

# FENWICK HIGH SCHOOL

505 WASHINGTON BOULEVARD  
OAK PARK, IL 60302  
[fenwickfriars.com](http://fenwickfriars.com)



Recognized for excellence in education by the United States Department of Education as part of the nation's exemplary private school recognition project and as one of America's outstanding high schools by U.S. News & World Report.

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2021-2022  
FENWICK HIGH SCHOOL  
PARENT/STUDENT HANDBOOK

**Fenwick High School**  
**A Dominican Catholic College Preparatory High School**

Fenwick is a Catholic college preparatory high school under the direction of the Dominican Friars of the Province of St. Albert the Great.



**FENWICK**  
**HIGH SCHOOL**

Fenwick is a special place because of the dedicated people associated with it. Students, faculty, parents, friends and alumni have all contributed to the excellence that this institution has attained since 1929. Its great traditions continue today because of the high expectations its students live up to, day in and day out.

Fenwick High School abides by all federal and state regulations regarding the confidentiality of student records. Fenwick High School admits students of any race, gender, religion, culture, ethnicity or sexual orientation 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, gender religion, culture, ethnicity or sexual orientation in administration of its educational policies, scholarship and loan programs, athletics and other school-administered programs.

A student's registration at Fenwick High School is an expressed agreement, on the part of that student and on the part of that student's parents or guardians, to comply with all regulations of the school outlined in this handbook. Students, parents and guardians must be familiar with these regulations and the vision, which underlies them. If, as an institution, we feel that the parent or student is not supporting the regulations and vision of Fenwick High School, we will respectfully ask that the student is withdrawn.

## GENERAL INFORMATION

The School rules, procedures and practices in this handbook are subject to change at any time as may be needed to ensure continued compliance with federal, state and local laws and Board of Trustees policy. They are also subject to review and alteration at any time by the administration to ensure the routine operation of the school.

### CONTACTS

#### **Telephone Numbers**

Main line	708-386-0127
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Extensions to the following departments are:

Institutional Advancement	306
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Alumni	323
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Athletics	343
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General Student Services	326
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General Attendance/Dean's Office	341
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Operator/General Information/Business Office	110
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#### **Fax Numbers**

Athletics	708-386-4359
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Development Office	708-386-3542
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Library	708-524-8906
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Principal's Office	708-386-3052
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#### **Switchboard Hours**

The switchboard is open from 7:30 a.m. – 4:00 p.m. during school days. It will be closed on legal holidays and some religious holidays. Please refer to the Fenwick School Calendar.

## **MISSION, VISION AND BELIEF & VALUES STATEMENTS**

### **Mission Statement**

Fenwick High School, guided by Dominican Catholic values, inspires excellence and educates each student to lead, achieve and serve.

### **Vision Statement**

Inspired by its Dominican Catholic heritage, Fenwick High School will continue to be a premier college preparatory high school. We empower our students to grow intellectually, spiritually, emotionally, socially and physically in a disciplined and diverse environment. Through this transformative experience, our graduates continue the Fenwick tradition of excellence and serve as compassionate leaders, committed to justice and peace in a changing global society.

### **Beliefs & Values Statement**

Beliefs:

- We believe God is known through faith and reason.
- We believe every person is created in the image and likeness of God.
- We believe pursuing the truth fulfills the human person.
- We believe in the dignity of the human person.
- We believe that men and women flourish through participation in community and charity to others.

Values:

- We value the development of the whole person.
- We value the practice and development of scholarship. We value life-long learning.
- We value spiritual formation in a community of faith.
- We value institutional integrity, accountability, and continuous improvement.
- We value respect for individual differences and inclusive communities.
- We value service to others.

## **FENWICK HIGH SCHOOL INCLUSION STATEMENT**

[Approved by the Fenwick High School Board of Directors, June 23, 2014]

With Saint Dominic as their guide, Dominican friars, sisters, nuns, and laity have valued and promoted the diversity found in the one human family, while acknowledging that all people are called to the same eternal destiny in the Kingdom of God. As a Dominican institution, Fenwick High School continues the great Dominican tradition of inclusion and welcome for the common good. This process is rooted in interaction with those of different backgrounds, cultures, and ways of life. Experiencing racial, gender, ethnic, religious and socio-economic diversity enriches everyone involved in the educational enterprise. Fenwick commits itself to welcoming every student who would flourish by embracing our Dominican, Catholic, college preparatory curriculum. Fenwick pledges that no one will face discrimination based on race, gender, religion, culture, ethnicity or sexual orientation. A Fenwick education will be marked by respect and inclusion.

## **SCHOOL TRADITION**

Fenwick High School has a rich history filled with traditions built around its mission and values. Since 1929 Fenwick has developed young people not only to be aware of the religious and ethical dimensions of living, but also to appreciate and reverence the uniqueness of every human person. Fenwick has always emphasized the serious pursuit of study and lifelong learning by adhering to a classical curriculum; it has underscored a sense of community and loyalty while preparing its young people for academic pursuits at the college level and beyond.

Fenwick's mission has remained constant for more than ninety-two years. We continue to emphasize our traditions and values which are an integral part of every Fenwick student's experience. Excellence and collaborative leadership are important values to be attained in all that Fenwick students undertake in their academic, athletic, and other extracurricular endeavors. The school's administration will assure that appropriate resources are secured to meet Fenwick's goals and to ensure that its mission is adhered to.

To uphold the school's mission, we reaffirm the values of excellence, leadership, and tradition for which Fenwick High School is noted:

We will draw upon our Catholic tradition and the charism of the Dominican Order for meaning and direction in all our efforts and decisions

We will emphasize strong self-discipline in our approach to academics and co-curriculars

We will emphasize service to others and prepare our graduates to live as Christians in the world

We will challenge our students and ourselves with high expectations as we strive for excellence in all we do

We will sustain a first-rate faculty and administration

We will maintain a diverse ethnic and socio-economic population in our student body

## **PHILOSOPHY OF EDUCATION**

Fenwick High School stands for the full and harmonious development of its students according to their capacity. Fenwick's philosophy of education is based on four concepts: the importance of the human person, the Catholic tradition, the Dominican heritage, and the liberal-arts curriculum.

### **Human Person**

The human person, a composite of body and spirit, is accorded unique dignity as the result of being the summit of creation and being formed in the image of God. Human knowledge originates in sensory experience, and human choices are influenced by emotions. The capacity, however, for intellectual knowledge and free choice transcends these limits.

### **Catholic Tradition**

The Catholic tradition stresses the triumph of grace over sin through the power of the Holy Spirit. Along with a doctrinal tradition founded in scripture, Catholics value continual theological development through dialogue with human history. Community and church are especially valued as they are organized for the service of the Gospel. The Catholic tradition esteems the principle of sacramentality and works on behalf of justice and peace.



### **Dominican Heritage**

St. Dominic, the patron of Fenwick High School, recognized that intellectual life is essential to the mission of preaching and teaching the Christian faith; consequently, from its founding the Order of Preachers has been associated with centers of learning. This philosophy was further articulated by St. Thomas Aquinas, who emphasized the relationship between contemplation and action, between study and service. As a community steeped in this heritage, Fenwick fosters within its students:

1. A confidence that God can be known through faith and human reason.
2. A realization that knowledge leads one from false values and misperceptions of reality to freedom and truth.
3. A willingness to work in concert with others and to understand better the truth about God, life, and its many possibilities.
4. The courage to act on one's beliefs, turning study and reflection into a life of strong moral character and compassion for others.

### **Liberal Arts and Sciences**

Fenwick prepares its students through an education in the liberal arts and sciences for a lifetime of aesthetic appreciation, assiduous study, and critical thinking. The educational program stresses imagination, analysis, interpretation, and logical, lucid expression while promoting in its students an appreciation of the wholeness and richness of life. This perspective encourages Fenwick students to explore not only fields of personal interest but also the broad range of the liberal arts core curriculum including humanities, science, history, foreign language, and mathematics. Students embark on this exploration not in solitude but in dialogue with others.

### **PROFILE OF GRADUATE**

In fulfillment of this philosophy, Fenwick High School functions at one stage in the life-long process of human growth. Fenwick builds on the work of the family and the elementary school to prepare the student for the next step in a continuum that extends through college and onto vital membership within society. The Fenwick community, aware of the many dimensions of the human person, creates the following objectives, which ideally should be realized in every graduate:

#### **Person**

The Fenwick graduate should reach a level of maturity that reflects self-responsibility for his or her own development. The graduate should demonstrate the habits of self-reflection on life experiences and be open and flexible to other points of view. Putting forth the effort to live up to one's full potential as a person and the ability to have empathy towards others should also be evident.

#### **Believer**

The Fenwick graduate should have a knowledge of the traditions, doctrines, and practices of the Catholic Church and should continue to participate in the sacramental life of the church. The same would be expected of non-Catholic graduates with respect to their traditions, having had the opportunity to reflect on their own religious commitments and traditions against the background of the study of the Roman Catholic tradition. This foundation will enable the graduate to sift ideas and beliefs for insights into truth and accept a personal relationship with God.

#### **Citizen**

The Fenwick graduate, in his or her daily life, should act out of a sense of justice and an awareness of contemporary social issues. The graduate, as a concerned citizen, should make choices responsibly when faced with issues of personal freedom and human rights. The graduate should respond to individuals in society free from prejudice.

## Scholar

The Fenwick graduate should demonstrate intellectual competence through critical thinking, careful listening, and effective written and oral communication. A Fenwick graduate should respect one's own field of study as well as other fields of study and appreciate learning as a life-long endeavor. Because of these skills and attitudes, the graduate should perform effectively in a career.

## Athlete

The Fenwick graduate should engage in a lifestyle of wholesome personal awareness, physical activity, and good nutrition. In sports, as in any activity, the graduate should contribute as a team member and a team leader with enthusiasm and dedication to achieve a group goal.

## DAILY CLASS SCHEDULE

### Regular Schedule

Class Period	Class Begins	Class Ends
01	8:00	8:45
02	8:50	9:40
03	9:45	10:30
04	10:35	11:00 Lunch A
05	11:05	11:20
06	11:25	11:50 Lunch B
07	11:55	12:10
08	12:15	12:40 Lunch C
09	12:45	1:30
10	1:35	2:20
11	2:25	3:10

### Morning Assembly

Class Period	Class Begins	Class Ends
01	8:00 8:45	8:40 9:25 Assembly
02	9:30	10:10
03	10:15	10:55
04	11:00	11:25 Lunch A
05	11:30	11:40
06	11:45	12:10 Lunch B
07	12:15	12:25
08	12:30	12:55 Lunch C
09	1:00	1:40
10	1:45	2:25
11	2:30	3:10

### Afternoon Assembly

Class Period	Class Begins	Class Ends
01	8:00	8:40
02	8:45	9:25
03	9:30	10:10
04	10:15	10:40 Lunch A
05	10:45	10:55
06	11:00	11:25 Lunch B
07	11:30	11:40
08	11:45	12:10 Lunch C
09	12:15	12:55
10	1:00	1:40
11	1:45 2:30	2:25 Assembly 3:10

### Liturgy Assembly

Class Period	Class Begins	Class Ends
01	8:00 8:40	8:35 9:50 Liturgy
02	9:55	10:30
03	10:35	11:10
04	11:15	11:40 Lunch A
05	11:45	11:50
06	11:55	12:20 Lunch B
07	12:25	12:30
08	12:35	1:00 Lunch C
09	1:05	1:40
10	1:45	2:20
11	2:25	3:00

### Restoration Schedule

Class Period	Class Begins	Class Ends
01	8:00 8:40	8:35 10:10 Assembly
02	10:15	10:50
03	10:55	11:30
04	11:35	12:00 Lunch A
05	12:05	12:10
06	12:15	12:40 Lunch B
07	12:45	12:50
08	12:55	1:20 Lunch C
09	1:25	2:00
10	2:05	2:40
11	2:45	3:15

### Faculty Meeting/Late Start Schedule

Class Period	Class Begins	Class Ends
01	8:00 8:45	8:40 Meeting 9:25
02	9:30	10:15
03	10:20	11:00
04	11:05	11:30 Lunch A
05	11:35	11:45
06	11:50	12:15 Lunch B
07	12:20	12:30
08	12:35	1:00 Lunch C
09	1:05	1:45
10	1:50	2:30
11	2:35	3:10

## **ADMINISTRATION & STAFF**

### **Executive Leadership Team**

President: Fr. Richard Peddicord, O.P.

Principal: Mr. Peter Groom

Chief Operating Officer: Ms. Nancy Bufalino

Vice President of Institutional Advancement: Mr. Chris Ritten

### **Academics**

Assistant Principal: Ms. Eleanor Cain

Assistant Principal: Ms. Laura Pendleton

Director of Scheduling and Student Data: Mr. Michael Collins

Administrative Assistant to the Principal: Ms. Karen Campagna

Administrative Assistant to Administration: Ms. Kristin Angel

### **Athletics**

Athletic Director: Mr. Scott Thies

Assistant Athletic Director: Mr. Tony Young

Assistant Athletic Director: Mr. Matthew Battaglia

Administrative Assistant to Athletics: Ms. Tracy Bonaccorsi

### **Business Office**

Director of Finance and Accounting: Ms. Michelle Anderson

Senior Financial Accountant: Ms. Geri Gushurst

Tuition Management: Ms. Sharon Bolden

Accounts Payable Specialist: Ms. Maureen Nash

Friar Shop: Mark Modic

### **Campus Ministry**

Director: Ms. Mary Beth May

Chaplain: Fr. Christopher Johnson, O.P.

Kairos Director & Campus Minister: Ms. Maria Nowicki

Campus Minister: Ms. Hope Zelmer

### **Institutional Advancement**

Vice President of Institutional Advancement: Mr. Chris Ritten

President Emeritus: Fr. Richard LaPata, O.P.

Director of Annual Giving and Advancement Services: Ms. Cindy Erwin

Major Gift Officer: Ms. Jen Iarrobino

Director of Alumni Relations: Mr. Peter Durkin

Manager of Special Events: Mrs. Marilyn Nicodemo Frisz

Donor Relations Administrator: Mrs. Dana Wesolowski

Director of Marketing and Communications: Mr. Scott Hardesty

Media Content Manager: Mr. Mark Vruno

Development Associate: Ms. Kristyn Rein

### **Student Services Department**

Director of Student Services: Mr. Terrence O'Rourke

Deans of Students: Ms. Charly Ieremia, Mr. Dan O'Keefe

College Counselors: Ms. Emily Anderson, Ms. Igho Oraka

Class Counselors: Ms. Mary Visteen, Mr. James Segredo, Ms. Elisabeth Dunne, Ms. Runako Robinson

Learning Resource Coordinators: Mr. Kyle Kmiecik, Ms. Grace (Lilek) David

Social Workers: Ms. Nancy Drennan, Ms. Halle Winkler

Administrative Assistant to Student Services: Ms. Yvette Rowe

Registrar/Attendance Officer: Ms. Elizabeth Kelley

### **Office of Admissions**

Director of Admissions: Mr. Pat Jacobsen

Admissions Assistant: Ms. Kathleen O'Laughlin

Administrative Assistant to Admissions: Ms. Cathy Kaszuba

### **Office of Diversity Equity and Inclusion**

Director of Diversity Equity and Inclusion: Raymond Moland

### **Facilities**

Director of Operations: Mr. Jerry Ruffino

Maintenance Supervisor: Mr. Pat Ruffino

School Resource Officer: Mr. James Sperandio

School Nurses: Ms. Donna Pape, R.N., Ms. Kitty Monty R.N.

Receptionist: Ms. Louise Tartaglia

### **Technology Services**

Director of Technology Services: Mr. Ernesto Nieto

Associate Director of Technology Services: Fr. Michael A. Winkels, O.P.

Technology Specialist: Mr. Bobby Ross

Digital Learning Specialist: Mr. Bryan Boehm

Technology Coach: Mr. Andrew Zelm

## **ACADEMIC PROGRAMS**

### **English Department**

Chairperson: Ms. Theresa Steinmeyer

Ms. Laura Gallinari, Ms. Kimberly Kotty, Ms. Geralyn Magrady, Ms. Jennifer Ori, Mr. Richard O'Connor, Mr. Terry O'Rourke, Mr. Kyle Perry, Mr. John Schoeph, Ms. Nicky Shoffer, Mr. Gerard Sullivan, Ms. Lauren Trifilio, Ms. Shana Wang, Ms. Katherine Whitman

### **Expressive Arts Department**

Chairperson: Ms. Rizelle Capito

Ms. Tracy Carey, Mr. Caleb Faille, Mr. Lucas Gillan, Ms. Laura Pendleton, Ms. Nicky Shoffer, Ms. Judith Tichacek,

Fr. Mike Winkels, O.P., Mr. Andrew Zelm

### **Mathematics Department**

Chairperson: Mr. Matt Barabasz and Mr. Roger A. Finnell

Ms. Eleanor Cain, Ms. Mary Cusack, Ms. Toni Dactilidis, Ms. Bozena Kopf, Mr. Ray Kotty, Mr. Jerry Kribs,  
Ms. Maria Nowicki, Mr. Kevin Roche, Ms. Diane Sabbia, Mr. Dave Setum

### **Physical Education/ Health Department**

Chairperson: Ms. Erin Power

Ms. Emily Anderson, Mr. Dave Hogan, Mr. Joseph Konrad, Mr. Titcus Pettigrew, Mr. David Power

### **Science Department**

Chairperson (Biology/Chemistry): Mr. Marcus McKinley

Ms. Amy Christophell, Mr. Dan Conlin, Mr. Dale Heidloff, Mr. Tim Menich, Ms. Jennifer Riggs,  
Ms. Elizabeth Timmons, Mr. Mike Trankina, Mr. Dan Wnek

Chairperson (Physics/Computer Science): Mr. Kevin Roche

Ms. Brigid Esposito, Mr. Dale Heidloff, Mr. Dave Kleinhans, Mr. Peter Lamkin, Mr. Don Nelson, Mr. Dave Setum

### **Social Studies/History Department**

Chairperson: Mr. Alex Holmberg

Mr. Matt Battaglia, Ms. Olivia Butt, Mr. Peter Gallo, Mr. Peter Groom, Mr. Brian Jerger, Ms. Mary Beth Logas,  
Ms. Geralyn Magrady, Ms. Igho Oraka, Ms. Erin Power, Mr. John Quinn, Ms. Nadia Saleh, Mr. Arthur Wieckiewicz

### **Theology Department**

Chairperson: Br. Joseph Trout, O.P.

Ms. Kaitlin Hasenbeck-Meyer, Fr. Christopher Johnson, O.P., Dr. Jonathan King, Ms. Mary Beth May,  
Ms. Clare McNamee, Mr. Pat Mulcahy, Ms. Sheila Regan, Mr. Mike Slajchert, Fr. Matt Strabala, O.P.

### **World Language Department**

Chairperson: Ms. Samantha Carraher

Mr. Peter Blank, Ms. Marianne Carrozza, Mr. Jeremy Dickinson, Mr. Beto Garcia, Ms. Korin Heinz,  
Ms. Shawna Hennessey, Ms. Cristina Lilek, Dr. Marissa Porter, Ms. Sheila Regan, Mr. John Schoeph, Mr. Lex Zhao

## TRANSPORTATION & PARKING

### BUS REGISTRATION WILL END ON AUGUST 1, 2021

<b>Fees:</b>	<b>Annual (Round Trip)</b>	<b>One Way Annual (AM or PM Only)</b>
Route Services	\$985.00	\$620.00
Burlington Shuttle	\$985.00	\$620.00
Lake/Marion Shuttle	\$515.00	\$320.00

Register online by going to [fenwickfriars.com](http://fenwickfriars.com) and click on the “About” tab then transportation. The bus rides to and from school, and school activities are an extension of the school day. Students are expected to act in a manner that shows consideration for the driver and for the safety of other students. Students reported for disruption, vandalism or disrespect may be denied bus service and will be subject to school policies regulating similar behaviors.

### ROUTE SERVICES (will use the following borders)

**South Route:** Central Avenue (East), 63<sup>rd</sup> Street (South), and will return to Fenwick along Harlem Avenue (West).

**North Route:** Foster (North), Cumberland (West) and Austin Avenue (East).

**Lakeview:** Lake Shore (East), Belmont (North), and I-290 (South)

### **For students taking the Routes:**

- Students with paid registration will determine the bus routes. Occasional riders will NOT influence bus routes.
- Bus Routes will be determined in August. Every effort will be made to schedule a stop within a few blocks of each student’s home.
- **Temporary bus passes and copies of the routes will be sent out in August.** Permanent bus passes for the 21-22 school year will be processed once ID photos are taken. Your ID is your bus pass.
- Occasional rider bus coupons are available for students on the Fenwick website. Coupon books are \$50.00 for a total of 10 rides. **Coupon books are sold online, please bring your receipt to the reception desk to claim your book.**
- Buses are limited to 48 students per bus on a first come first serve basis.
- All Routes will arrive before Period 01 and will leave after Period 11.

### SHUTTLE SERVICE

**Western Suburbs** (Naperville, Hinsdale, Western Springs, LaGrange, etc.)

The Metra/Burlington Northern pickup will be in downtown Riverside (AM) and the drop off will be in Berwyn (PM).

**Northwest Suburbs** (Wheaton, Glen Ellyn, Elmhurst, etc.)

The Metra/Union Pacific pickup and drop off will be at North Blvd/Marion St. in Oak Park.

### **For students using the shuttles:**

- Buses for the Metra Stations will arrive before Period 01 and will be available after Periods 10 and 11.
- The Activity Bus leaves Fenwick at 5:30 p.m.
- Buses are limited to 48 students per bus on a first come first serve basis.

## **VENTRA STUDENT FARE PROGRAM**

For public transportation, Fenwick students can participate in the student discount program with Ventra. Please use the link and select the appropriate form for first time riders or renewing riders: <https://www.ventrachicago.com/students/>

PLEASE NOTE: on the form that asks for the "Homeroom Teacher Name & Room Number" please write: Operations Department. The Ventra card will be mailed to the school and distributed to the student.

## **STUDENT PARKING PERMIT INFORMATION & PROCEDURES**

### **Fenwick Onsite Parking Permits**

Fenwick is only offering onsite parking for 2021-2022, no S4 tags will be sold. Garage Permit Parking Hang Tags will be sold online through the Fenwick Website (ultra-camp). This sale will be conducted in mid-May annually. There will be 300 garage permits sold, and the sale will begin with rising seniors followed by the juniors and then sophomores. Once the parking is sold out there will be a wait list setup. Parking in the garage will begin on the first full day of school and end on the last day of second semester final exams. Hang tags CANNOT be shared from student to student.

### **Parking Garage Rules and Regulations**

In order to keep the Parking Garage safe for those entering into the facility, the following rules and regulations cover any and all uses of the parking garage, by any Fenwick student, Fenwick employee, family member of a student, and visitors, at any time of the day. These rules are in effect 24 / 7 / 365.

1. All persons operating a motor vehicle within the parking garage will adhere to any and all local and state traffic laws.
2. All persons operating a motor vehicle within the parking garage will obey the posted signage affixed to the building itself or a portable sign post that govern speed, safety requirements, traffic directions, any emergency postings, and any miscellaneous postings.

### **Student Usage – During the School Day**

1. Students will proceed into the Main Parking lot area as directed by posted signs and pavement markings leading to the Parking Garage. These avenues are from the Main Entrance to the Main Lot, off of East Avenue and from the westbound traffic lanes of Madison Street, into the South Parking Lot.
2. Students will safely and slowly proceed into the Parking Garage via the southwest portion of the garage (the Entrance/Exit).
3. Students **must display their hangtag** when entering the garage so the faculty member monitoring the garage area can view it.
4. Students will carefully travel through the garage to find a parking space. Spaces are not assigned and can be used on a first come – first served basis.
5. Students will park carefully within one parking space as designated by the yellow lines on the pavement.
6. Students will **NOT** park on the roof level of the garage (level 6). Students are allowed to park in the lower level spaces that were previously reserved only for faculty and staff.
7. Students may only park in the Disabled Persons Parking Spaces by displaying a valid, Handicapped Placard issued by the State of Illinois, or by displaying State of Illinois-issued, Handicapped license plates attached to the vehicle. Illegally parked vehicles will be subject to discipline from the Dean's Office and may be subject to a parking citation issued by the Oak Park Police Department.



8. Students will proceed carefully and safely to the stairwell nearest their parked vehicle to proceed to the ground level in order to exit the garage. Students will not walk along the ramp levels in traffic to the ground levels in order to exit.
9. Students will not congregate in the garage during arrivals or dismissals and will only be present in the garage while exiting their vehicle or proceeding to their vehicle. Students waiting for the driver of their carpool will not congregate in the garage.
10. Students are expected to abide by the same rules governing elevator usage in the parking garage as they are within the school.
11. Any student engaging in inappropriate or reckless behavior in, or around the garage, involving a vehicle or not, will be subject to discipline from the Dean's Office. Unless leaving their vehicles at the beginning of the day or returning to their vehicles at the end of the day, students will not remain in the garage for any reason, during any portion of the day, without express permission from the Director of Operations or the Deans and only then while escorted by a Faculty or Staff member.

## ACADEMICS

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

### **ASSESSMENT PROTOCOLS**

During all assessments, class tests, ACT, finals, etc., students will be expected to turn off and put away all technological devices such as cell phones, iPads, smart watches, etc. The use of any unauthorized device or having these items out during an assessment will subject students to consequences under the academic dishonesty policy. See Academic Dishonesty policy in the Code of Conduct section for details.

### **CHEATING/PLAGIARISM**

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 in the Code of Conduct section for details.

### **GRADUATION REQUIREMENTS**

Five academic credit courses must be taken each year; a sixth and/or seventh academic subject may be taken by students who qualify. Fenwick offers an honors program for students of exceptional ability. Twenty-two (22) credits with the following minimum specific qualifications are needed for graduation:

<b>Subject</b>	<b>Credits</b>	
English	4	
Expressive Arts	1	(including Speech)
Mathematics	3.5	(including Trigonometry)
Science	2	(minimum two lab sciences, including Biology)
Social Studies	2.5	(including Civics or AP Government)
Theology	4	
World Languages	4	(four years in one language or 2/2 in two languages)
Health	.5	
P.E.	.5	

See the [Course Guide](#) for more details.

### **GRADING**

The following grading scale is recommended:

A	= 93 – 100	W	= Withdrawal
B	= 85 – 92	WF	= Withdrawal Fail
C	= 78 – 84	I	= Incomplete (used for prolonged absence only)
D	= 70 – 77	AU	= Audited Course
NC	= No Credit		

Teachers have the latitude to use alternate systems but none more stringent than the recommended scale.

### General grading policies:

1. An "A" – "B" – "C" – "D" – "NC" is figured into the Grade Point Average (GPA). An "I" and any non-academic courses are NOT included in the GPA.
2. An "NC" received in any subject for a semester's work requires that the student take the course over again and the grade received will be added into the GPA together with the "NC."
  - a. An "NC" received in a fall course should be made up by the end of the following semester. An "NC" received in a spring course should be made up by the beginning of the next school year.
3. Three "NC's" received on semester grades, in any one semester, two "NC's" in both semesters, in the same academic year, or a cumulative GPA of under 1.5 will cause the student's record to be reviewed by the Academic Review Board which may result in the dismissal of the student from Fenwick.
4. Honors for outstanding academic performance will be listed according to the following norms:
  - a. First Honors: Requires an average of 3.50 or above, with no single grade point value lower than 3.00.
  - b. Second Honors: Requires an average of 3.00 or above, with no single grade point value lower than 2.00.
  - c. Students graduate with honors if they maintain a 4.0 GPA or better based on eight semesters of academic work.

### **GRADE POINT AVERAGE/QUALITY POINTS**

The following grading and quality point systems are used:

College Prep Classes			Honors/AP Classes		
A	=	4	A	=	5
B	=	3	B	=	4
C	=	2	C	=	3
D	=	1	D	=	1
NC	=	0	NC	=	0

To determine quality points for a marking period, multiply the value of the letter given above by the value of the attempted credit for the marking period.

#### Examples:

If a student earns a B in a course for a marking period, multiply the value of the B (3 in a regular course) by the value of the attempted credit for the marking period (.25). The result is .75.

If a student earns a B in a semester course, multiply the value of the B (3 in a regular course) by the value of the attempted credit for the semester (.5). The result is 1.5.

To determine a GPA (Grade Point Average) for a marking period of the semester, add up all the quality points and divide by the number of credits attempted for that grading period.

### **TEST DAYS**

#### **Assessment Schedule 2021-2022**

World Languages – Monday through Thursday

Theology, Social Studies, English – Even Numbered days of the calendar

Expressive Arts, Science\*, Math, Computers – Odd Numbered days on the calendar

\*Science – Fridays

*\*Science classes also fit in the regular rotation of assessment days. If a Friday does not fall on an odd numbered day, Science still may test on the Friday.*

No subjects may give assessments outside of their assessment days. The only exception to this rule would be for reading quizzes. A reading quiz may only cover the material assigned for homework as a reading due that day. Any exceptions must be approved by the Principal.

Papers and projects should be assigned far in advance so that students have plenty of time to complete the assignment. The teacher can use any school day as a due date for these types of assignments.

### **WITHDRAWING FROM A CLASS**

Once the school year has begun, a student has one full week to request a withdrawal from a course. That request must be made in consultation with the student's counselor. If a student is allowed to withdraw from a course prior to the deadline, and he or she has consulted with the counselor, that course will not appear on their report card or their official transcript.

If a student asks to withdraw from a course after the deadline, the student must get permission from the Academic Department Chairperson and Student Services. When a student drops a course after the deadline, the course remains on their report card and transcript and a W (Withdrawal) designation will appear where the grade would normally be listed.

## STUDENT SERVICES

The Student Services Department strives to maintain a positive atmosphere for learning. Each of the counselors attempt to assist our students in areas of academic, social, and personal concern.

### ACADEMIC ADVISING

A student's progress is monitored by a class counselor. Students may be referred to our FRIAR MENTOR PROGRAM to gain assistance from a peer-tutor. Students and parents have access to student grades by logging into Schoology and should be reviewed regularly.

#### **Class Counselors**

College Counselors: Ms. Emily Anderson and Ms. Igbo Oraka  
Class of 2022: Ms. Mary Visteen  
Class of 2023: Mr. James Segredo  
Class of 2024: Ms. Elisabeth Dunne  
Class of 2025: Ms. Runako Robinson

### SUMMER COLLEGE SERIES

Rising seniors and their parents are invited to attend a series of college selection seminars during the summer months prior to their senior year. Topics discussed typically include: admissions criteria, standardized test requirements, selective school admissions policies, scholarship eligibility, and financial aid.

### SUBSTANCE ABUSE PROGRAM

The Student Services Department acts as a resource for students, parents, and faculty when questions of substance abuse arise. Student Services, in cooperation with the Fenwick Administration, sponsors **Fenwick at Its Best (FAB) and the Sophomore Night Educational Program:**

#### **Fenwick at Its Best (FAB)**

FAB is a mandatory evening for all freshmen to attend with at least one parent or guardian. The annual presentation is aimed at fostering healthy relationships between parents and children as students enter the high school years. The risks and pressures that teens face during their high school careers are addressed. In relation to that, the Fenwick Administration outlines the school's approach and policies pertaining to underage drinking and the use of illegal and prescription drugs.

#### **Sophomore Night Educational Program**

This program focuses on underage drinking and drug use, including medical, legal, and other far-reaching and tragic potential consequences. Our school welcomes the Alliance Against Intoxicated Motorists (AAIM) as it brings a panel of speakers to present. In addition, the Fenwick Administration also speaks regarding policies listed in the Fenwick High School Parent/Student Handbook concerning these topics. It is a mandatory evening for sophomores and their parents. *In order to have the privilege of attending Fenwick's dances, each sophomore must attend the presentation with at least one parent or guardian. Transfer students and their parents also are required to attend.*

#### **Fenwick High School's Substance Abuse Program also includes:**

##### **Health Class**

This is a required course for all Fenwick students. As part of the curriculum, students are educated about the risks of alcohol and drug use.

### **Programs Sponsored by Students Against Destructive Decisions (SADD)**

SADD sponsors two all-school assemblies per year pertaining to the risks associated with unwise choices. The spring assembly each year focuses on the dangers of alcohol and drug use for youth and other risky choices.

### **TESTING PROGRAM**

The Student Services Office administers a number of standardized tests to our students. Testing fees are set by the independent testing agencies, they include:

#### **PSAT/National Merit**

Freshmen, sophomores and juniors sit for the National Merit Exam. This instrument prepares students to take the SAT (given in junior year) and also allows students to qualify for National Merit recognition and possible scholarships.

#### **SAT – (Scholarship Aptitude Test)**

The Scholarship Aptitude Test is given to our juniors. It is one of the two standardized examinations required by most colleges.

#### **ACT – (American College Test)**

The American College Testing program is administered to juniors. The ACT is preferred by many Midwestern universities and may be substituted for the SAT at a number of schools.

### **TRANSFER STUDENTS**

All transfer students are placed on Academic, Attendance and Disciplinary Probation for one school year.

### **THE LIBRARY**

Library hours are from 7 a.m.–5:30 p.m. for Monday through Thursday. On Fridays, the Library will open at 7 a.m. and will close at 4:30 p.m. Before and after school hours are available by reservation only. Reservations are made by going to the Library page on the Fenwick website and filling out the google form. During school hours no one without an official pass is allowed in the Library.

All students are welcome in the Library and are strongly encouraged to use it often. A respectful, quiet atmosphere, conducive to study and concentration, should be maintained at all times. Students should ask a librarian for assistance if needed. To check out library materials, students must present their Fenwick Student ID. To develop responsibility, students should be aware of library material due dates and return materials on time. The cost of replacement materials will be charged to the student if items are lost.

Each year the library receives funds from federal grants, which are intended to allow us to purchase materials that will enrich the educational process and address the students' greatest needs. Parents and faculty are invited to contact the school librarian with suggestions for purchases from these funds.

## **HEALTH OFFICE**

Our mission in the Fenwick Health Office is to provide effective and efficient care which will promote the physical, emotional and spiritual well-being of the student. We strive to work with families and the school community to keep students healthy, safe and ready to learn.

During school hours there are two full-time School Nurses in the health office, located in the basement across from the pool. The School Nurse provides emergency assistance and first aid in cases of injury or illness until the parent/legal guardian arrives to assume responsibility.

### **Guidelines and procedures:**

1. Parents/legal guardians are responsible for keeping ill students at home. Parents must follow the guidelines of the CDC. The student should stay home for a fever of over 100.0 and should not return until at least 24 hours after the fever, flu-like symptoms are resolved. If required the Student's Healthcare must provide a clear and concise return to school note.
2. Parents are responsible for keeping students home for any other illness that may be contagious such as eye infections or any communicable diseases until cleared by the Healthcare provider.
3. If the student feels ill while at school:
  1. The student will notify their current teacher they need to see a Nurse. The student, with an escort if necessary, will then proceed directly to the nurses' office.
  2. The nurse will assess the complaint of the student and notify the parents/guardian if necessary. Documentation also will be completed by the nurse in Magnus.
  3. Students may only go home with a guardian, contact person or person who is represented by the parent (verbally).
  4. Students are not permitted to drive themselves home from school if they are ill. They must be picked up by a guardian or authorized contact person. The parent/guardian or authorized contact must come into the building and sign the student out at the front desk. The Administration will stand firm on this policy.
  5. Reasons students must be picked up from school include but are not limited to:
    1. Fever over 100 degrees
    2. Persistent cough
    3. Any severe pain or injury
    4. Any suspected communicable disease
    5. Flu-like symptoms
    6. Migraines
    7. Rash
    8. Allergic reaction
    9. Vomiting
    10. COVID-19
  6. If a crisis situation occurs: assessment of the individual will take place and if warranted, 911 will be called. A Fenwick staff member will notify the parents/guardian.
    1. If the student needs to go to the hospital the student will go with the paramedics to Rush Oak Park and will be escorted by a Fenwick Faculty or Staff member.
    2. The school nurse will follow up with the Parent/Guardian after the situation and a return-to-school note needs to be provided by a healthcare provider.
4. Parents should sign a consent to share health information on Magnus in order for the Nurses to share information to faculty, athletic trainers, Student Services, and others. Only accommodations and plans of care will be shared if consent is signed. Confidentiality is of the utmost importance with the Health Office.
  1. If accommodations are needed they should be written out by the Health Care Provider and sent by fax or uploaded to Magnus. The accommodation forms are found on Magnus.

2. Special Lanyards will be given for specific accommodations. They must be returned with a clearance note in order to participate in sports and activities.
3. Concussion guidelines are very specific, please contact the Nurse directly. Forms for the physician are on Magnus.
4. Students who have an injury or illness must have a clearance note from their physician on file to continue with regular school and extracurricular activities.

### **Medications**

Students who need to take medication during school must have an Authorization of Medication Prescription form completed by their Health Care Provider on file. The Authorization includes Prescription and Non-prescription medications. All Medications are to be stored and taken in the Health Office. The school nurse or authorized personnel will administer medication when the Authorization of Medication is in place. Parents should make every effort to give prescribed doses of medication at home. (The Authorization of Medication form can be found on Magnus Health System.)

**EpiPen/Inhalers:** If the EpiPen and Inhalers are to be stored in the Health Office, it is imperative that the Health Office has it by the first day of school. Please let the Health Office know the expiration dates of the Inhalers or EpiPen that are stored in the student's backpack only.

### **Fenwick Emergency Medical Equipment**

Fenwick High School has multiple locations where defibrillators and Undesignated EpiPens are available. The Nurse and members of the staff are fully trained and certified to use this equipment. The Nurse and trained staff also have access to Narcan and undesignated asthma inhalers. For policies regarding these emergency medical treatments, please see the Health Office Web page under Student Life on the Fenwick website.

### **Athletic Injuries**

If a student is injured participating in an authorized Fenwick sport or practice, Fenwick has Athletic Trainers available to see and treat athletes after school. If a student sees a physician outside of Fenwick they will need a written clearance note from that physician to return to play.

### **Magnus**

Fenwick utilizes a medical records system called Magnus Health SMR (Student Medical Record). As this is a web-based system, you will have continuous access to your child's health record as well as the ability to make updates when needed. You will also have the option to access the account after your child graduates. For more details please see our [Health Office](#) page under the Student Life tab on the Fenwick website.

### **Yearly Health Form Requirements**

For students in all grades we ask parents/guardians to enter the health information required within your Magnus Health SMR account for each child attending Fenwick no later than July 1<sup>st</sup>. Timely submission of health information and other forms is vital so that preparations can be made prior to the first day of school and/or practice. Students are subject to exclusion from school and activities if the July 1<sup>st</sup> deadline is not met.

**EXCLUSION:** According to the State of Illinois, if all forms are not in and completed by the start of each school year, students may not be allowed to attend class and will not participate in sports or other activities until all forms are completed.

Athletes must have a current physical on file to participate in sports. Sports physicals are good for 1 year.



A checklist for Magnus can be found on the Health Office page under the Student Life tab or by clicking on this link: [Magnus Checklist](#).

### **Pregnancy Policy**

As a Catholic community, we affirm, encourage and emphasize the need to make good moral choices, which include abstinence from engaging in pre-marital sex as well as not considering abortion as a possible course of action.

The administration and student services personnel of Fenwick High School will extend every effort to assist and support the pregnant student in her educational development as well as in her personal and social adjustment.

When the school becomes aware of a student who is pregnant:

1. A conference will be held with the student, her parents, the Director of Student Services, one of the Nurses, and her counselor to determine the most appropriate course of action. If the father is a Fenwick student, he and his parents will also be included in this process.
2. Should the student decide to stay at school, the student and her parents/guardians assume all responsibilities for prenatal care as well as all the regular school responsibilities. Absence from school for maternity reasons will be managed as are all extended absences for medical reasons.
3. Pregnant students may participate in one of the many fine alternative programs offered in the Chicagoland area by reputable agencies such as Catholic Charities. The educational program alternatives must be compatible with the program offered at Fenwick so that the student will be able to return to Fenwick with a minimum of difficulty.
4. Periodic updates on the student's condition, from the student's doctor, will be requested by Fenwick. This will be done out of our concern for the student's welfare.
5. As with all Fenwick students, the student is expected to abide by all academic, behavioral, and social norms of the school.
6. Students will not be allowed to have their infant/child with them during the school day.

### **Health and Safety Protocols**

Fenwick High School is in Oak Park, IL which is located in Cook County. Therefore, we do have to comply with the recommendations of the Oak Park, Cook County and Illinois health departments with regards to our health and safety policies and procedures.

## DEANS' OFFICE

The Office of the Deans of Students strives to set standards of excellence to foster a welcoming environment that is inclusive, safe and conducive to learning.

### **ATTENDANCE**

The school calendar is provided in advance with all major dates and activities. Family business, doctors' appointments, etc. should not interfere with school time to the best extent possible. Fenwick High School strongly discourages families from taking a student out of school for family trips and vacations.

#### **Reporting an Absence**

Each day of an absence, late arrival or early dismissal, a parent or guardian must call the school (708-386-0127 x 341) or send an email to [attendance@fenwickfriars.com](mailto:attendance@fenwickfriars.com) before 8:45 a.m. to report the absence and give the following information:

- Student's full name and year in school
- Parent/Guardian's full name
- A specific and fully stated reason
- Parent/Guardian daytime phone number

If a phone call or email is not received with a specific reason why by the end of the day on which the student is absent, the absence will be considered unexcused. The absence cannot be excused on a later day. The Dean of Students determines the status of an absence (excused, unexcused or truant). **Student attendance records can be seen in Blackbaud and should be reviewed regularly.**

#### **Returning from an Absence**

When a student returns from any absence requiring documentation in order to be excused, all supporting documents must be turned into Student Services the day they are returning from the absence(s). The status of the student will be updated in Blackbaud for teachers and parents. If supporting documentation can be emailed please send them to [attendance@fenwickfriars.com](mailto:attendance@fenwickfriars.com) and then students will not need to report to student services.

#### **Types of Absences**

Students are expected to be in class daily and to be on time for every class. Absences will be classified by excused or unexcused. Students are responsible for obtaining missed class content and homework for excused absences. An absence due to truancy, out-of-school suspension or dismissal from class for disciplinary reasons is unexcused. In these cases, the teacher is not obligated to assist the pupil in making up any assignments, tests or laboratory experiments that have been missed. The student may not receive credit for any work missed during these times and will not participate in extracurricular activities.

The following are acceptable reasons for excused absences:

- Illness (up to three days per quarter, Doctor's note will be required beyond that)
- Medical appointments (Doctor's note must be turned in)
- Funerals
- College Visits (Advanced Absence Approval from Fenwick is required)
- Court (Paperwork must be brought in)

Truancy is an intentional unauthorized/unexcused absence from school and will result in the same consequences as an unexcused absence, along with 10 JUGs and 10 Demerits and other consequences as deemed by the Dean of Students based on the severity of the situation. A second truancy will also include being placed on disciplinary probation.

All absences from an individual class will be treated as a cut class unless the student has obtained permission from the teacher in advance to miss the class. In the case of illness during class or passing period before the start of class, the student will need permission to go to the Nurse's office. The following are consequences for cutting class(es):

1 <sup>st</sup> offense	3 JUGs and 3 Demerits
2 <sup>nd</sup> offense	5 JUGs and 5 Demerits
3 <sup>rd</sup> offense	10 JUGs and 10 Demerits & Disciplinary Probation

Fenwick High School reserves the right to review the academic status of a student and/or drop a student from a class if they have been absent for more than eight days per semester regardless of the status of the absences. The Dean of Students, the Student's Counselor and/or the Principal will review extenuating circumstances, with all cases subject to review by the Attendance Review Board.

#### **Attendance Review Board**

Any student with an excessive amount of absences, which would be a number of absences equal to or more than 10% of the total days in session, may be subject to an Attendance Review Board hearing and/or lose credit for the semester.

#### **Advanced Absences**

In the case of a planned absence, due to family necessity including college visits, students must obtain an approved Advanced Absence. The parent/guardian must email Mrs. Ieremia, [cieremia@fenwickfriars.com](mailto:cieremia@fenwickfriars.com), with detailed information regarding the absence at least one week in advance. The student must then email all their teachers to create a plan for all make-up work/assessments. These actions will be expected if the student is to have make-up privileges for tests and assignments that might be missed.

#### **Attendance Guidelines for Athletics & Clubs/Activities**

Students involved in athletics, clubs and/or organizations cannot practice, participate or compete in those activities/contests if they do not arrive to school by the end of period 02. If an activity/contest is held on a Saturday or Sunday, the student must arrive to school before the end of period 02 on Friday. Students leaving the building early especially for illness, suspension or caught cutting class may not participate, practice or compete in any activities that day either.

1. If an absence during the day is due to a doctor or dentist visit, a note must be presented confirming the appointment and clearing the student to participate for that day: no exceptions.
2. If an athlete is absent from school for reasons other than illness, the decision of eligibility will be left to the discretion of the Dean of Student or Principal.

All activities should end early enough for students to arrive home before the Oak Park curfew (Sunday–Thursday, 11 p.m. and Friday–Saturday, midnight).

### **Attendance Eligibility for Exemption Consideration of Semester Exams**

Any student desiring to be considered for exemption on their semester exams must have 90% attendance during that semester. This includes all absences except those associated with Fenwick such as scholarship meetings, excused Fenwick athletic events, and/or Fenwick class field trips. It is an earned privilege to be exempted from an exam. If the student doesn't meet the minimum attendance requirement and the minimum grade requirement, they will not be exempted from any semester finals.

### **Emergency Closures**

In the event Fenwick cannot be open or there is an immediate need for students to learn remotely, families will be notified by our emergency system, which includes robocalls, email blasts and postings to our website and Schoology. Students will need to check Schoology for important information and details regarding these days. Click [here](#) for Remote Learning Guidelines & Expectations.

### **Tardies to School**

Students who are tardy to school/1st period must obtain a tardy pass. Failure to do so will result in a JUG. When a student arrives late to school and the building is locked down, they are to obtain a Tardy slip from the main office and report directly to their class. If a student was in the building but did not report to 1st period on time, they must report directly to Student Services to obtain a Tardy slip. Since the student is allowed 4 tardies per semester without consequences, there are no excused tardies for eventualities such as car problems, traffic or other personal difficulties. See the table below for consequences:

<u>Number of Tardies</u>	<u>Consequences</u>
4 <sup>th</sup>	Email to parent & student
5 <sup>th</sup> – 7 <sup>th</sup>	1 JUG per tardy
8 <sup>th</sup>	3 JUGs and 3 Demerits
9 <sup>th</sup> – 11 <sup>th</sup>	1 JUG and 1 Demerit per tardy
12 or more	3 JUGs and 3 Demerits per tardy (A warning email regarding probation will be sent)

### **Tardies to Class**

Tardies to individual classes will be supervised by the classroom teacher, except for 1<sup>st</sup> period since it is the start of school. If a student is more than 10 minutes late to a class without a pass it will be considered a cut class and the consequences from a cut class will be enforced. Teachers will issue a referral which would result in a JUG for every tardy to class and apply any other consequences based on the teacher's classroom policies as stated.

### **CODE OF CONDUCT**

Fenwick High School students need to conduct themselves as respectful, good citizens both in and out of school at all times. School regulation and the policies listed in this handbook will be strictly observed while students are on school grounds, both before and after school, as well as at all social, athletic, and spiritual events sponsored by Fenwick whether held on the school campus or elsewhere.

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 Fenwick to impose school disciplinary consequences.

All misconduct infractions can be reviewed by the student and parents in Blackbaud on the conduct page.

## **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, if necessary the Dean or Counselor can be included.
4. The incident is written-up in Blackbaud as Academic Dishonesty and a zero is recorded for the assignment.
5. An official warning is issued from the Dean's Office.
6. An official letter is written by the Dean and placed in the student's file outlining the incident and future consequences if repeated.

### **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, if necessary the Dean or Counselor can be included.
4. The incident is written-up in Blackbaud as Academic Dishonesty and a zero is recorded for the assignment.
5. The Dean's Office will issue either 5 JUGs & 5 Demerits or 10 JUGs & 10 Demerits depending on the type of assessment or assignment the incident was reported on.
6. A second letter is written by the Dean and placed in the student's file outlining the incident and future consequences if repeated.

### **Third 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, if necessary the Dean or Counselor can be included.
4. The Dean 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.

## **After School**

All students should plan to leave campus or report to their extra-curricular activities directly following the last bell. We understand this may not always be possible and therefore students will be allowed to wait in the cafeteria, the Library or Atrium. Students cannot be in the building unsupervised after 3:30 or on the weekends and are only allowed into the gyms with their coach/moderator during their designated times.

## **Arriving to School**

Students must enter the building in dress code unless arriving for early morning practice. Students may not loiter at the entrances to the school or on the sidewalks adjacent to the school. When students arrive before the first bell, 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 any other locations and are to remain on campus from the time they arrive to school until afternoon dismissal.

### **Atrium**

Unless otherwise stated, students are allowed to wait for their rides in the atrium after school. The Atrium is our main entrance and connected to our main office. Absolutely no shouting, rough housing, running or throwing of any items will be tolerated at any time.

### **Bullying/Harassment**

Treating others with respect is required of all students at Fenwick High School. Bullying or Harassment is considered any physical, verbal and/or written abuse by an individual or group, usually repeated over time, that reasonably expects to place the student in fear of their person or property, cause a substantial effect to their physical or mental health and/or substantially interfere with their academic performance or ability to participate in school or related activities. Students must report in a timely manner any acts of Bullying or Harassment to their counselor or Dean of Students for proper documentation and follow-up.

### **Cafeteria/Lunch Expectations**

All students are responsible for maintaining a clean area on and around their lunch table. Students are also expected to conduct themselves in a matter suitable for staff to keep order during lunch. (i.e. no throwing of items, no walking around w/out permission, no shouting, etc.) Students and Parents are not allowed to order food to be delivered during the school day, including during lunch hours. Students and parents are expected to maintain a positive balance with their student's Quest Food account. Students with a negative balance will not be able to obtain a lunch on an I.O.U.

### **Cell Phones and Other Electronic Equipment**

Students are encouraged to leave all non-school related electronic items at home. If they bring these items to school it is the students' responsibility to keep them secured in their backpack. Fenwick High School is not responsible for lost or stolen items. Students must have explicit permission from a teacher to use any electronic device, including cell phones and iPads during regular school hours. The use of any electronic device in the hallways especially headphones and cell phones are strictly prohibited during regular school hours.

### **Disrespect**

Any disrespect, insubordination or insolence in writing, act and/or attitude will be dealt with according to the gravity of the situation. Ethnic, racial, gender, sexual orientation or identity stereotypes and slurs are unacceptable at Fenwick High School and will not be tolerated on any level.

### **Elevators**

Students are never to use the elevators unless they have explicit permission from the Deans' Office or Health Office. For safety reasons students must always follow the posted signage in and around the elevators.

### **Fighting/Dangerous Behavior**

Fenwick does not approve of any activity that could bring harm to or endanger any person or other living thing. Students involved in threatening confrontations of any form, including physical or verbal whether in-person or email, text message or social media, will be immediately removed from class and/or suspended until a full investigation is completed.

**Food/Drink**

Lunches are to remain in the hall lockers until just before the lunch period. It is only in the designated lunch area that food and beverages are consumed.

**Gambling**

No gambling of any kind will be tolerated in school.

**Good Sportsmanship**

During athletic and/or club competitions, spectators are expected to behave appropriately by showing good sportsmanship and respect to the opposing team, opposing fans and the referees at all times. See athletic section for specific details.

**Hazing**

Initiation rituals (hazing) demonstrates a lack of respect for one's peers and will not be tolerated on any level.

**Lockers/Locks**

Each student is assigned a locker with a school-issued lock. Students are responsible for the content of their locker and their lock. Therefore, students are to use only the locker assigned to them and not give their combination to anyone else. Keep all items secured by keeping the lock in a locked position while not in use. There is a \$10 charge for a replacement lock, which must be purchased in the Dean's Office. Students should plan to go to their locker only when necessary and conducive to being on time to each class.

**Parking/Driving**

Students are expected to observe all driving and parking regulations within the Oak Park and surrounding communities while driving to and from school. In addition, students are required to follow all parking procedures when parking in the Fenwick Parking Structure. Any student found in violation of these regulations may be subject to towing, ticketing, suspension or revocation of parking hang tags along with other disciplinary actions.

**Pictures/Videotaping/Recordings**

At NO time is a student allowed to photograph, video, or in any other way record faculty, staff, students, or visitors without explicit permission from said person. Posting and/or sharing of any of these items is also strictly prohibited even if you aren't the original owner.

**Property**

The school reserves the right to inspect all school and/or personal property on school grounds, including vehicles parked at Fenwick High School.

**Public Displays of Affection**

Fenwick students will remain respectful at all times. While on school property any contact of a romantic nature will not be permitted (i.e. hugging, kissing, hand holding etc.)

**Questioning Students/Investigations**

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 the policies in this handbook or reasonable degree of suspicion that a violation has been committed. In the process of the investigation,

if there is sufficient evidence to suggest the student's social network account(s) violates Fenwick's Code of Conduct, the student will be required to share the content of their account(s). Students will never be required to share passwords for their personal social media accounts. School officials are not required to notify parents about the questioning of students. Students are obligated to answer questions truthfully.

### **School Corridors**

Students are not to congregate in the corridors or in the bathrooms during the passing periods and/or before or after school. The corridors are not a place of recreation. Students must keep the tone of corridors as a place of order and respect, absolutely no shouting, rough housing, running or throwing of any items at any time.

### **School Sponsored Events**

Fenwick hosts several events throughout the year for students (i.e. dances, field trips, foreign/domestic travel, plays, Banua, etc.). Some of these events will require parents to read and sign in agreement extra permission/guideline forms in order for students to participate in such events. Students will be randomly breathalyzed upon entry to any school dance and other activities deemed necessary by the Administration.

### **Security**

During regular school hours all students and guests are required to sign-in and out at the main entrance. Any student found entering or leaving the building without authorization and/or not following the proper protocols will be considered truant. Students need to adhere to all building signage and any student found in an unauthorized area will be brought to the Dean's Office immediately.

### **Sexual Harassment**

Students may not in any way be inappropriate with other students or faculty/staff in a sexual manner including but not limited physical contact, insinuation of any sexual inappropriateness in language, gesture or any communication.

### **Substance Abuse**

Fenwick High School will not tolerate the transportation, sale, use, or possession including being under the influence of any alcohol, drugs, or nicotine/tobacco on school property or at any school related functions (home or away). This also includes the sale or possession of any drug paraphernalia, vaping devices and/or matches/lighters. Fenwick High School strongly believes that the use of alcohol, drugs and nicotine/tobacco are counterproductive to the safe, Christian, social and academic climate of the school. Any violation or suspected violation will result in immediate removal of the student from school/school sponsored event and/or any athletic or club/activities until a discipline board hearing is convened. Any student suspected of being under the influence of any drugs or alcohol on school grounds is subject to a breathalyzer and/or drug test on sight. A clinical assessment, drug test, and or counseling in a school approved program or facility may be imposed.

### **Theft**

If a student is found stealing, at a minimum the merchandise or cash value must be returned.



## **Vandalism**

Any student involved in vandalizing school property or property of a fellow student will be held financially responsible for the damage done. Students may also be held accountable for working with maintenance staff to repair the damages.

## **Weapons**

All forms of weapons are clearly a hazard to a safe learning environment and to the welfare of human beings. A student in possession of a weapon, a toy weapon or a look-a-like weapon and/or a student who has undisclosed knowledge of a weapon on school property will be subject to immediate removal from school and a Discipline Board Hearing.

## **CONSEQUENCES**

Refusal to comply with the policies as outlined in this handbook or as outlined in classroom rules can result in demerits, JUGs, probation, suspension, discipline board hearing and/or expulsion. The education of a student is a partnership between families and the school. Just as the family has the right to withdraw a student, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Consequences are determined by the Deans' Office in consultation with the Director of Student Services and the Principal. All consequences imposed from the Deans' Office will be shared with the student and parent(s)/guardian(s) in writing either through Blackbaud or in a separate email.

## **Expulsion**

It may be necessary to expel a student for a single major offense. The Principal makes all final decisions for cases of expulsion.

## **Demerits**

Demerits are a discipline point system assigned as a consequence based on the severity of the infraction. Demerits are tracked to indicate thresholds for probation and/or discipline board hearings as follows:

1. If a student reaches 15 demerits, they will be placed on probation. A probation contract will be signed by a parent/guardian, student and Dean.
2. If a student reaches 25 demerits, they will immediately need to appear in front of the Discipline Board.

Unless otherwise stated, demerits reset with each new school year.

## **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. The Board works with the Principal and the Deans in handling severe disciplinary violations, which could lead to expulsion. All review board decisions will be part of the student discipline record.

## **JUGs**

JUG, is a 45 minute after school detention. If a JUG is issued a student will receive an email from Blackbaud notifying them of a write-up. Students will need to log into Blackbaud and review the conduct page to see the exact day they are required to serve their JUG. Students are expected to report to JUG directly after their last scheduled class on their assigned date. Attendance at JUG takes

precedence over all other school related activities. If there is a scheduling issue because of family needs (i.e. younger siblings, transportation, doctor appointments, etc.) a parent needs to contact the Dean well in advance about students serving JUG ahead of time. Failure to report to JUG as scheduled will initially result in two more JUGs and 1 demerit. Each continued violation will double the consequences.

### **Probation**

If a student has a major violation or several of the same minor violations they may be placed on probation. A contract will be signed by the parent/guardian, the student and the Dean of Students detailing the conditions of the probation. At the end of the probation term, the Administration can review the student's record and recommend the extension of the probationary term.

### **Suspension**

If a student is suspended they are not allowed to be on school property or attend any school related functions home or away for the duration of the suspension. All absences will be considered unexcused and all classroom policies as a result of the unexcused absence will be imposed.

### **DRESS CODE**

Fenwick High School's student dress code aims to inspire excellence, self-respect and a sense of school identity. It has been our experience that, with the support of the parents and faculty, these guidelines help to engender a positive climate for mature behavior which reinforces good academic performance.

Any student who cannot abide by the dress code due to injury or illness must have written permission from the Dean. To obtain permission, a note indicating the injury or illness must be provided by the student's doctor to the Dean's Office. If there is another reason a student is unable to abide by the dress code as it is stated, a parent/guardian should reach out to the Dean of Students directly.

All clothing must be free of markings, tears and patches. Minor dress code violations will result in JUG. Students sent to the Deans' Office for major dress code violations will be withheld from class until the violation is corrected. The absence from class will be considered unexcused. Any questions about the appropriateness of the dress code or a student's outfit should be referred to the Deans' Office.

All uniform materials are available through Lands' End. Dress code items do not need to be purchased through them, with the exception of Skorts, as long as items meet the standards below. For Lands' End clothing go to [landsend.com](http://landsend.com) and look under the school center or visit any local Lands' End store or vendor.

### **ALL STUDENTS**

**Accessories:** All make-up must appear natural. No excessive or extreme nail length/designs or jewelry may be worn. No piercings of any kind with the exception of young women may have a single small stud earring (one in each ear). No visible tattoos. All hats and sunglasses must be removed as students enter the building. All outside wear should be stored in the students' locker during the regular school day.

**Belt:** A school appropriate belt is required with any dress slacks. No extreme colors, patterns or raised designs are allowed.

**Shoes:** Students must wear black, brown, navy, tan or gray dress shoes. Shoes should be in a penny loafer style or a dress shoe style; no heels, wedges or backless styles of any kind. Any shoe that has a sneaker resemblance or sneaker bottom is not acceptable.

**Student I.D:** The school issued Fenwick Lanyard with the student's current I.D. must be worn at all times around their neck.

**Suit coats/ blazers:** Must be solid black or navy blue. Suit Coats are required for all Masses and Formal school photos.

**Sweaters:** It is recommended that students wear an extra layer over their regular uniform dress shirts in colder months. All sweaters purchased through Lands' End and uniform approved sweatshirts in the Friar Shop are acceptable. Other permissible items are any non-hooded, solid colored (Black, White, Gray, Navy) sweat shirts, V-neck or crew neck sweaters, quarter-zips or cardigans. Any logo other than the Fenwick shield/monogram must be smaller than a quarter.

## **GENTLEMEN**

**Hair:** The student's hair must be neat, clean, and well groomed. Hair must be off one's face, off the ears and above the collar. Absolutely no colors outside of blonde, black, brown, natural red, or auburn. Severe styles or extreme color differences are not acceptable (i.e. no punk, faux- hawk, Mohawk, buns/pony tails, etc.). Hair, in general, should not stand higher than two (2) inches. No more than one part can be in a young man's hair. It should be a straight part and no longer than 2 inches. Designs of any kind are not acceptable.

**Shaving:** The student's face is to be clean shaven. Excessive sideburns are not acceptable (nothing lower than the ear lobe). Students that are not clean shaven will be issued a JUG. After the second offense, the student may be removed from class and sent home for the remainder of the school day (unexcused) or asked to shave with a disposable razor.

**Shirt:** A solid colored (Black, White, Gray, Navy, or Light Blue), dress shirt with a collar, long or short sleeve is required. All buttons must be buttoned and shirts must be tucked in so that the top band or belt of the slacks/trousers is visible. All shirts should be loose-fitting, free of any embellishments and all logos on the shirt must be smaller than a quarter unless it is the Fenwick shield or monogram.

**Slacks/Trousers:** Only full length, loose fitting, straight-leg dress slacks with no designs, large pockets, excess stitching or ornaments (excessive snaps, buttons or buckles) may be worn. Slacks must be brown, navy, gray, tan or black and be worn at the waist with a belt. Corduroy and khaki material is acceptable as long as they are cut as dress slacks or a regular fit, business casual pants.

**Socks:** School appropriate socks that extend above the ankle joint must be worn.

**Ties:** A school appropriate tie or bowtie must be worn at all times.

**Undershirts:** Undershirts must be a solid color and free of any wording or design. If wearing a light-colored dress shirt, the undershirt should also be light-colored.

## **LADIES**

**Hair:** The student's hair must be neat, clean and well groomed. Hair must be off one's face. Absolutely no colors outside of blonde, black, brown, natural red, or auburn. Severe styles or extreme color differences are not acceptable (i.e. no punk, faux-hawk, Mohawk, or one side shaved, etc.). Designs of any kind are unacceptable.

**Blouses/Dress Shirts:** A solid colored (Black, White, Gray, Navy, or Light Blue), dress shirt with a collar, long or short sleeve may be worn. All buttons must be buttoned with the exception of the neck button. Otherwise a solid colored (Black, White, Gray or Navy) turtleneck may be worn. All shirts must be loose-fitting, free of any crests, lace, or embellishments and long enough to be tucked in so that the top band or

belt of the Skort/pants is visible. Any logo on a shirt must be smaller than a quarter unless it is a Fenwick monogram or the Fenwick shield.

**Skorts:** All classes have a choice of one of the three patterns available through Lands' End. They must be worn with the top band at the waist, not rolled over so that the Skort is no shorter than 3 inches above the knee. The Fenwick shield must remain intact and in the proper location. The built-in shorts must also remain intact. Pants cannot be worn under the skirts during the regular school day.

**Slacks/Trousers:** Only full length, loose fitting, straight-leg dress slacks with no designs, large pockets, excess stitching or ornaments (excessive snaps, buttons or buckles) may be worn. Slacks must be brown, navy, gray, tan or black and be worn at the waist with a belt. Corduroy and khaki material is acceptable as long as they are cut as dress slacks or a regular fit, business casual pants.

**Socks/Stockings/Tights:** School appropriate socks must be worn during the school day. Socks must extend above the ankle and should not extend past the knee. When wearing a Skort young ladies also have the option to wear solid colored stockings, nylons, or tights (natural tone, black, white or gray).

**Undergarments:** Undergarments must be worn. If you are wearing a light-colored dress shirt or turtleneck your undergarments should not show through. A camisole or tank top is recommended under the dress shirt. If wearing the Skort, the built-in shorts must be intact.

## **SPECIAL EVENTS**

**Field Trips:** Students are expected to be in full regular uniform unless otherwise approved by the Deans' Office.

**Liturgy and Special Assemblies:** In addition to our regular uniform students are required to wear a blazer or suitcoat.

**School Pictures:** All students must have a suit coat for yearbook photos and young men must have a school appropriate tie or bow tie. The only exception is for senior photos, young women may wear a dressier top without a suit coat. Tops cannot be strapless or spaghetti straps.

**Summer School:** The regular dress code policies apply with the exception of the uniform shirt. During Summer School, young men and women can wear a solid colored polo shirt (Black, White, Gray or Navy) either purchased through Lands' End or any other vendor as long as the logo is smaller than a quarter.

**School Dances:** Students and their guests should wear tasteful appropriate clothing for a Catholic School Sponsored Event. Dresses that expose the midriff must not be worn. In addition, dresses should be no shorter than 3 inches above the knee and should not reveal too much cleavage. Young men should wear dress pants and suit coats. The school policies on tattoos and piercings still apply.

## **REVIEW BOARD 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 or guardian must state (in writing) to the Principal that they would like the Academic or Disciplinary Board to review the decision rendered and provide new compelling evidence.

## OFFICE OF DIVERSITY, EQUITY AND INCLUSION

Rooted in our Catholic and Dominican identity, the Office of Diversity, Equity and Inclusion advances Fenwick High School's commitment to developing purposeful collaborations across all areas of Fenwick High School and the greater community to foster an environment where people of all backgrounds, cultures, identities, and perspectives can flourish.

### **Staff**

Director: Raymond Moland '96, [rmoland@fenwickfriars.com](mailto:rmoland@fenwickfriars.com) , ext. 309

### **Scope**

Diversity, Equity and Inclusion are pillars of our society. To celebrate this and cultivate harmony and respect for all students, educators must nurture diversity, equity and inclusion as a foundation for the high school experience. As an institution, we must cultivate these principals across the entire Fenwick community. Students enter their Fenwick experience carrying an assortment of beliefs. This may include racial and cultural prejudices, lack of understanding of other cultures, way of life or ability to relate to the experiences that others live. The Fenwick Community can help combat prejudice and racial discord by supporting the positive initiatives that promote understanding, diversity, equity and inclusion among students, their families, and ultimately instilling respect for all peoples. Fenwick will be bold in our actions. Fenwick will lead in this initiative.

### **Purpose**

Fenwick High School strives to instill and reflect the diversity of the human family as it preaches the Gospel of Jesus Christ to a new generation of students in education, in word and deed. As a Catholic and Dominican institution, diversity is a key component of our collective pursuit of truth, promoting exploration and understanding of a diverse curriculum and ideas, engagement with the world, cross-cultural understanding, innovation in problem-solving, and collaboration across differences within and beyond the classroom. To achieve this, Fenwick High School is committed to cultivating policies, practices, processes, procedures and structures that assure an equitable and hospitable Fenwick Community for all students, staff, faculty, administrators and families.

Please visit the Fenwick website and click Diversity, Equity and Inclusion under the Student Life tab.

## CAMPUS MINISTRY

Campus Ministry at Fenwick High School focuses on the spiritual and faith development of the Fenwick community. Another focus is on promoting the Dominican identity of the school. The Director of Campus Ministry coordinates Masses and other liturgies, retreats (including Kairos), the Christian Service Project, and Campus Ministry Outreach. Counseling, spiritual direction, and the Sacrament of Reconciliation also are available through the Office of Campus Ministry.

### Campus Ministry Staff

Director: Mary Beth May, [mmay@fenwickfriars.com](mailto:mmay@fenwickfriars.com), ext. 176

Chaplain: Fr. Christopher Johnson, O.P. [cjohnson@fenwickfriars.com](mailto:cjohnson@fenwickfriars.com)

Kairos Director and Campus Minister: Maria Nowicki, [mnowicki@fenwickfriars.com](mailto:mnowicki@fenwickfriars.com), ext. 238

Campus Minister: Hope Zelmer [hzelmer@fenwickfriars.com](mailto:hzelmer@fenwickfriars.com)

### All-School Masses and Liturgical Life

Daily Mass is offered in the Fenwick Chapel every school day at 7:30 a.m. (except Late Start days and All-School Mass days).

#### **School Masses**

Approximately once a month, the Fenwick community gathers in the Auditorium for Mass. This honors both our Catholic and Dominican heritages. As per the school dress code, students are required to wear sport coats for Mass. Because the celebration of the Eucharist is the “source and summit” of Christian life, an atmosphere of solemnity and prayer is expected to be maintained while entering the Auditorium, during Mass, and while exiting the Auditorium. Silence while entering the Auditorium contributes to the atmosphere. Always remember that Mass is a prayer.

- Opening-of-School Mass
- Bishop Fenwick Day (September 25 or 26)
- All Saints Day
- Solemnity of the Immaculate Conception
- Feast of St. Thomas Aquinas
- Ash Wednesday
- Feasts of Dominican Saints throughout the year.
- Baccalaureate

Masses for teams and groups are also celebrated throughout the year.

Students have the opportunity to receive the Sacrament of Reconciliation at services held during Advent and Lent.

Prayer is offered at the beginning of each school day and at the beginning of each class.

## **Retreat Program**

The purpose of the Retreat Program is to help provide a spiritual component to the student's academic life. Every student participates in a retreat. The Fenwick High School Retreat Program is guided by the four Dominican Pillars of Prayer, Study, Community and Preaching.

- The Freshman retreat usually takes place early in the fall semester and emphasizes making connections. This retreat introduces new students to the Dominican charism and the Fenwick community while fostering connections between students.
- The tenth-grade retreat coincides with the school's emphasis on service.
  - Tenth graders participate in a half-day of service, which introduces them to the practice of Theological Reflection and Social Analysis. These opportunities are scheduled throughout the year.
- The twelfth-grade retreat program, which follows the format of the nationally recognized Kairos retreat program, directs Fenwick students toward the development of an adult faith life. This program, while directed by faculty and staff, is primarily led by students. All students are required to participate in a Kairos retreat before they graduate.

## **Christian Service Project**

The Christian Service Project (CSP) is an integral part of a Fenwick Friar's spiritual formation. Living a robust Christian life requires an intellectual knowledge of one's faith, which is gained by the assiduous study of Theology. It also requires a practical, lived-response to the Gospel challenge, which is provided by the CSP.

Service expectations will be communicated in theology classes in September, 2021.

- Freshman may participate in a service project in their theology class. Details TBD
- Sophomore students participate in a 'Sophomore Service Day'
  - Once a month, small groups of sophomores go out to various service sites throughout the community to volunteer together. The day concludes with prayer and reflection so that students can draw connections between faith and action.
- Junior students complete 30 hours of service at one service site to complete their Christian Service Project. Service experiences will be able to be completed from a student's home or in-person at a service site.
  - All information and forms can be found in the Class of 2023 Schoology page, under the Resources tab, and in the Christian Service Project folder.
- Seniors will be encouraged to serve their families, local communities, and the Fenwick community.

The CSP will be administered by the Office of Campus Ministry and the members of the Theology Department. For more information, please consult your class Schoology page (under "Resources") or contact the Director of Campus Ministry, Mrs. Mary Beth May ([mmay@fenwickfriars.com](mailto:mmay@fenwickfriars.com) ext. 176)

## TECHNOLOGY DEPARTMENT

### **Internet and Technology Acceptable Use Policy**

#### **Purpose**

Fenwick High School provides Internet and Technology services for faculty, staff, students and parents solely for educational purposes. To further our commitment to excellence, the Fenwick Technology Department guides and develops the school's use of technology in the classroom and throughout the institution.

To enhance communications between members of the Fenwick community:

- All faculty members, students and staff will be provided with a Fenwick e-mail address.
- Bulletins are emailed to all faculty, students and parents.
- Those parents who sign up for the Fenwick Emergency Notification System will receive an automated phone call when important notices need to be given. It is important that we have your correct phone information on file with Student Services. Please notify us of any changes.

Students are encouraged to develop their computer skills and their knowledge of how technology can enrich and affect their lives throughout their academic program of studies. To support this goal:

- Students will have access to the Internet and the school network via a school computer or personal iPad only. Laptops and Smartphones will not be allowed on the school network.
- Students will have a network and an online folder available to store files

Fenwick's electronic network is not a public forum for general use. Users should not expect that email or files stored on Fenwick servers will be private.

Freshman and Transfer Students are asked to complete the **Internet and Technology Acceptable Use Policy** form and return it to the Technology Department. A printable copy can be found on Fenwick's website under Academics, Technology Department, Acceptable Use Policy or by clicking [here](#). Students must abide by this policy. Disciplinary action may be taken for violation of these guidelines.

If you have further questions, please contact the Technology Department at (708) 386-0127 ext. 322.

#### **Scope**

Access to the Internet at Fenwick High School makes educational resources, global research, and communications easily available for promoting academic excellence and personal growth. The purpose of this policy is to guide and direct students in their use of the Internet and technology at Fenwick High School.

#### **Guidelines**

The use of the Internet, computers and technology is a privilege, not a right. Any violation of these guidelines, as determined by teachers and/or supervisors, may result in disciplinary action.

#### **Acceptable Use:**

1. All Internet activities should be consistent with Fenwick High School's Mission as stated in this handbook.
2. Be polite and exemplify good citizenship.
3. Students must receive permission from teachers or supervisors before downloading any programs on school computers.



4. Respect the copyright laws. Give credit to the author of reproduced resources. Assume the information posted by another person is copyrighted.
5. Use appropriate language. Swearing, vulgarities or any abusive language are unacceptable.
6. Respect another person's right to privacy and confidentiality.
7. Network storage is only as private as a school locker. From time to time files may be reviewed for integrity and to see that users are using the system responsibly. Storage of personal files other than those which pertain to a student's academic work is not to be stored on the network. All files will be deleted on July 1<sup>st</sup> following graduation or at the time of withdrawing from school.
8. Report to a supervisor or teacher any e-mail messages that make you feel uncomfortable or that may be deemed inappropriate or threatening.
9. Notify a supervisor or teacher immediately if any breach of security is noticed.
10. Notify a supervisor or teacher if you inadvertently access inappropriate information. This will protect you against any accusations of violating this **Internet and Technology Acceptable Use Policy**.

**Unacceptable Use:**

1. Damaging or mishandling computer equipment.
2. Using another person's account.
3. Disclosing personal information about yourself or another person such as name, address, phone number, social security number or credit card number.
4. Giving your password to anyone other than a supervisor when needed for maintenance or assistance.
5. Authoring, accessing, sending, or receiving information that would be considered offensive, defamatory, abusive, harassing, obscene, sexually oriented, illegal, unethical or inappropriate for a school setting.
6. Unauthorized downloading of software or other files.
7. Sending anonymous messages or using the system in any manner, which violates the Fenwick High School Parent/Student Handbook.
8. Plagiarizing ideas or works of another person.
9. Using the network for commercial or private advertising, for personal or financial gain, or for political fundraising or campaigning. This includes offering, providing, or purchasing products.
10. Destroying or damaging software or hardware equipment of the network or of another user. This includes spreading of viruses, destroying another user's data or defacing/damaging computer equipment.
11. Removal from the premises of any computer equipment, software, or peripherals.
12. Attempting to break into the security of the network. (Looking for a breach in security will be interpreted as an attempt to break into security.)
13. Agreeing to meet with someone who was contacted online
14. Wasting limited resources, such as printing unnecessary information.
15. Use of VPNs to circumvent the Fenwick Web Filter.
16. Fenwick email addresses may not be used to create any social media accounts.
17. Illegal activities— any illegal activities are strictly forbidden.

It should be noted that the violations of the School's **Internet and Technology Acceptable Use Policy** may result in network restriction, JUGs, demerits, suspension, or expulsion. Students also should be aware that the use of social-media sites or the Internet in general, which violate any Fenwick policy, may subject the student to discipline, including suspension or expulsion. The Technology Department reserves the right to modify this policy without notice and to restrict the use of the network by students.

**Children's Internet Protection Act (CIPA)**

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet.

### **What CIPA requires**

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA have two additional certification requirements:

1. Their Internet safety policies must include monitoring the online activities of minors.
2. As required by the Protecting Children in the 21st Century Act, they must provide for educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

Fenwick fulfills these requirements in the following way:

1. SonicWall NSA 5600 Firewall Content Filter
2. Meraki Wireless System Firewall and Content Filter
3. iPad Digital Citizenship summer and online class
4. Providing open forums to parents to present policies during Freshman Orientation days, FAB, and Mother's and Father's Clubs meeting

### **Network & Internet Accounts**

Upon enrollment, a student will be given a Fenwick Computer Network account. This account allows a student to use either a desktop computer or a laptop while in school.

#### **Username**

A student (e.g., John Quincy Adams, class of 2025) username will be in the format of:

**25jadams**

Where 25 is the last two digits of the students graduating year, in this case 2025. "j" is the first initial of the first name (from John), and "adams" is the last name. If there are conflicts where two students would have the same username, one of the students will have to use a middle initial in the username. In this example, it would be:

**25jqadams**

#### **Passwords**

Student accounts are created with an initial temporary password. The password is a combination of the word "fenwick" and the student ID number, which can be found in Blackbaud. The password would look like the following:

**fenwick251234**

PLEASE NOTE: Passwords expire every six (6) months. To update or change a password, the student must log onto a Fenwick computer. Once logged in, press the CTRL+ALT+DEL keys again, and choose Change Password and follow the prompts. The Technology Department cannot view passwords but can reset passwords when needed. It is the responsibility of the student to keep the password safe and up to date.

## Single Sign-In System

Once the password has been changed or updated, the student can access other Internet services that Fenwick provides, using their Fenwick Network Credentials. (i.e. the Username as described above and password)

With an active Fenwick Network account, the student can access the following services:

- Fenwick Gmail
- Fenwick Website
- Schoology
- Office365.com
- Fenwick Wireless AirPrinting
- Fenwick Wireless Networks
- Google Suite services

## Email & Other Accounts

### Blackbaud

Fenwick is using Blackbaud as its Student Information System (SIS). Students and Parents will find access to the student's class schedule, athletic & club rosters, attendance records, conduct records, report cards and transcripts.

#### For Students

Students must use the following link: <https://fenwickfriars.myschoolapp.com/app#login>

The student will be directed to a Microsoft Login page, where the student must use their Fenwick email address for username and Fenwick network password.

#### For Parents

Parents should go to <https://fenwickfriars.myschoolapp.com/app#login> and request a username and password reset if logging in for the first time. Parents will also use Blackbaud for Tuition contracts and other forms throughout the school year.

### Email

Every student is given a Fenwick Gmail email account. The email address is like the username, but with the added domain suffix:

[25jadams@my.fenwickfriars.com](mailto:25jadams@my.fenwickfriars.com)

A student can access their email via the Fenwick Website by clicking on the Email link, or by simply going to gmail.com and entering their valid Fenwick Network credentials. ***For a student to access email, the student must have changed the initial temporary password.***

Signing into email will also give student's access to Google Drive, Google Calendar, and many other Google services.

### Schoology

Fenwick is using Schoology as its Learning Management System (LMS). For an overview of Schoology, please visit <http://www.schoology.com>. Teachers will use Schoology for their gradebook, as well as to distribute handouts, lessons, and/or class materials.

### **For Students**

**To log into Schoology, students must use the following link:** <http://fenwick.schoology.com>

The student will be directed to a Microsoft Login page, where the student must use their Fenwick email address for username and Fenwick network password.

If using the Schoology App, the student must use *Log in through your School*. Type in Fenwick and choose Fenwick High School (Oak Park). Sign in using your Fenwick credentials. Username in this instance is the student e-mail address. When asked, then choose Work or school account.

### **For Parents**

Parents need a twelve-digit access code, available from Fenwick, to setup their account and to log into Schoology. The Director of Student Scheduling and Data will email an access code to parents. If we do not have your email on file or if it has changed, please contact the Director of Student Scheduling and Data at [mcollins@fenwickfriars.com](mailto:mcollins@fenwickfriars.com). On the Schoology website follow the directions to complete the registration. Because this is an online service, parents can access this site whenever it is convenient for them at any time during the day.

### **Office365.com**

Fenwick provides student's access to Office365.com with an active Fenwick Network Account. Office365 contains Microsoft Word, Excel, PowerPoint and OneDrive software programs. Once logged in, the student can use Office Online or download the Full Office Suite on up to five different computers. Students also can download the Office Apps for an iPad or Android device. Once the apps are installed, the student must sign in through the Apps to unlock the full capabilities of the apps. The apps available are Word, Excel, PowerPoint, OneDrive for Business, and OneNote. **Students must use their full email address for the username.**

### **Student Wireless Network for iPads**

Fenwick has secure, wireless networks for the sole use of student iPads. Students must log into the system to have access to this high-speed network.

***Students should connect to the Fenwick Network (FHS) that is secured via policies provisioned on the back end of our wireless system.***

## **Printing**

### **Library Printing**

Students in the library print to the Canon Copier. When printing, choose the *FollowMe* printer in your list of printers. On the Copier, you must use your student ID number to release the job and print your document(s).

### **Fenwick Wireless AirPrinting**

Fenwick has made available certain printers to students for printing from their iPads. Students will need to login when prompted when printing to the desired printer. Please use your Fenwick credentials to print to Fenwick printers.

### **Student Identification Cards**

The Technology Office provides students with a Fenwick student ID card. The card will be distributed within the first two weeks of school. The ID card has a barcode that can be used with the lunch payment system: Mealtime. For information about adding funds to a student's card, please contact the cafeteria. Funds are stored online, not on the card. The card is used only to identify the student. The student ID

card also acts as a bus card for the Fenwick buses. The card will display a color- coded route designation that the student must show to the bus driver. The student ID card is also used to check out items from the Fenwick Library. Replacement ID cards are available from the **Technology Office for \$5.00.**

## **iPads**

The 2014-15 school year marked the beginning of the Fenwick High School Digital Learning Initiative. Students are required to purchase their own iPad for use over their high school career. For more information, please see the Fenwick website.

### **iPad Policy**

The use of iPads at Fenwick was adopted to enhance the overall learning experience of students. Excellence in education requires technology to be seamlessly integrated throughout the educational process. The iPad, therefore, is seen first and foremost as a tool to be used in your education.

#### **Caring for Your iPad**

1. Students are encouraged to purchase protective covers/cases for their iPads.
2. The iPad screen is made of glass and subject to cracking and breaking if misused. Never drop nor place heavy objects on top of your iPad.
3. Only a soft cloth or approved laptop screen-cleaning solution is to be used to clean the iPad's screen. Never use water to clean your screen. (See the iPad manual for cleaning instructions.)
4. Do not subject the iPad to extreme heat or cold (do not store in vehicles).

#### **Using the iPad at School**

1. It is the student's responsibility for the following:
  - a. Maintain the security of your iPad always. Never leave it unattended.
  - b. To maintain his or her iPad in good working order, to be connected to the Fenwick network, have the appropriate apps downloaded and ready to be used in class every day.
2. iPads must be brought to school every day fully charged.
3. Loaner iPads will only be available through the Technology Office for students who have lost, damaged or had iPads stolen. See the Loaner Policy on the website.
4. Consequences for students who forget or do not have their iPads charged will be at the discretion of the teacher.
5. Sound must be muted in class unless the student has the permission of the teacher. Students should consider earphones. Students should not share earphones.
6. All content accessed at school on the iPad must be school appropriate and used in a responsible manner.
7. iPads may never be used in the bathroom or locker rooms. Turn your iPad off when entering the bathroom or locker room.
8. Printing will be available with the iPad. Students should talk to their teachers about which printers to use.
9. Office365 will be made available to all students on their iPads. Files created with Office365 may be stored in the "Cloud." It is the student's responsibility to transfer these files to his or her folder on the Fenwick network if that is required.
10. Games and other entertainment sites and/or apps are NOT to be accessed on your iPad during study halls, as there will be consequences.
11. Any use of iPads to record faculty, staff, or other students, without permission will be reported to Dean's Office immediately and serious discipline action will be taken.
12. No VPN apps: Using a Virtual Private Network (VPN) on our network will result in a loss of network privileges.
13. Private Address (under the FHS SSID) must be turned off in order to access the FHS network.

**Academic Responsibilities of the Student**

1. The use of the iPad 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 on the iPad as directed by the teacher.
3. Class time will not be taken for downloading or updating your iPad 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. Academic content takes precedence over personal files and apps. If you are low on memory, delete non-school apps or content.

**Apps for school use**

Below is a table of apps that are used for educational purposes. The table also lists the permissions the app will need. Two apps will ask for permission for the camera and microphone of the iPad. These permissions can be denied, as Fenwick does not require access to these two features of the iPad. Please be aware of all apps installed on the iPad and what permissions the apps request.

Fenwick recommended and required (\*) Apps from the Apple App Store

Name	Function	Requested Permissions
Acrobat	Read PDF Documents	Siri
Chrome	Internet Browser	Location, Camera, Siri
Dictionary	Online Dictionary	Siri
Google Docs	Create\Open text documents	Siri
Google Drive	Cloud based storage	Siri
Google Sheets	Create\Open spreadsheets	Siri
Google Slides	Create\Open presentations	Siri
Google Earth	2D/3D map viewer	Siri
Google Keep	Note taking app	Siri
Google Meet	Video Conferencing	Microphone, Camera
Pearson eText	Apps to download textbooks	Siri
Microsoft Excel	Create\Open spreadsheets	Siri
Microsoft Word	Create\Open text documents	Siri
Microsoft PowerPoint	Create\Open presentations	Siri
Zoom	Video Conferencing	Microphone, Camera
Kindle	App to download books	Siri
Laudate*	Catholic Resource App	Siri
LockDown Browser*	Secure Online Assessment	Microphone, Camera, Siri
Nearpod	Cloud based interactive activities	Siri
Notability	Note taking app, not free	Siri
Quizlet	web based study app	Siri
Schoology	Student learning management system	Siri
TurnItIn*	anti-plagiarism app	Siri

LockDown Browser, upon first use, will ask for permission to access the camera and microphone. Fenwick does not require use of the camera or microphone for LockDown Browser and recommends denying permission to the camera and microphone when prompted.

Chrome is an Internet Web Browser made by Google. Permissions can be denied as warranted, as Fenwick does not require the use of location, Camera or Siri.

### **Remote Learning**

During days of Remote Learning, the Technology Office will help with issues regarding passwords (updating/changing/expired) for any of the sites that use Fenwick credentials for access. The Technology Office cannot offer support regarding Wi-Fi, hardware issues, software issues or printing issues at a student's home. These issues must be resolved by the homeowner.

For issues on how to restart an unresponsive iPad, please Google "Force Reboot iPad".

## PARENTS

### **Communication**

Fenwick High School has twice-weekly bulletins that are sent out to the Fenwick community with important information and updates. Schoology and Blackbaud are accessible to all parents and provide information regarding student's academic, attendance, and conduct records along with classroom expectations. Email is the fastest form of communication with all faculty and staff, however we ask that you respect everyone's schedule. We expect that all communication will remain professional and appropriate.

### **Father's Club**

The mission of the Fathers' Club is to advance the ministry of Fenwick High School, to provide a social network, to enrich our faith lives, to facilitate communication and to serve the needs of our families. Click [here](#) for more information and how to join.

### **Mother's Club**

The Fenwick Mothers' Club's mission shall be to promote parent-school communication, to facilitate parent networking, provide educational opportunities for its members, and to benefit the school both socially and financially. Click [here](#) for more information and how to join.

### **Parent/Guardian Guidelines**

The Fenwick Administration and Faculty seek to work with parents to provide an environment for the students that encourages responsible and healthy lifestyle decisions. As part of our responsibility to prepare students for college and life beyond, we take the code of conduct very seriously. We ask that parents respect and follow these guidelines:

- Make sure that your son/daughter is aware that that many college applications ask if the applicant has ever been suspended or put on probation. If asked Fenwick has to report significant disciplinary measures to a student's prospective college.
- In accordance with state laws and local ordinances, alcohol cannot be purchased for nor served to any person under the age of 21. Persons who serve alcohol to underage drinkers or permit alcohol to be consumed by teenagers in their homes not only endanger the health and well-being of those persons and open themselves to serious legal and financial consequences, but may also be engaging in conduct that leads to their child or other students being disciplined, suspended, or expelled.
- The Illinois High School Association and the Chicago Catholic League have very strict regulations barring the presence of alcohol at athletic events. Please note that schools that violate this policy will not be allowed to host IHSA events. We strongly urge parents to enjoy Fenwick events WITHOUT consuming alcohol before or during these events.
- Parents will conduct themselves in a reasonable manner at all athletic and other school related events so as not to act in a manner that reflects negatively on Fenwick High School or its reputation. A violation of this guideline may result in a parent being prohibited from attending athletic or school-related or sponsored events or may be subject to adverse action.

### **Student Services**

Student Services is comprised of 4 Class Counselors, 2 College Counselors, 2 Social Workers, 2 Learning Resource Coordinators, 2 Deans of Students and the Director of Student Services. If you ever feel your student needs extra support or you have major concerns you don't know how to address please reach out to someone in Student Services.



## STUDENT ACTIVITIES

Fenwick High School offers a wide variety of activities and clubs aimed at highlighting the interests of our student population. Fenwick activities focus on creating an inclusive experience for all interested students involved.

### **Activities and Clubs**

Click [here](#) for a complete list of all clubs and activities offered at Fenwick High School along with a list of moderators and Schoology access codes.

### **Eligibility**

Eligibility for all clubs and activities will be handled by the Principal and Dean of Students in consultation with the Director of Student Activities and each club/activity's moderator.

### **Attendance**

Students involved in clubs and/or organizations cannot practice, participate or compete in those activities/contests if they do not arrive to school by the end of period 02. If an activity/contest is held on a Saturday or Sunday, the student must arrive to school before the end of period 02 on Friday. Students leaving the building early especially for illness, suspension or caught cutting class may not participate, practice or compete in any activities that day either.

1. If an absence during the day is due to a doctor or dentist visit, a note must be presented clearing the student to participate for that day; no exceptions.
2. If an athlete is absent from school for reasons other than illness, the decision of eligibility will be left to the discretion of the Dean of Student or Principal.

All activities should end early enough for students to arrive home before the Oak Park curfew (Sunday–Thursday, 11 p.m. and Friday–Saturday, midnight).

### **Disciplinary**

All students are expected to adhere to all school regulations and policies, IHSA rules and regulations and any other rules and regulations set forth by any interscholastic association we are affiliated with. Failure to do so will result in consequences as stated in this handbook and may also result in the student losing his/her privilege to participate in any club.

### **Financial**

Students with delinquent accounts, thirty (30) days past due, will not be allowed to participate in clubs until tuition is current.

### **Scholastic**

1. A student shall be doing passing work in at least five classes of high school work per week. The school will conduct a weekly eligibility check to determine participation for the next week.
2. A student must have passed and received credit for five courses of high school work for the previous semester to be eligible during the ensuing semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program.

## **The National Honor Society**

Membership in the National Honor Society (NHS) is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership and character. Failure to do so may result in probation and/or dismissal from the society.

Membership in the Fenwick chapter of the National Honor Society is open to juniors during the second semester of the school year or to seniors in the first semester of the school year. While any student may apply only once to the NHS, any junior/senior with a GPA of 3.6 or above meets the scholarship requirement for membership in the society. These students are then eligible for consideration on the basis of leadership, service, and character.

Each eligible student is asked to submit one survey form to determine interest in membership and to provide at least two letters of recommendation from teachers, coaches, and moderators of clubs or some person who can attest to the student's leadership, service and character.

In electing the members of the honor society, a faculty council meets to review the surveys and letters of recommendation. Election of members is by majority vote of the faculty council. Students should understand that the survey, recommendations, and review by the council does not guarantee election to the chapter. The names of the students elected to the society are announced in May and October.

Examples to help the student understand the idea of leadership, service, and character include but are not limited to the following:

### **Leadership**

The student who exercises leadership:

1. Exercises influence on peers in upholding school ideals.
2. Exemplifies positive attitudes and inspires positive behavior in others.
3. Demonstrates academic initiative.
4. Successfully holds school offices or positions of responsibility, conducts business efficiently, and is reliable and dependable without prodding.
5. Demonstrates leadership in the classroom, at work, and in school activities.
6. Is thoroughly dependable in any responsibility accepted.

### **Service**

The student who serves:

1. Participates in some outside activity: Boy/Girl Scouts, church groups, volunteer services for the aged, poor or disadvantaged; family duties.
2. Cheerfully and enthusiastically renders any requested service to the school.
3. Is willing to represent the class or school in interscholastic competition.
4. Shows courtesy by assisting visitors, teachers, and students.

### **Character**

The student of character:

1. Takes criticism willingly and accepts recommendations graciously.
2. Upholds principles of morality and ethics.
3. Demonstrates the highest standards of honesty and reliability.
4. Shows courtesy, concern, and respect for others.
5. Manifests truthfulness in acknowledging obedience to rules. Avoids academic dishonesty in written work and shows an unwillingness to profit by the mistakes of others.

### **Non-Selection**

Not selecting students who are academically eligible can present a difficult situation for the students and their families. Schools are not obliged to share with parents and student information concerning the non-selection of specific students. Due process requirements are not applicable in non-selection cases.

## **ATHLETICS**

Interscholastic activities are an important aspect of high school. Participation in high school athletics is an extension of what happens in the classroom. The opportunity to participate in a variety of sports is open to all Fenwick students. Such participation is a privilege, not a right. Therefore, those who choose to engage in these sports must abide by all policies set forth in this handbook and all IHSA or other athletic association rules.

### **Athletic Department & Coaching Staff**

The Athletic Department is responsible for all matters pertaining to the athletics program including scheduling of contests, ordering and maintaining an inventory of all athletic equipment, and arranging transportation for all athletic contests.

#### **Contact Information:**

Athletic Director - Mr. Scott Thies '99, ext. 343

Assistant Athletic Director – Mr. Matthew Battaglia, ext. 349

Assistant Athletic Director – Mr. Tony Young, ext. 314

Administrative Assistant to Athletics – Ms. Tracy Bonaccorsi, ext. 150

For a complete list of coaches and their contact information click [here](#).

### **Athletic Teams**

Fenwick High School is a member of the Illinois High School Association (IHSA), the Chicago Catholic League (CCL), the Chicago Catholic Hockey League, the Girls' Catholic Athletic Conference (GCAC), the Metro Chicago Catholic Boys and Girls Aquatics Conference (MCAC). The full complete list of sports offered at Fenwick High School can be found by clicking [here](#).

### **Coach/Parent Communication**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

#### **Communication You Should Expect from your Child's Coach**

1. Philosophy of the Coach
2. Expectations the coach has for your child as well as the players on the team
3. Locations and times of practices and games
4. Team requirements; fees, special equipment, weight lifting
5. Procedures to be followed should your child be injured during participation
6. Student misconduct that results in the denial of your child's participation

#### **Communication Coaches Expect from Parents**

1. Concerns should be expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific concern with regards to a coach's philosophy and/or expectations

#### **Appropriate Concerns to Discuss with Coaches**

1. The treatment of your child -- mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

### **Communication Matters Left to Discretion of the Coach**

1. Playing time
2. Team Strategy
3. Play calling
4. Other student-athletes

### **Protocol for Communication with Coach and Athletic Director**

1. Student-athlete should talk directly to coach about concerns
2. Parents call to set up a meeting with coach
3. Parents and coach meet to discuss concerns
4. Parents call Athletic Director, Scott Thies at 708-386-0127 ext. 343 to set up a meeting
5. Parent and athletic director meet to discuss concerns

Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution. The Athletic Director should be involved only if student-athlete, parent and coach meetings do not provide a satisfactory resolution.

### **Eligibility**

Eligibility for all athletics will be handled by the Athletic Department and coaching staff in consultation with the Principal and Dean of Student.

### **Attendance**

Students involved in athletics cannot practice, participate or compete in any activities/contests if they do not arrive to school by the end of period 02. If an activity/contest is held on a Saturday or Sunday, the student must arrive to school before the end of period 02 on Friday. Students leaving the building early especially for illness, suspension or caught cutting class may not participate, practice or compete in any activities that day either.

1. If an absence during the day is due to a doctor or dentist visit, a note must be presented clearing the student to participate for that day; no exceptions.
2. If an athlete is absent from school for reasons other than illness, the decision of eligibility will be left to the discretion of the Dean of Student or Principal.

All activities should end early enough for students to arrive home before the Oak Park curfew (Sunday–Thursday, 11 p.m. and Friday–Saturday, midnight).

### **Disciplinary**

All students are expected to adhere to all school regulations and policies, IHSA rules and regulations and any other rules and regulations set forth by any interscholastic association we are affiliated with. Failure to do will result in consequences as stated in this handbook and may also result in the student losing his/her privilege to participate in any athletics.

### **Financial**

Students with delinquent accounts, thirty (30) days past due, will not be allowed to participate in athletics until tuition is current.

## **Scholastic**

1. A student shall be doing passing work in at least five classes of high school work per week. The school will conduct a weekly eligibility check to determine participation for the next week.
2. A student must have passed and received credit for five courses of high school work for the previous semester to be eligible during the ensuing semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program.

## **Equipment**

The school attempts to provide the best and safest equipment. Each athlete is expected to take excellent care of this equipment. This includes laundering uniforms. If the equipment needs repair any time during the season, the athlete should notify the coach as soon as possible.

1. The athlete must accept full responsibility for equipment or uniforms issued by the school. If they are lost or anything is damaged, she/he must pay the school for its replacement.
2. The original equipment and uniform issued must be cleaned and returned by the athlete within one week of the close of the season. Any student withdrawing from Fenwick must return all equipment and uniforms before the withdrawal process can be finalized.

## **Facilities**

Students cannot be in any athletic areas (i.e. coaches office, gyms, locker rooms, pool area, training area, weight rooms, etc.) unsupervised. There are several off-site facilities that are used by Fenwick and therefore are an extension of the Fenwick property and all Fenwick Policies still apply.

## **Locker Rooms**

The boys' athletic locker rooms are located at the far south end of the boys' locker room area below the Lawless Gym. The girls' athletic locker areas are located at the west end of the field house gym.

## **Pool Locker Rooms**

There are separate boys' and girls' locker rooms for the pool. These are to be used only by swimming, water polo athletes and those P.E. students using the pool for class. Students and/or athletes who use the pool MAY NOT change in other locker rooms and walk to the pool.

ABSOLUTELY NO FOOD AND/OR DRINK IS EVER ALLOWED IN ANY OF THE LOCKER ROOM AREAS. These locker rooms are set aside to house athletic gear. They are not to be used as academic lockers.

## **Good Sportsmanship**

Fenwick High School is committed to the promotion and display of good sportsmanship from our student athletes, coaches, parents, and fans. Fenwick High School expectations during any athletic event is as follows:

- Represent the school and community through positive interaction with opposing fans and players.
- Use positive cheers, chants, songs or gestures.
- Display modesty in victory and graciousness in defeat.
- Respect and acknowledge the integrity/judgment of officials.
- Exhibit positive behavior before, during and after the contest.
- Fans are not to use artificial noisemakers at any indoor events.
- Fans are not to use whistles, horns, sirens, etc. at any outdoor or indoor events.

Students found in violation of these expectations will face disciplinary consequences ranging from detention to suspension for attending athletic events.

### **IHSA By-laws**

For a complete set of IHSA By-laws and assistance in understanding them please click on the link below:  
<https://www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies>

### **Injuries**

If a student is injured participating in an authorized Fenwick sport or practice, Fenwick has Athletic Trainers available to see and treat athletes after school. If a student sees a physician outside of Fenwick they will need a written clearance note from that physician to return to play.

### **Managers**

Managers are needed for all sports teams. Managing is open to all students who feel they can accept the responsibilities that go with the position and who would like to be part of a team. For more information on being a manager, please contact the Athletic Director.

### **Pre-Season Information**

Prior to the start of try outs and/or practice for a sport, all students MUST uploaded and/or read and sign the following documents in MAGNUS:

1. PHYSICAL EXAMINATION – This form must be signed by a licensed physician. Incoming freshmen and transfer students use the required school entrance physical. A physical is valid for one calendar year from the date of the physical, therefore, it is recommended that physicals take place after June 1<sup>st</sup>.
2. IHSA ATHLETIC TRAINERS CONSENT TO TREAT
3. IHSA ACKNOWLEDGMENT AND CONSENT FORM
4. EMERGENCY CONTACT

## INSTITUTIONAL ADVANCEMENT

### General Overview

The **Institutional Advancement Department (IAD)** at Fenwick exists to advance the mission of Fenwick High School. It does this by primarily focusing on activities that are external to Fenwick's most important mission—providing a first class, college preparatory education in a safe, orderly, values-based environment to your children—but are vital to the long-term strength and vitality of a private, Catholic high school.

These activities include marketing and communications, alumni relations, events, honors and awards and philanthropy.

**Marketing Communications** – The marketing communications (MarCom) team provides both internal (within the school) and external (within the broader Fenwick community and the public) communications about Fenwick and its many activities. Among other things, but especially pertinent to students and parents, MarCom works closely with the admissions office, is responsible for twice weekly publication and distribution of the *Fenwick Bulletin*, is responsible for the school website and monitors and creates content for all social media.

**Alumni Relations** – Fenwick alumni are a vital part of the Fenwick community. The formal education of a Fenwick student does not end with a graduation, but rather a commencement ceremony, because Fenwick prepares students for life. Life beyond Fenwick includes becoming part of a 15,000+ alumni/ae network that is a professional and personal asset for the rest of a student's life. The alumni relations team stays in regular contact with our alumni and initiates regular programming, including annual reunions, networking, social and service opportunities, to keep our former students engaged and connected with Fenwick and each other.

**Events/Honors/Awards** – In an effort to strengthen the community within the diverse Fenwick constituency—parents and families, alumni, alumni parents, faculty, staff and administration—the IAD organizes and sponsors many events throughout the year. These include golf outings, the Blackfriars Gala and many smaller, but impactful, events. The IAD is also responsible for recognizing and honoring disparate members of the Fenwick community through such honors and awards as the Fenwick Hall of Fame and the *Lumen Tranquillum*. Members of IAD also act as liaisons with the Fenwick Mothers' and Fathers' Clubs to help facilitate their activities within the parent community.

**Philanthropy** – Catholic secondary education is primarily funded through tuition, but philanthropy plays a vital role in securing the strength and vitality of Fenwick. The IAD seeks philanthropic support from the entire Fenwick community to help fund annual operating expenses (tuition does not cover the entire operating budget), capital improvements, tuition assistance and endowment.

The IAD does all of this in keeping with the four core spiritual values of the Dominican Order: prayer, preaching, study and community.

**For further information and/or to donate to Fenwick, please go to:**

<https://www.fenwickfriars.com/institutionaladvancement/>

## **IAD Staff**

Vice President of Institutional Advancement – Mr. Chris Ritten

President Emeritus – Fr. Richard LaPata, O.P.

Director of Annual Giving and Advancement Services – Ms. Cindy Erwin

Director of Marketing and Communications: Mr. Scott Hardesty

Director of Alumni Relations – Mr. Peter Durkin

Major Gift Officer – Ms. Jen Iarrobino

Manager of Special Events – Mrs. Marilyn Nicodemo Frisz

Donor Relations Administrator – Mrs. Dana Wesolowski

Media Content Manager: Mr. Mark Vruno

Development Associate: Ms. Kristyn Rein

## **Fenwick Fundraising Policy**

### **Context**

In the tradition of St. Dominic and the founding members of the Order of Preachers -- mendicant preachers relying on the generosity of others for their livelihood -- Fenwick High School has always relied on the largesse of benefactors to sustain our mission. We simply could not do what we do or be who we are without the generosity of others.

As part of our vision to educate students who will become “compassionate leaders, committed to justice and peace in a changing global society,” we are also keenly aware of the desire of Fenwick community members - students, parents, faculty, staff and administration, alumni and others – to support local, national and global causes in response to humanitarian crises, societal problems or the many injustices in our world today.

As the needs of the broader community have grown, so too have the institutional needs of Fenwick; and as the number of fundraising opportunities have proliferated to address broader community needs, Fenwick is at risk of diluting the very generosity that sustains our mission.

With so many worthy causes to consider, “competition” and confusion can develop within the Fenwick community as to which causes are “most important.” Our community members can also feel like they are constantly being “nickel and dimed.” This is not in the best interest of our institutional advancement efforts, nor in the best interest of our dedicated students, parents, faculty, staff, administration and alumni who want to make a difference in the world by raising money for certain causes.

### **Rationale**

The goal of this policy is to clarify what is expected of any and all groups or individuals within the Fenwick community who want to “fundraise” for a Fenwick internal cause or a cause external to Fenwick. This includes advertising, sponsorships, the sale of goods or services and outright monetary solicitations.



It is also meant to more closely align Fenwick's non-institutional fundraising efforts with the efforts embraced by Fenwick's Theology Department to enhance our service (community) pillar of Dominican formation through partnership with Catholic Charities – Archdiocese of Chicago.

We hope that by establishing this procedure:

- this encourages academic departments, teams, clubs and activities who regularly fundraise as an add-on to their budget to strongly consider their underlying budgetary needs and discuss those needs with the appropriate administration member(s);
- Student groups that have similar interests might join forces to leverage their opportunities;
- there will be less competition and confusion among the various groups raising funds and potential donors/supporters;
- the Fenwick community will not feel “nickel and dimed;”
- there is greater awareness of the potential implications for institutional fundraising.

### **Areas of Fundraising/Sponsorship/Advertising**

This policy addresses the areas of “fundraising,” sponsorship and advertising that typically occur during a school year:

1. Student clubs, activities or teams soliciting money, donated goods or services, advertising or sponsorship within the school for their own club, activity or team.
2. Student clubs, activities or teams soliciting money, donated goods or services, advertising or sponsorship within the school for causes external to Fenwick.
3. Faculty, staff, club or activity moderator, coach or parent soliciting money, donated goods or services, within the school community, including parents, for a cause external to Fenwick.
4. Faculty, staff, club or activity moderator, coach or parent representing Fenwick soliciting money or donated goods or services, advertising or sponsorship, inside or outside the school community, including parents, for an internal club, activity, academic program or team.

This list is not meant to be comprehensive. It is meant to be representative of the types of “traditional” fundraising activities that take place at Fenwick. However, “fundraising” is meant to be a comprehensive term covering all solicitations or requests for monetary contributions, donation of goods or services, advertising, sponsorships, etc.

### **Procedure**

Any and all groups, clubs, teams, activities or individual teachers, administrators, moderators, coaches or parents who want to initiate a “fundraising” campaign in any form must submit a written request to the appropriate personnel **at least one month prior to** initiating their fundraising activity -- and must receive written approval to do so.

The appropriate personnel to submit a request to – in keeping with the fundraising “areas” listed above -- are as follows:

1. ***This is not a permissible activity.*** A team, club or activity that wants to raise money for its own team, club or activity may not solicit the student body at large. It may solicit support from, and only from, the registered members of that team, club or activity to support their own team, club or activity.
2. **Any student-initiated effort to support a cause external to Fenwick must submit a written request to the Campus Minister, Mary Beth May**
3. **Any adult initiated effort to support a cause external to Fenwick, including the use of Fenwick students as volunteers, must submit a written request to the Campus Minister, Mary Beth May.**

4. **Any adult or student-initiated effort to support an internal Fenwick academic department, program, activity, club or team from “outside” the school (including parents) must submit a written request as follows:**
  - a. If the expected “ask” is for monetary solicitations or donated goods or services –
    - a written request must be submitted to the **V.P for Institutional Advancement, Chris Ritten**
  - b. If the expected “ask” involves advertising of any kind, corporate sponsorship of any kind and/or entering any contractual arrangement, a written request must be submitted to the **COO, Nancy Bufalino**

The school directory, other school lists, the website and other e-communication, including the Fenwick Bulletin and the intra-school faculty/staff email list, cannot be used for fundraising purposes unless it has been approved through the aforementioned process. As per the Electronic Communications policy, “under no circumstances shall such communication tools [phone, email, text, etc.] be used for personal gain, to solicit others for activities unrelated to Fenwick’s business” without written approval from the proper authority.

**No “traditional” fundraising activities will be “grandfathered” permission. All groups, activities, clubs or teams that routinely hold regular fundraising activities are required to submit a written request for approval.**

**This policy is effective July 1, 2021.**

## FINANCIAL INFORMATION 2021-22

### Tuition & Fees

<b>Tuition:</b>	\$16,600
<b>Fees:</b>	
Grades 9 – 11 Academic Fee	\$375
Senior Fee	\$575
Kairos Fee	\$320

A \$500 deposit (\$250 for incoming freshman and financial aid students) is due at the time of the annual enrollment process. \$250 is non-refundable (\$125 for a \$250 deposit) if you withdraw your child on or before May 1<sup>st</sup>. After May 1<sup>st</sup>, the deposit is non-refundable.

Tuition must be current to re-enroll for the next school year.

All families on a payment plan must enroll in Smart Tuition. Fenwick High School partners with Smart Tuition to help manage the tuition payment and collection process. Information about Smart Tuition can be found on their website at [www.smarttuition.com](http://www.smarttuition.com).

All tuition must be paid in full by April 2022 to sit for final exams, participate in graduation ceremonies, prom, athletics, and other activities.

**Billing Questions:** Ms. Sharon Bolden [sbolden@fenwickfriars.com](mailto:sbolden@fenwickfriars.com), 708-948-0344

### Annual Enrollment Process

Parents and guardians are required to re-enroll their student(s) annually. You will receive an online invitation annually in February with instructions on how to enroll your student(s). A deposit for the following school year is required to be submitted with your enrollment in order for your student(s) to be considered re-enrolled for the following school year. You will not receive your enrollment invitation if you have a delinquent account.

### Payment Options

All Payments can be made securely online via Smart Tuition [www.https://parent.smarttuition.com](http://www.https://parent.smarttuition.com)

**Payment in Full:** Due July 15, 2021. Pay via your Smart Tuition account; Credit card payments are assessed a 2.85% convenience fee.

**4 Installments:** An ACH payment will be drawn according to your schedule set up with Smart Tuition on the 5<sup>th</sup> or 20<sup>th</sup> of July and October 2021, and January and April 2022.

**10 Installments:** An ACH payment will be drawn according to your schedule set up with Smart Tuition on the 5<sup>th</sup> or 20<sup>th</sup> of the month July 2021 through April 2022.

### **Late Payment Policy and Exclusion from Class**

Students with delinquent accounts will not be allowed to attend classes, participate in student activities such as prom, graduation, and athletics and/or sit for semester exams until tuition is current.

Parents/Guardians will be given prior notice of exclusion. A student who reports to school on the first day of exclusion will be sent home, after a parent/guardian is contacted. When the student returns to school, he/she is to report to Student Services and obtain an admit slip before going to class. Days of absence due to exclusion are considered excused.

All tuition, fees, fines and uniform returns must be resolved before the student may sit for final exams.

Parents/Guardians with an outstanding balance will not be allowed to enroll students or receive academic schedules for the following school year until an account is brought current.

### **Tuition Refund Policy**

When a student is accepted at Fenwick, it is assumed she/he will remain at Fenwick for the full school year. Teachers are hired and classes are scheduled based on the anticipated number of students who enroll for the current school year. Nevertheless, we recognize that there will be circumstances that will result in a student withdrawing from Fenwick. All tuition refunds will be evaluated on a case-by-case basis by the Chief Operating Officer and the Director of Finance and Accounting.

Tuition deposits are refundable less a \$250 fee (\$125 for a \$250 deposit) on or before May 1. After May 1<sup>st</sup>, the deposit is non-refundable.

### **Withdrawal Process**

- The Registrar should be contacted first with the intent to withdraw. The Registrar is located in Student Services.
- The Registrar will notify the class counselor.
- The Registrar will supply the parent/ guardian with the withdrawal forms.
- Once the signed withdrawal forms are received, the Registrar will route the forms to the departments to be signed off on.
- The completed forms will be forwarded to the Principal for his signature.
- Once returned to the Registrar, the student's official records will be sent to the designated receiving institution. (Tuition account must be current.)
- The Registrar will then notify all designated parties that the student has officially withdrawn.

## FENWICK HIGH SCHOOL BOARD OF DIRECTORS

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Ms. Mary K. Mavrogenes, Vice Chairperson  
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### **Staff**

Ms. Nancy Bufalino, Chief Operating Officer  
Mr. Peter Groom, Principal  
Mr. Chris Ritten, Vice President for Institutional Advancement

## THE VICTORY MARCH

March Fenwick! March down the field!

March Friars! March men of steel!

We conquer our foes and wield

A fearless strength that reveals

Our loyal men never yield!

Fight Fenwick! Fight to the end!

Fight Friars! Fight till we win!

Fight for our colors, Black and White

And for Fenwick and victory.