

## CONDUCT

### School Procedures & Regulations

1. When students arrive at school before the first bell, they must enter the building in dress code. Students may not loiter at the entrances to the school or on the sidewalks adjacent to the school. When students arrive at school in the morning, they are to report to the Library, the Lawless Gym or the Cafeteria until it is time to report to class. Students should not congregate in the hallways, the Fieldhouse Gym, at their lockers, in the Link, locker rooms or stairwells and are to remain on campus from the time they arrive to school until afternoon dismissal.
2. There is to be no loitering in the corridors or in the lavatories during the time allowed for changing of classes or at the beginning and end of the lunch periods. No shouting, fighting, wrestling, running or gum chewing is permitted in the school at any time. After school, students are to report to the following places if they are awaiting practice or waiting for their rides home: Students should report to the Library or to the Atrium. Students are also allowed into the cafeteria during 11th period. Students should not gather in the gyms or in the Link hallway. Unsupervised students are not permitted to be in the building after 3:30 p.m. or on the weekends. **COVID UPDATE:** If at all possible students need to leave immediately following their last class. Those needing to wait for a ride can report directly to the cafeteria, which will be supervised until 4:00 p.m. at the absolute latest.
3. Students may go to their lockers only before and after school and immediately before and after lunch. Once students have what they need from their locker, they should report to approved areas. **COVID UPDATE:** Students will not have lockers this year.
4. Students are to be concerned with the neat appearance of the entire school.
5. Lunches are to remain in the hall lockers until just before the lunch periods. It is only in the cafeteria that food and beverages are consumed. No food or beverages are allowed in the halls, the classrooms, or the physical education (PE) areas or athletic lockers. **COVID UPDATE:** Students will not store lunches in their lockers.
6. Smoking of any kind is forbidden. Students are not to have any tobacco products, matches/lighters, or vaping devices on their person, in their lockers, or on school grounds. This includes all forms of tobacco and look-alike products, (i.e. chewing tobacco, **vaping devices and e-cigarettes**). These items and acts will follow the procedure associated with the drug and alcohol policy.
7. Students are not to use laser pointers, cell phones, cameras, camera cell phones, radios, iPod or MP3 players (with or without headphones) in the building during school hours from 7:55 a.m.–3:20 p.m. without teacher permission. See **Mobile/Cell Phone policy**.
8. Only school locks are permitted on the lockers and these are to be KEPT LOCKED. Students are to use only the locker assigned to them; any changes must be approved by a Dean. Students are not to give locker numbers or combinations to anyone. Keep all items secured by locking your locker. Students will be responsible for lost items when their lockers are not kept locked and/or secured. Fenwick will not be responsible for lost or stolen items. **COVID UPDATE:** Students will not have access to lockers. All items should be kept in their book bag.

9. PE lockers are to be used for PE attire only. Books, jackets, suit coats, etc. are not to be left in the PE locker room. Keep items for this locker secured by locking your locker. Eating in the locker room will result in demerit. **COVID UPDATE:** Students will not have a traditional style PE class to begin the school year. Changes may follow.
10. Students should not bring expensive personal items into the school (i.e. jewelry, ear phones, and electronics).
11. During lunch and other available eating times in the cafeteria, students are expected to conduct themselves appropriately (no throwing food, acceptable voice levels, no walking around the cafeteria to visit other tables). All students are responsible for maintaining a clean table and a clean area under their tables. Detention or removal from their current table will occur if students are found in violation of this expectation. **COVID UPDATE:** Students will not have a traditional style lunch in the cafeteria. Most likely, students will be eating in the classroom. These rules and expectations still apply.
12. Students and parents are not allowed to order food to be delivered during the school day, including during lunch hours. Any food delivered will be turned away at the cost of the individual who placed the order. **No exceptions.**
13. Students and their parents are expected to maintain a positive balance on Quest Food accounts. Students with negative balances will not be able to obtain a lunch on an I.O.U.
14. Students are issued lanyards and ID cards which they must wear around their neck upon entering the school, during the school day and must be shown to Faculty/Staff members upon request. Failure to have an ID card will result in a demerit. NO ID = DEMERIT. The ID also serves as a student's library card, bus pass and cafeteria debit card. Student ID's are issued through the Technology Office. There is a \$10 charge to replace lost ID's.
15. Students are to present the proper identification to ride the buses to and from school. Students are expected to act in an appropriate manner that shows consideration for the driver and for the safety of other students. Students in violation of this expectation may be denied service. **COVID UPDATE:** See transportation guidelines.
16. The Handbook Acknowledgement Form must be signed and returned by the end of the first week of school. This form serves as an agreement between Fenwick High School and our families. A student will not be eligible to participate in any activities until the form is properly signed and returned.

### **Student Behavior**

1. A student who is caught in the act of or the under the influence of alcohol, drugs or narcotics on school premises, or at school related functions, will be suspended and will appear before the Discipline Board.  
Any student who sells, distributes or in any way serves as a source of obtaining alcohol or any illegal substances (with/without the intent of personal profit) at a school-related function (home/away) will be immediately suspended pending his or her appearance before the Discipline Board with a view toward expulsion.

Procedures for expulsion will begin immediately for students who use or possess illegal drugs or alcohol in the school building. The same procedure applies to students who are found to be selling or purchasing illegal drugs or intoxicating beverages in the school building.

PLEASE NOTE: Fenwick reserves the right to randomly drug test due to suspicion and turn over any illegal substances to the legal authorities regardless of how their procedures impact the student found in violation of selling, distributing, or serving as the source.

In cases where a student is allowed to continue in attendance, the primary goal of Fenwick High School is to help the student and family, regardless of disciplinary consequences that may be imposed. The student will have a clinical assessment administered by a certified addictions counselor and will comply completely with the recommendations of that evaluation. Fenwick is to have access to the clinical report. When drug and alcohol education is recommended following an assessment, Fenwick expects the following criteria to be met in any educational program that a student attends to be considered school-approved: The class is designed for underage youth; the class is taught by someone possessing the CADC (Certified Alcohol & Drug Counselor) credential; and the class is taught at a facility that follows ASAM (American Society of Addiction Medicine) criteria in conducting all assessments. These types of classes are generally classified as LIPP (Lower Intensity of Patient Services). If you are in need of alcohol and drug services that meet the above criteria, please contact our social worker(s), Ms. Nancy Drennan or Ms. Sandra Montes, for resources.

2. Fighting in the school building or on school grounds will result in immediate suspension and may lead to expulsion.
3. Any disrespect, insubordination or insolence in word, act or attitude will be dealt with according to the gravity of the situation. Grave insubordination could result in suspension or expulsion.
4. Vandalism involving school property or property of a fellow student will be dealt with according to the gravity of the situation. Serious incidents will result in expulsion. All damage to school property must be paid for by the student.
5. Stealing is a serious offense. Please see under discipline consequences.
6. No gambling is allowed, and gambling in school may result in discipline or suspension with a view to expulsion.
7. The submitting of work which is not original (plagiarism), sharing of test/quiz material, collaboration on individual projects and lying or misrepresenting facts are unacceptable behaviors. **See Academic Dishonesty Policy.**
8. Public displays of affection of a romantic nature during school hours are not permitted (i.e. kissing, hand holding, excessive physical contact).
9. Fenwick students are encouraged to avoid out-of-school situations where activities are in contradiction to stated school policies and philosophies. These situations, which are detrimental to the reputation of the school as well as to the student, are cause for a review which could lead to intervention, discipline, suspension, or expulsion (Some examples of these situations include: the use,

possession, sale, or being under the influence of intoxicating beverages, drugs, or narcotics.). These are illegal actions, especially for minors. If Fenwick receives information regarding off-campus use or possession (as defined by law) of alcohol, illegal substances, or drug paraphernalia, the school will contact the parents and may require (at the parent's expense) the student's mandatory participation in a school approved drug or alcohol test and/or professional evaluation and/or a school approved substance-abuse program. In addition, all consequences described in the school's policy on this topic will be considered by the administration. If these actions present a negative image for the school, expulsion will be highly considered. Should any of these incidents involve a parent distributing or hosting a party of such, the family will be required to meet with the administration to discuss the enrollment future of the student.

10. School regulations are to be observed whenever students are on the school grounds— both before and after school—as well as at all social, athletic and spiritual events sponsored by the school whether these are held on the school campus or elsewhere.

11. In the Fenwick family, we value each individual for the human potential he/she possesses; we encourage each other to achieve all that we can; we congratulate each other for our achievements. We try to find Christ in everyone we meet. Ethnic, gender, sexual orientation or racial stereotypes prevent us from open-mindedly encountering each other as unique individuals. When we prejudge others, according to these stereotypes, it keeps us from developing responsible one-on-one relationships with our sisters and brothers in Christ. The expression of these stereotypes reflects an unthinking, irresponsible, and un-Christian attitude— unacceptable in the Fenwick family. Slurs related to ethnic, gender, sexual orientation or racial stereotypes—spoken, written or communicated through any medium—will be dealt with by one of the Deans or a Counselor. Responses range from counseling sessions to suspension with a view to expulsion.

12. Bullying and harassment or any severe or pervasive physical or verbal act, conduct or behavior will not be tolerated. This includes communications made verbally, in writing or electronically (use of computer or telecommunication including texting devices messenger devices and other similar tools or any electronic or similar type of transmission) by an individual or group, usually repeated over time, that can be reasonably expected to place the student in fear of their person or property, cause a substantial detrimental effect to their physical or mental health, or substantially interfere with their academic performance or ability to participate in school activities. Bullying/ harassment can take many forms, including, but not limited to, physical, verbal or non-verbal threats, or intimidation, social exclusion and isolation, sexual harassment, extortion, defamation, the spreading gossip or rumors and assault. Bullying or harassment will result in discipline, which may include probation, suspension, or expulsion. Bullying or harassment will result in notification of parents of all parties involved and may also result in referral to criminal authorities for prosecution when appropriate. These actions could result in expulsion.

13. Initiation rituals (hazing) demonstrates a lack of respect for one's peers. This will not be tolerated and will result in discipline, which may include probation, suspension, expulsion or referral to criminal authorities for prosecution when appropriate.

14. The school does not approve of any activity that could bring harm to or endanger a person or other living thing. Such activities will be dealt with severely and with a view to suspend and/or expulsion.

15. Students are expected to observe all driving and parking regulations within the Oak Park community when driving to and from school. In addition, students are required to follow all parking procedures when parking in the Fenwick Parking Structure. If students are found in violation of these

regulations, they may face detentions and demerits, towing, ticketing and the suspension or revoking of their parking hang tag. Please see transportation section for parking regulations.

16. During athletic competitions, student spectators are expected to behave appropriately by showing sportsmanship and respect to the opposing team, opposing fans and the referees at all times. Students found in violation of this expectation will be warned once. If it persists at the same game or a different competition, the student will be removed from the student section or from the competition entirely.

17. Any activity deemed to be any sort of class prank that in any way disturbs the functioning of the school will be dealt with severely.

18. Students should not be in any unauthorized areas.

### **19.COVID UPDATE Masks and Social Distancing Policy**

#### **Definitions:**

- Social distancing is defined as being at least 6ft apart
- A mask is a cloth covering that covers one's nose and mouth.
- Appropriate wearing of a mask is defined as a mask that covers both the nose and mouth completely.

#### **Dress Code:**

- Masks are a part of the dress code. Fenwick will provide a solid black uniform mask. The Fenwick mask, a surgical mask or N95 are the only masks that can be worn. ABSOLUTELY NO bandanas, scarfs, or neck gaiters may be worn. Extra Fenwick uniform masks can be purchased from the friar shop or the front office area.

#### **Rules:**

- Masks must be worn inside any building at all times
  - Masks must be worn when in the bathroom. A trip to the bathroom is not an opportunity to remove one's mask
  - Masks may be removed while eating during the student's designated lunch period.
- Masks must be worn outside when you are less than 6ft from someone
  - If you plan on removing your mask while outside, you must find a space where you can be at least 6ft from others and will be able to maintain this safe distancing while your mask is removed
- Community members are expected to maintain a distance of no less than 6ft between themselves and others and follow all the directional signage in the building.
  - Nearly all aspects of the school day have been reconfigured to allow for distancing
- Community members are asked to adhere to social distancing and masking policies OUTSIDE of Fenwick as well in order to minimize the risk of bringing COVID-19 into the building.

#### **Types of Infractions:**

- Forgetfulness or quick lapse in judgement around masks
  - Pulling down of mask to scratch nose or mouth and pulling it back up quickly
- Willful and blatant disregard for rules around wearing a mask
  - Mask is not being worn properly or not being worn at all
    - Only covering mouth
    - Not covering nose or mouth
    - Hanging from ear

- No mask at all
- Forgetfulness or Quick lapse in judgement around social distancing
  - Students walking too closely in halls
  - Students having a conversation at a distance but additional distance between them is required
- Willful and blatant disregard for rules around social distancing
  - Students are shoulder to shoulder and NO effort to distance has been made
  - Not following directional signage
- Reported to be in violation of the social distancing and mask policies outside of school
  - Being at large parties/gatherings
  - Not wearing masks when necessary
  - Visiting areas in high risk of COVID spread

**Consequences for Forgetfulness or Quick lapse in judgment around social distancing:**

- 3 acts of forgetfulness or quick lapses in judgement will result in the student meeting with the Dean & letter home to family (unofficial warning)
- 6 total acts of forgetfulness or quick lapse in judgement will result in a student being required to do school through remote learning for 10 school days & a disciplinary warning
- 9 total acts of forgetfulness or quick lapse in judgement will result in a student being required to do school through remote learning for the remainder of the grading period or possibly the remainder of the school year & Disciplinary Probation

**Consequences for Willful & Blatant Disregard for rules around social distancing:**

- A first offense for willfully and blatantly disregarding the rules around wearing a mask and/or social distancing will result in a student being required to do school through remote learning for 5 school days & letter home to family (unofficial warning)
- A second offense for willfully and blatantly disregarding the rules around wearing a mask and/or social distancing will result in a student being required to do school through remote learning for 15 school days & a Disciplinary Warning
- A third offense for willfully and blatantly disregarding the rules around wearing a mask and/or social distancing will result in a student being required to do school through remote learning for the remainder of the grading period or possibly the remainder of the school year & Disciplinary Probation (reported to colleges)

**Consequences for Violating Social Distancing and Masks Outside of Fenwick**

- Administration will consult with Nurses and Board of Health and a forced 14 day quarantine may be imposed based on the circumstances.
- A second offense may result in a student being required to eLearn for the remainder of the grading period.

These expectations are designed to help give students meaningful and productive on-line (e.g. Zoom) interactions with their teachers and classmates during remote/hybrid learning.

**Please note that our expectation is that students participate in all remote learning sessions with their cameras turned on.** If a student/family feels they/their student needs permission to have their camera off, please reach out to the Dean of Students for pre-approval.

### **Getting Ready for the School Day**

- Students should be dressed appropriately for school (does not have to be full dress code).
- Students should use the bathroom before joining the session.
- Students should choose a location that allows them to hear, to contribute verbally or via chat, and to be seen on camera.
- Students should find a flat, stable spot for the device (e.g. table or floor). Students should not hold their device in their hands or on their lap.
- Students should come prepared with the materials they will need.

### **During the Remote Learning Session**

- The Display Name must be the student's first and last name.
- Students may not share any zoom meeting information without explicit permission from the teacher.
- If the student has received pre-approval from the Dean of Students to have their camera off, then their profile picture should be blank (so the student's name is displayed when the camera is off).
- If a student has a brief need to turn their camera off during a class, they should first send a private chat to their teacher. Even when brief, students must still ensure the profile picture is blank.
- If using a virtual background, it must be a solid colored background.
- Siblings and family members may not attend classes and meetings with students unless specifically invited to attend.
- Students may not record remote sessions or take screenshots/photos.
- Students should not be on their cellphones during class unless using it to connect to the remote class or permitted by the teacher.

### **Communication during Remote Learning**

- Students are expected to check their school email account at least twice a day and answer emails from faculty and staff within two school days.
- Students are expected to check Schoology for assignments every day that they are Remote/eLearning.
- Students should expect to be in school during what the announced school hours are, just as during in-person teaching.
- Teachers will communicate course-specific expectations and policies in their syllabus.
- Students are expected to submit work by the announced deadlines in order to receive full credit, and in the manner requested, unless prior arrangements are made.

## **Mobile/Cell Phone Policy**

Students are not to use cell phones in the building during the hours from 7:55 a.m. – 3:20 p.m. In addition, it is suggested that students not bring expensive personal items into the school. This includes cell phones. As an institution, we do recognize the purpose of parents supplying their students with cell phones for safety, including knowing your child's whereabouts and having a means of communication in emergency situations. We also recognize that cell phone use can enhance learning within the classroom where the parameters of using it as an educational tool are allowed by the teaching staff. Therefore, this policy is written to outline what is acceptable cell phone use under teacher guidance; when cell phones are not acceptable; and the responsibility of the student wishing to use the device when permission is granted by their teacher.

The use of "smartphones" at Fenwick can be allowed to enhance the overall learning experience of students. The cell phone can, therefore, be seen as a tool to be used in your education with teacher permission.

### **Possession of Cell Phones at School**

1. It is the student's responsibility for the following:
  - a. Maintain the security of your device at all times. Never leave it unattended.
  2. Sound must be muted at all times unless the student has the permission of the teacher.
  3. All content accessed at school on the cell phone must be school-appropriate and used in a responsible manner.
  4. Cell phones may never be used in the bathroom or locker rooms.
  5. Games and other entertainment sites are not to be accessed on cell phones during the school hours of 7:55 a.m.–3:20 p.m.
  6. If permission is not given for students to have a cell phone in use in the classroom, ALL CELL PHONES MUST REMAIN IN THE STUDENT'S BACKPACK AND SECURELY PUT AWAY. Students need to maintain the security of their backpacks.
  7. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR CELL PHONES. ANY LOST, DAMAGED OR STOLEN CELL PHONES IS AT THE STUDENTS' LOSS. Fenwick High School will not be responsible for the recovery of these items.

### **Academic Use and Responsibilities of the student**

1. The use of the cell phone in the classroom is **always** at the discretion of the teacher.
2. Students are expected to come prepared for class with all required apps and completed assignments as directed by the teacher.
3. Class time will not be taken for downloading or updating your cell phone or your apps. These activities must be done outside of class time.
4. When teachers specify an app for a class, students will be required to use that app.
5. Students are expected to follow all guidelines for academic honesty.
6. Illegal activities – use of the school's internet/e-mail accounts for financial or commercial gain for any illegal activities – is strictly forbidden.

### **Use of Camera, Video and Microphone or Cell Phones and iPads**

1. All recording devices may only be used at school for teacher-directed academic purposes.
2. At NO time is a student allowed to photograph, video, or in any other way record staff, students, or visitors with their personal cell phones or iPads.



3. If any lewd or inappropriate images of students or others are distributed in the building (on the network or not), those involved in the distribution will face disciplinary consequences up to and including appearing in front of the Discipline Board. In situations where Fenwick finds the activity is illegal, the proper authorities will be contacted.
4. Any violation of this policy will result in serious disciplinary measures.

### **Privacy**

Network and Internet access is provided as a tool for education. Fenwick reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the network and Internet access and any and all information transmitted or received in connection with such usage. No student should have any expectation of privacy regarding the content of his or her iPad or cell phone if used on the Fenwick Network.

Failure to follow these guidelines will result in disciplinary action

### **Academic Dishonesty**

Academic Dishonesty is considered a serious infraction of the rules listed within this handbook and/or any classroom policies or guidelines. Academic dishonesty can include, but is not limited to, any act of cheating, copying, plagiarism, the use of any electronic device without explicit permission, and the posting/ sharing of any academic material without permission.

#### **First incident in their time at Fenwick:**

1. The teacher conferences with the student as to why the situation is academic dishonesty.
2. The teacher reports the incident to a dean and makes the counselor aware of the situation.
3. The teacher informs the parent(s) about the incident in a conference call with a dean or counselor.
4. A zero is recorded for the assignment.
5. The dean drafts a letter outlining the incident and future consequences of cheating.
6. A letter is placed on file with the deans and counselor.

#### **Second incident in their time at Fenwick:**

1. The teacher conferences with the student as to why the situation is academic dishonesty.
2. The teacher reports the incident to a dean and makes the counselor aware of the situation.
3. The teacher informs the parent(s) about the incident in a conference call with a dean or counselor.
4. A zero is recorded for the assignment.
5. The dean sends a letter outlining the incident and notifies parents of punitive measures and future consequences (imposes at least 5 demerits; 10 demerits if major test or final).
6. A letter is placed on file with the deans and counselor.

#### **Third incident in their time at Fenwick:**

1. The teacher conferences with the student as to why the situation is academic dishonesty.
2. A zero is recorded for the assignment.
3. The teacher writes a dean a referral for academic dishonesty detailing the incident and informs the counselor of the incident.

4. The teacher and a dean inform the parent(s) about the incident in a conference call. The dean also informs the parent(s) that the Academic Review Board will meet to consider the expulsion of the student from Fenwick High School for repeated acts of academic dishonesty. The parent(s) and student will be invited to meet with this Board.

### **Questioning of Students**

The Deans of Students, or any other member of the Administration, may interview students or remove students from instruction to question them regarding violations of board policy, the policies in this handbook, or school behavior if there is a violation or a reasonable degree of suspicion that a violation has been committed. In addition, an appropriate investigation will be conducted if it is a severe violation. The Administration may act on information related to suspected violations of school rules. School officials are not required to notify parents about the questioning of students. Students are obligated to answer questions truthfully.

### **Disciplinary actions**

#### **JUGs**

Those students who violate school or classroom rules and regulations are subject to detention (JUG) after school for 45 minutes. Any student who is assigned detention must serve that detention on the day it is assigned. A written referral will be sent home to be signed and returned. Students are expected to report to JUG directly after their last class of the day. After-school jobs, athletic practices or games, personal obligations, etc., are not legitimate reasons for missing detention. Failure to meet this obligation will result in an additional detention. **Students will need their signed referral to serve their JUG.** Attendance at JUG takes precedence over all other activities. A writing lesson or other tasks may be assigned at JUG. **COVID UPDATE:** Students will not have jug due to safety reasons. A new system based on demerits will be implemented for the school year.

#### **Demerits COVID UPDATE:**

Demerits are a discipline point system assigned to all infractions. Demerits are tracked to indicate threshold for social probation, school probation and/or discipline board hearings. When a student accumulates fifteen (15) demerits, parents will be notified and a conference may be requested. If a student reaches twenty-five (25) demerits, the student will be placed on probation and or social probation, and a parent conference will be required. If a student were to reach forty (40) demerits, he or she will immediately need to appear in front of the Disciplinary Board. Unless otherwise stated, demerits reset with each new school year.

#### **Social Probation**

Social Probation is temporary suspension from all social events, including dances, attending games, and athletic team participation.

#### **Consequences COVID UPDATE:**

For the 2020-2021 school year, detentions have been removed. Students will receive a demerit for any infraction. See Demerit Covid Update for benchmark consequences.

#### Demerit

- Cell phone violation
- Minor classroom disruption (disruptive talking, horseplay, laughing, etc)
- Technology violation (minor)
- Dress code infraction
- Classroom disruption

#### 3 Demerits

- Disrespect toward any staff (minor)
- Disrespect toward any student (minor)
- Public display of affection (minor)
- Laser pointer use in class (on student, faculty or wall)

#### 5 Demerits

- Vandalism toward school property (minor) (<\$100, student will pay for damage)
- 2<sup>nd</sup> academic dishonesty/plagiarism (0 on assignment and letter home will be included)
- Insubordination toward staff
- Disrespect toward staff (major)
- Bullying or harassment (minor)
- Parking violations (1<sup>st</sup>)
- Forgery
- Dangerous behavior
- Unauthorized location

#### 10 demerits and Letter of Understanding

- 3<sup>rd</sup> academic dishonesty/plagiarism (0 on assignment, letter home will be included and appearance in front of Academic Review Board)
- Any out-of-school situation that is interpreted as a major disruption
- Bullying or harassment (major)
- Parking violations (2<sup>nd</sup>)
- Stealing (minor)
- Vandalism toward school property (major) (>\$100, student will pay for damage)
- Laser pointer use in eyes of student or faculty

#### 15 demerits + Suspension + social probation

- Fighting
- Attending or hosting a party found to have alcohol or drugs (possible probationary letter)
- Video or audio recording staff or student without permission
- Stealing (major)
- Severe disrespect toward staff
- Any act that is in violation of Fenwick's inclusion policy or violate #11 under Student Behavior on pg.30 of the Fenwick High School Parent/Student Handbook.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a student, the school administration reserves the right to require the withdrawal of a student if the administration that the partnership is irretrievably broken.

#### Review Boards

All review board decisions will be part of the student discipline record.

- Being under the influence of alcohol or drugs in the building and/or at a Fenwick-sponsored event
- Any use, possession or selling of illegal substances
- 3rd academic dishonesty
- Excessive absences and/or tardies
- Excessive/severe discipline infractions
- Any act committed that causes physical damage to another student, faculty or staff member

### **Discipline Board**

The Discipline Board is made up of the Principal, the Director of Student Services, both Deans and five faculty members. Four of these faculty members are elected by the faculty and one is appointed by the Principal. The student's counselor and the Campus Minister also may be present at hearings. In the event a parent or student has not complied with a disciplinary contract, the student will be sent to the Discipline Board.

The Board works with the Principal and the Deans in handling severe disciplinary violations, which could lead to expulsion.

### **Financial Restitution**

Any damage caused by a student, including defacing school property, is the financial liability of his/her parents. Any fees are the financial responsibility of his/her parents as well. This includes any unpaid fines due to books, unpaid lunch accounts, or school fees of any kind. Report cards, transcripts, and graduation privileges will not be issued/ granted until all such bills are paid.

### **Probation**

A student may be placed on probation for what is determined to be a serious violation of the proceeding codes and policies. The records of students placed on probation during the current school year are subject to review by the School Disciplinary Board at the end of the school year. At that time, the student may be asked not to return to Fenwick.

Grounds for probation include but not limited to all of the policies set forth above.

### **Procedures**

1. The Deans/ Administration shall determine if cause for probation exist.
2. When a student is placed on probation, the probation is designated as being for:
  - a. Attendance Probation
  - b. Academic Probation
  - c. Disciplinary Probation
3. In addition to the previously mentioned types of probation, Fenwick may require notification to an outside agency, as recommended by the Fenwick High School Social Worker, for an appointment in which the student will voluntarily attend an assessment if the infraction of regulations involves any illegal substances or certain serious behavioral issues. Upon conclusion of the assessment, the student must follow any and all recommendations provided and have an official copy of results and recommendations forwarded to Fenwick High School. The Fenwick Social Worker has permission to contact and discuss the results of the assessment and receive information from anyone conducting the assessment or follow up work.
4. In the event that the infraction committed is illegal by any measure, Fenwick High School reserves the right to refer the situation to the appropriate law enforcement agency for possible prosecution. This is especially the case in any situation involving assault or illegal substances.

## **Suspension**

Grounds for suspension include but are not limited to:

1. Violation of school regulations that suggest or impose suspension as a possible consequence of misconduct.
2. Actions which interfere with or threaten an individual person and/or the orderly function of school activities including classroom, co-curricular and athletic activities.
3. Past-due tuition accounts, not brought current after notification from the Business Office.

## **Procedures**

1. One of the Deans shall determine if cause for suspension exists. In some cases, they may hold the suspension in abeyance and substitute another penalty. There are both in- school and out-of-school suspensions.
2. If cause for suspension exist, a Dean shall:
  - a. Immediately remove the student from the academic or extra-curricular areas of the school and orally give reasons for suspension.
  - b. Notify parent(s) or guardian(s) of the reason(s) for the suspension from class and/or school. No pupil shall be released from school during the school day until a parent or guardian is notified.
  - c. Notify the parent(s) or guardian(s) regarding the corrective measures necessary for the student to regain the privilege of returning to class or school.
3. In addition to the previously mentioned procedures, Fenwick may require notification to an outside agency, as recommended by the Fenwick High School Social Worker, for an appointment in which the student will voluntarily attend an assessment if the infraction of regulations involves any illegal substances. Upon conclusion of the assessment, the student must follow any and all recommendations provided and have an official copy of results and recommendations forwarded to Fenwick High School. The Fenwick Social Worker has permission to contact and discuss the results of the assessment and receive information from anyone conducting the assessment or follow up work.

## **Expulsion**

Grounds for expulsion include but are not limited to:

1. Violations of those school regulations that impose or suggest expulsion as a disciplinary measure.
2. Violations of any Village of Oak Park ordinance or State or Federal Law.
3. Any extreme behavior that demonstrates a flagrant disregard for the rights, property and well-being of others.
4. Violation of probationary terms.

## **Procedures**

1. The Deans shall determine if a suitable cause exists for possible expulsion.
2. If cause for possible expulsion exists, the Deans shall:
  - a. Follow the general procedure for suspension.
  - b. Request the Principal to convene the Disciplinary Board. The Board will then meet with the student and the parent(s) or guardian(s), if they wish to attend, to examine the nature of the offense(s) after the suspension has been served (last day of the suspension).
  - c. In conjunction with the Principal, ask the Disciplinary Board to make recommendations concerning dismissal or some suitable corrective measures that will enable the student

to become an effective member of the Fenwick community.

3. In addition to the previously mentioned procedures, Fenwick may require notification to an outside agency, as recommended by the Fenwick High School Social Worker, for an appointment in which the student will voluntarily attend an assessment if the infraction of regulations involves any illegal substances. Upon conclusion of the assessment, the student must follow any and all recommendations provided and have an official copy of results and recommendations forwarded to Fenwick High School. The Fenwick Social Worker has permission to contact and discuss the results of the assessment and receive information from anyone conducting the assessment or follow up work. This is only if corrective measures are pursued.
4. In the event that the infraction committed is illegal by any measure, Fenwick High School reserves the right to refer the situation to the appropriate law enforcement agency for possible prosecution. This is especially the case in any situation involving assault or illegal substances.
5. The Principal, or his designated representative, will inform the parent(s) or guardian(s) about the decision on the student's status. If the final decision is expulsion, the student will be expelled effective immediately.

After the three days, the expulsion decision will be enacted and will be reflected on the student's transcripts. If another school requests information about discipline, Fenwick High School will comply with the request as appropriate under Illinois Law.

#### **Academic Review Board**

The Academic Review Board is made up of the Principal, the Director of Student Services, both Assistant Principals, both Deans and appointed faculty. The board reviews a student's records when cause for academic dismissal exists.

#### **Appeals Process**

With all decisions of consequences given to a student due to disciplinary, attendance, or academic infraction, parents have the right to an appeal. To begin the process, a parent must state (in writing) that they would like the Academic or Disciplinary Board to review the decision rendered. This letter must be given to the Principal within three days of the original decision. At the conclusion of this process, the Disciplinary or Academic Board may lessen the consequence or render a consequence of a higher penalty