of this probation period the student has not raised his GPA to 2.00 or higher, the Advisor, the Executive Officers, and the Director of Student Activities will determine whether the student will be dropped from Student Government.

Section 3. The Student Government shall obtain and keep the voting records and tallies from all elections of Student Government members. These records shall only be accessible to The Executive Board of the Student Government and faculty advisors, and no other student.

Section 4. When a member is expelled from the Student Government, a replacement may be nominated according to the next highest vote getter from the previous Student Government election. He must then be approved by a majority of the Student Government body. Upon approval of the Student Government and consent of the appointed student, he shall begin his term immediately. This member shall serve the remainder of the current term.

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

- Regular attendance at all general Student Government meetings.
- Attendance at all grade level caucus meetings of which the student is a member.
- Responsible for reporting and representing the thoughts and ideas that are generated from the student body.

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

Article 4 – Student Government Officers

Section 1. The offices of this Student Government shall be President (elected from the Senior Class), Vice-President, Secretary, Project Manager, and Director of Communications (elected from the Junior and Senior class representatives)

Section 2. Duties of Officers: –

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

- Uphold the Constitution of the Student Government of Fairfield College Preparatory School.
- Preside at all regular and special meetings.
- Appoint all committees of the Student Government.
- Be in charge of direct communication between the council and the administration of the school.
- Oversee all official Student Government functions.
- Prepare the agenda for the next meeting and have it available for the Executive Officers two days prior to the scheduled meeting, except for emergency meetings when this is impossible.
- Assume such other duties as are generally associated with this office. The President is expected to attend and support all Student Government activities.

Vice-President – The Vice-President shall:

- Uphold the Constitution of the Student Government of Fairfield College Preparatory School.
- Perform the duties of the President in his absence.
- Assist the President in all functions and perform such other duties as are generally associated with this office.
- Serve as an honorary member of all Student Government Committees and assist the Chairperson with the work of the committee. (It will be the responsibility of the Vice-President to see that committees meet and complete assigned tasks.)
- Have the minutes of each meeting posted for the viewing of the students, faculty, and administration two days after the corresponding meeting.
- The Vice-President is expected to attend and support all Student Government activities.

Secretary – The Secretary shall:

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

Project Manager- The Project Manager shall:

- Uphold the Constitution of the Student Government of Fairfield College Preparatory School.
- Organize and oversee various Student Government sponsored events and/or projects.
- Ensure that all events are adequately staffed with members of Student Government
- Projects may include but are not limited to: The Recycling Project, The 9/11 Memorial Service, Mixers, and Spirit Week.

Director of Communications- The Director of Communications shall:

- Uphold the Constitution of the Student Government of Fairfield College Preparatory School.
- Advertise all Student Government events.
- Keep the Student Government section of the Fairfield Prep website updated.
- Make announcements to the student body when necessary.

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

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

Article 5 – Election of Officers and Representatives

Section 1. Elections for the Student Government will be held yearly. Juniors, sophomores, and freshmen will constitute the electors.

Section 2. Freshman class officers and representatives will be elected in the same fashion after the end of the first marking term of their freshman year.

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

Section 4. Elections will be held, online, on the Fairfield Prep web site or during homeroom after a brief period of campaigning by the candidates.

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

Section 6. Any student who wishes to put his name on the ballot may do so by obtaining twenty-five (25) Fairfield College Preparatory School student signatures from students in their class on a prescribed petition. In addition, each candidate's petition must have the signatures of five (5) teachers and one of the Housemasters to be eligible to run for office.

Section 7. Each candidate for the offices must present a platform to the student body stating their reasons for running, qualifications, and their plans for the coming year.

Section 8. The elections for class representatives will be held on the first Tuesday in the month of April.

Section 9. On the third Thursday of April, the fifteen (15) newly elected members of the Student Government will elect the five executive officers of Student Government.

Article 6 – Attendance

Section 1. A member of the Student Government must regularly attend all general Student Government meetings. A member of Student Government is allowed 2 unexcused absences or 5 total (excused and/or unexcused) absences per semester. The third unexcused absence, or the sixth total absence will lead to expulsion from the Student Government until the next election, at which point that student can run again. It will be the responsibility of the Secretary to keep an accurate record of the attendance at all Student Government meetings. If the Secretary is absent, this becomes the responsibility of the present Executive Officers.

Section 2. All members are required to be at the decided meeting place of the Student Government by 2:35 PM. If a member arrives later than 2:40 PM, it will count as a tardy, unless the highest-ranking Student Government Officer decides otherwise, at his discretion. Two tardies will count as one absence.

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

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

Section 5. All members are required to participate in the Paper Recycling Project at Fairfield Prep when it is the responsibility of the Student Government to collect and dump the recycling bins. The previous stipulation regarding unexcused absences for meetings mentioned in Article 6 Section 1 applies here. For example, two unexcused absences from a Student Government meeting and one unexcused absence from the recycling bin collection will result in expulsion from Student Government. Excused absences do not apply to this stipulation.

Section 6: Members of the Student Government must assist with the sale of tickets for any Student Government sponsored events and help with any preparation necessary for these events when asked by the Executive Officers, Advisors, or the Director of Student Activities.

Article 7 - Dismissal of Members

Section 1. A member will be dismissed if he has 8 total absences from Student Government meetings and work assignments, including recycling or other work assignments.

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

Article 8 – Meetings

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

Section 2. The Student Government shall meet every Thursday of each month that school is in session. The officers and advisor may, at their discretion, plan more or less frequent meetings if the amount of business to be transacted seems to warrant such action.

Section 3. The President will conduct an Executive meeting consisting of all Executive Officers and Advisors every Monday before the Thursday meeting. The purpose of this meeting is to establish an agenda for the corresponding Student Government meeting.

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

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

Section 6. Grade level meetings, composed of grade level representatives, shall be held when representatives, advisors, or the Director of Student Activities deems a meeting is necessary.

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

Article 9 - Amendments

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

Article 10 - Finance

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

Article 11 – Parliamentary Authority

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

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

Article 12 – By-Laws

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

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

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

XIV. EXTRACURRICULARS

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

African-American Cultural Club, Architecture Club, Asian Student Association, ASPIRA, Book Club, Bowling Team, Business Club, Campus Ministry Student Board, Cardinal Key Society, Cycling Club, Debate Society, Diversity Club, Fencing Club, French honor Society, Hearthstone(yearbook), History Club, Japanese Animation, Jazzuits, Jeopardy Club, Liturgical Music, Math Team, Mock Trial, MSG Varsity Club, Ping Pong Club, Political Awareness, Prep Players, Robotics, Science Club, Ski Club, Soundings(newspaper), Spanish Honor Society, Sports Club, Squires Club, Stock Market Club, Ultimate Frisbee Club, Video Game Club,

Throughout the school year, new extracurricular are developed and introduced to the student body by students and faculty. Inquiries concerning extracurricular activities should be addressed to Mr. Jonathan DeRosa, the Director of Student Activities.

XV. BELLARMINE GUILD

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

XVI. FATHERS CLUB

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

Throughout the school year, there is a full calendar of activities which include Sports Night, an annual community service project, a ski trip, family day at a Bridgeport Bluefish game, Super Bowl Sunday Communion breakfast and the year-end Father-Son Golf Tournament. Monthly club meetings feature guest speakers who cover such topics such as college admissions and financial aid.

In an effort to include all Prep dads in our activities, we are now automatically enrolling each Prep dad into the Fathers Club. We ask each father to consider making a contribution of \$25 to the club to support the Fathers Club Scholarship Fund and our annual Father's Club Gift to Prep.

Updates about Club activities can be found at: www.fairfieldprep.org