

## CONDUCT

### School Procedures & Regulations

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

10. PE lockers are to be used for PE attire only. Books, jackets, suit coats, etc. are not to be left in the PE locker room. Keep items for this locker secured by locking your locker. Eating in the locker room will result in detention.

11. Students should not bring expensive personal items into the school (i.e. jewelry, ear phones, and electronics).

12. During lunch and other available eating times in the cafeteria, students are expected to conduct themselves appropriately (no throwing food, acceptable voice levels, no walking around the cafeteria to visit other tables). All students are responsible for maintaining a clean table and a clean area under their tables. Detention or removal from their current table will occur if students are found in violation of this expectation.

13. Students and parents are not allowed to order food to be delivered during the school day, including during lunch hours. Any food delivered will be turned away at the cost of the individual who placed the order. No exceptions.

14. Students and their parents are expected to maintain a positive balance on Quest Food accounts. Students with negative balances will not be able to obtain a lunch on an I.O.U.

15. Students are issued lanyards and ID cards which they must wear around their neck during the school day and must be shown to Faculty/Staff members upon request. Failure to have an ID card will result in a detention. NO ID = DETENTION. The ID also serves as a student's library card, bus pass and cafeteria debit card. Student ID's are issued through the Technology Office. There is a \$10 charge to replace lost ID's.

16. Students are to present the proper identification to ride the buses to and from school. Students are expected to act in an appropriate manner that shows consideration for the driver and for the safety of other students. Students in violation of this expectation may be denied service.

17. The Handbook Acknowledgement Form must be signed and returned by the end of the first week of school. This form serves as an agreement between Fenwick High School and our families. A student will not be eligible to participate in any activities until the form is properly signed and returned.

## Student Behavior

1. A student who is under the influence of alcohol, drugs or narcotics on school premises, or at school related functions, will be suspended and will appear before the Discipline Board.

Any student who sells, distributes or in any way serves as a source of obtaining alcohol or any illegal substances (with/without the intent of personal profit) at a school-related function (home/away) will be immediately suspended pending his or her appearance before the Discipline Board with a view toward expulsion.

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

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

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

2. Fighting in the school building or on school grounds will result in immediate suspension and may lead to expulsion.
3. Any disrespect, insubordination or insolence in word, act or attitude will be dealt with according to the gravity of the situation. Grave insubordination could result in suspension or expulsion.
4. Vandalism involving school property or property of a fellow student will be dealt with according to the gravity of the situation. Serious incidents will result in expulsion. All damage to school property must be paid for by the student.
5. Stealing is a serious offense. Please see pg. 40 for consequences.
6. No gambling is allowed, and gambling in school may result in discipline or suspension with a view to expulsion.
7. The submitting of work which is not original (plagiarism), sharing of test/quiz material, collaboration on individual projects and lying or misrepresenting facts are unacceptable behaviors. See Academic Dishonesty Policy.
8. Public displays of affection of a romantic nature during school hours are not permitted (i.e. kissing, hand holding, excessive physical contact).
9. Fenwick students are encouraged to avoid out-of-school situations where activities are in contradiction to stated school policies and philosophies. These situations, which are detrimental to the reputation of the school as well as to the student, are cause for a review which could lead to intervention, discipline, suspension, or expulsion (Some examples of these situations include: the use, possession, sale, or being under the influence of intoxicating beverages, drugs, or narcotics.). These are illegal actions, especially for minors. If Fenwick receives information regarding off-campus use or possession (as defined by law) of alcohol, illegal substances, or drug paraphernalia, the school will contact the parents and may require (at the parent's expense) the student's mandatory participation in a school approved drug or alcohol test and/or professional evaluation and/or a school approved substance-abuse program. In addition, all consequences described in the school's policy on

this topic will be considered by the administration. If these actions present a negative image for the school, expulsion will be highly considered. Should any of these incidents involve a parent distributing or hosting a party of such, the family will be required to meet with the administration to discuss the enrollment future of the student.

10. School regulations are to be observed whenever students are on the school grounds— both before and after school—as well as at all social, athletic and spiritual events sponsored by the school whether these are held on the school campus or elsewhere.
11. In the Fenwick family, we value each individual for the human potential he/she possesses; we encourage each other to achieve all that we can; we congratulate each other for our achievements. We try to find Christ in everyone we meet. Ethnic, gender, sexual orientation or racial stereotypes prevent us from open-mindedly encountering each other as unique individuals. When we prejudge others, according to these stereotypes, it keeps us from developing responsible one-on-one relationships with our sisters and brothers in Christ. The expression of these stereotypes reflects an unthinking, irresponsible, and un-Christian attitude— unacceptable in the Fenwick family. Slurs related to ethnic, gender, sexual orientation or racial stereotypes—spoken, written or communicated through any medium—will be dealt with by one of the Deans or a Counselor. Responses range from counseling sessions to suspension with a view to expulsion.
12. Bullying and harassment or any severe or pervasive physical or verbal act, conduct or behavior will not be tolerated. This includes communications made verbally, in writing or electronically (use of computer or telecommunication including texting devices messenger devices and other similar tools or any electronic or similar type of transmission) by an individual or group, usually repeated over time, that can be reasonably expected to place the student in fear of their person or property, cause a substantial detrimental effect to their physical or mental health, or substantially interfere with their academic performance or ability to participate in school activities. Bullying/ harassment can take many forms, including, but not limited to, physical, verbal or non-verbal threats, or intimidation, social exclusion and isolation, sexual harassment, extortion, defamation, the spreading gossip or rumors and assault. Bullying or harassment will result in discipline, which may include probation, suspension, or expulsion. Bullying or harassment will result in notification of parents of all parties involved and may also result in referral to criminal authorities for prosecution when appropriate.
13. Initiation rituals (hazing) demonstrates a lack of respect for one's peers. This will not be tolerated and will result in discipline, which may include probation, suspension, expulsion or referral to criminal authorities for prosecution when appropriate.
14. The school does not approve of any activity that could bring harm to or endanger a person or other living thing. Such activities will be dealt with severely and with a view to suspend and/or expulsion.
15. Students are expected to observe all driving and parking regulations within the Oak Park community when driving to and from school. In addition, students are required to follow all parking procedures when parking in the S4 parking areas. If students are found in violation of these regulations, they may face detentions and demerits, towing, ticketing and the suspension or revoking of their parking hang tag.

16. During athletic competitions, student spectators are expected to behave appropriately by showing sportsmanship and respect to the opposing team, opposing fans and the referees at all times. Students found in violation of this expectation could be removed from the student section or from the competition entirely.
17. Any activity deemed to be any sort of class prank that in any way disturbs the functioning of the school will be dealt with severely.
18. Students displaying dangerous behavior to themselves or any other student will face consequences.
19. Students should not be in any unauthorized areas.

### **Mobile/Cell Phone Policy**

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

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