

FENWICK HIGH SCHOOL
505 WASHINGTON
BOULEVARD
OAK PARK, IL 60302
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*.

TABLE OF CONTENTS

<u>GENERAL INFORMATION</u>	4
Contacts	
Mission, Vision, and Beliefs & Values Statements	
Inclusion Statement & Non-Discrimination Policy	
School Tradition	
School Philosophy	
Profile of Graduate	
Daily Class Schedules	
Administration & Staff	
Academic Program	
<u>TRANSPORTATION AND PARKING</u>	18
Bus Route Services	
Shuttle Services	
Ventra Student Fare Program	
Student Parking Information & Procedures	
<u>ACADEMIC</u>	21
Graduation Requirements & Graduation Policy	
Test Days	
Assessment Protocol	
Grading Procedures	
Withdrawing from a class	
College Admission Requirements (IBHE)	
<u>STUDENT SERVICES</u>	29
Academic Advising	
Summer College Series	
Substance Abuse Program	
Shadow Day Procedures	
Testing Program	
Class Counselors	
The Library	
Health Office	
<u>DEANS' OFFICE</u>	38
Attendance	
Personal Appearance	
Conduct	
Student Behavior	
Social Distancing and Masks	
Remote Learning Guidelines	
Mobile Devices	
Academic Dishonesty	
JUGS/Demerits	
Discipline/Academic Boards	

<u>TECHNOLOGY DEPARTMENT</u>	60
Internet & Technology Acceptable Use Policy	
Children’s Internet Protection Act	
Acceptable Use Information Form	
Network & Internet	
Accounts	
Email & Other Accounts	
Student Wireless Network	
Student ID cards	
iPad Policy	
<u>CAMPUS MINISTRY</u>	69
Staff	
Masses & Liturgical Events	
Retreat Program Christian	
Christian Service Project	
<u>PARENTS</u>	71
Parents’ Guidelines	
<u>STUDENT ACTIVITIES</u>	73
The National Honor Society	
List of Clubs & Organizations	
Eligibility	
<u>ATHLETICS</u>	79
Programs & Seasons	
Coaching Personnel	
Conference Information	
Eligibility	
Training and Equipment Rules	
Facilities	
Sportsmanship	
Parent & Coach Communication	
IHSA Rules	
<u>INSTITUTIONAL ADVANCEMENT</u>	92
Marketing Communications	
Alumni Relations	
Events/Honors/Awards	
Philanthropy	
Staff	
Fundraising Policy	
<u>FINANCIAL INFORMATION</u>	96
Tuition & Fees	
Payment Options	
Withdrawal Process	
Late Payment Policy	
Tuition Refund Policy	
Exclusion from Class	
Annual Enrollment Policy	
<u>FENWICK HIGH SCHOOL BOARD OF DIRECTORS</u>	98
<u>THE VICTORY MARCH</u>	

GENERAL INFORMATION

Contacts

Telephone Numbers

708-386-0127

Extensions to the following departments are:

Institutional Advancement	306
Alumni	323
Athletics	343
Counseling/Dean's Office	326
Attendance Office	341

(Calls will be taken from 7:30 a.m. or leave a message from 7–7:30 a.m.)

Operator/General Information/ Business Office 110

Fax Numbers

Athletics	708-386-4359
Development Office	708-386-3542
Library	708-524-8906
Principal's Office	708-386-3052

Switchboard Hours

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

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

2020-2021
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. It's 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 gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin 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.

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 eighty-nine 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

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
	1:45	2:25 Assembly
11	2:30	3:10

Morning Assembly

Class Period	Class Begins	Class Ends
01	8:00	8:40
02	8:45	9:25 Morning Assembly
	9:30	10:10
03	10:15	10:55 Homeroom
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

Liturgy Assembly

Class Period	Class Begins	Class Ends
01	8:00	8:35
02	8:40	9:50 Liturgy
	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

Faculty Meeting/Late Start Schedule

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

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

HYBRID IN-PERSON/eLEARNING SCHEDULE (COVID UPDATE)

Class Period	Class Begins	Class Ends
01	8:00	8:45 - 5 mins announcements
02	8:50	9:30
03	9:35	10:15
4/5/6	10:20	11:00
Lunch 1	11:05	11:30
Lunch 2	11:35	12:00
6/7/8	12:05	12:45
09	12:50	1:30
10	1:35	2:25 - 10 min for dismissal
11	2:30	3:10

COVID UPDATE:

If we move strictly to eLearning the schedule will be posted on the school website.

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. Staunton Peck

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. Roberta Hurt

Friar Shop: Ms. Julie Wildermuth

Campus Ministry

Campus Minister: Ms. Mary Beth May

Chaplain: Fr. Jude McPeak, O.P.

Kairos Director & Campus Ministers: Ms. Maria Nowicki

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. Stephanie Harris

Director of Marketing and Communications: Mr. Scott Hardesty

Media Content Manager: Mr. Mark Vruno

Development Associate: Ms. Kristyn Rein

Administrative Assistant:

Student Services Department

Director of Student Services: Mr. Terrence O'Rourke

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

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

Class Counselors: Mr. Pat Jacobsen, Ms. Mary Visteen, Mr. James Segredo,
Ms. Elisabeth Dunne

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

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

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

Administrative Assistant to Student Services: Ms. Yvette Rowe

Registrar/Attendance Officer: Ms. Maureen Nash

Office of Admissions

Director of Admissions: Mr. Joseph Ori

Admissions Assistant: Ms. Kathleen O'Laughlin

Administrative Assistant to Admissions: Ms. Kathy Kazuba

Office of Diversity Equity and Inclusion

Director of Diversity Equity and Inclusion: Raymond Moland

Facilities

Director of Facilities: Mr. Jerry Ruffino

School Resource Officer: Mr. James Sperandio

Receptionist: Ms. Louise Tartaglia

Technology Services

Director of Technology Services: Mr. Ernesto Nieto

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

Digital Learning Specialist: Mr. Bryan Boehm

Instructional and Technology Coach: Mr. Matt Barabaz

Technology Specialist: Mr. Bobby Ross

Academic Programs**English Department**

Chairperson: Mr. John P. Schoeph

Ms. Laura Gallinari, Ms. Kimberly Kotty, Ms. Jennifer Ori, Mr. Richard O'Connor, Mr. Terry O'Rourke, Mr. Kyle Perry, Ms. Nicky Shoffer, Ms. Theresa Steinmeyer, 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. Gerlyn Magrady, Ms. Laura Pendleton, Fr. Mike Winkels, O.P., Mr. Andrew Zelm

Mathematics Department

Chairperson: Mr. Roger A. Finnell

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

Physical Education/ Health Department

Chairperson: Mr. Raymond Moland

Mr. Dave Hogan, Mr. Joseph Konrad, Mr. Titcus Pettigrew, Mr. David Power

Science Department

Chairpersons (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

Chairpersons (Physics/Computer Science): Mr. Dave Kleinhans

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

Social Studies/History Department

Chairperson: Mr. Alex Holmberg

Mr. Matt Battaglia, Ms. Olivia Butt, Mr. Jeremy Dickinson, Mr. Peter Gallo, Mr. Brian Jerger,
Fr. Christopher Johnson, O.P., Ms. Mary Beth Logas, Mr. Luke McGuire, Ms. Erin Power,
Mr. John Quinn, Mr. Arthur Więckiewicz

Theology Department

Chairperson: Br. Joseph Trout, O.P.

Ms. Kaitlin Hasenbeck-Meyer, Ms. Rhian Jeong, Fr. Christopher Johnson, O.P., Dr. Jonathan King,
Mr. Pat Mulcahy,, Ms. Sheila Regan, Mr. Mike Slajchert, Ms. Theresa Steinmeyer,
Fr. Matt Strabala, O.P.

World Language Department

Chairperson: Ms. Samantha Carraher

Ms. Marianne Carrozza, Mr. Jeremy Dickinson, Mr. Peter Gallo, Mr. Peter Groom,
Ms. Kaitlin Hasenbeck-Meyer, Ms. Korin Heinz, Ms. Shawna Hennessey, Mr. Jonathan
King,
Ms. Cristina Lilek, Dr. Marissa Porter, Mr. Jim Reardon, Mr. John Schoeph,
Ms. Judi Tichacek, Ms. Shana Wang

TRANSPORTATION & PARKING

***COVID UPDATE:** All information is subject to change post - COVID19 pandemic.

Bus Route Services: (will use the following borders)

- **South Route:** Central Avenue (East), 63rd Street (South), and will return to Fenwick along Harlem Avenue (West).
- **North Route-** will border Foster (North), Cumberland (West) and Austin Avenue (East).
- **Lakeview-** will border Lake Shore(east) Belmont (north) and I-290 (south)
- ***West Suburban** - includes Hinsdale, Western Springs, LaGrange, Riverside and Clarendon Hills(p.m. only drop off)
- ***Northwest Suburban** - includes Winfield, Wheaton and Elmhurst.

For students taking the Routes:

- Bus routes are annual services for either round trip or one way (*AM or PM only for one way*).
- Bus passes are purchased online.
- Students with paid registration will determine the bus routes.
- Occasional riders will NOT influence bus routes. *Covid Update - not accepting occasional riders.
- Every effort will be made to schedule a stop within a few blocks of each student's home.
- Routes will be determined in August.
- Your ID is your bus pass.
- North, South, Lakeview, *West Suburban and Northwest Suburban* buses will arrive before Period 01 and will leave after Period 11.

Shuttle Services

- ***Riverside Shuttle to Fenwick (Only)**
 - Students riding the A.M. Metra/Burlington Northern will be picked up at the Riverside train station at 7:14 a.m.. *Due to changing schedules in response to COVID -19, afternoon shuttle service is temporarily suspended
- **Lake and Marion Shuttle**
 - Students riding the Metra/Union Pacific train will be picked up at the Lake and Marion station at 7:30 a.m.
 - Students returning after school on the Metra/Union Pacific will be dropped off at Lake and Marion leaving Fenwick after 10th period or after 11th.

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.

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 2020-2021, no S4 tags will be sold. Students are ONLY allowed to park in the parking garage and must have a valid permit parking hang tag. 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 incoming 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, employee, family member of a student, and visitors at any time of the day.

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 portable sign post that govern speed, safety requirements, traffic directions, any emergency postings, and any miscellaneous postings.

Student Usage During the School Day and Events :

- The parking garage is open 7:30 a.m. to 9:00 p.m. unless other arrangements have been made with the Director of Operations.
- Students will proceed into the Main Parking 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.
- Students will safely and slowly proceed into the Parking Garage via the southwest portion of the garage (the Entrance/Exit).
- Students must display their hangtag when entering the garage so the faculty member monitoring the garage area can view it. Hang tags must remain in plain view for the duration of the time the vehicle is parked in the garage.
- Students will carefully travel through the garage to find a parking space. Spaces are not assigned and will be on a first come - first serve basis.
- ALL parking spaces to the right (east) of the Entrance/Exit are reserved. No exceptions. Students found parking in this area will be subject to disciplinary action from the Dean's Office.
- 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 a State of Illinois-issued, Handicapped license plate attached to the vehicle. Illegally parked vehicles will be subject to discipline from the Dean's Office and may be subject to

- parking citations issued by the Oak Park Police Department.
- Students will proceed carefully to the stairwell nearest their parked vehicle to the ground level in order to exit the garage, students WILL NOT walk down the driving ramps.
 - Students will NOT use the elevator unless given permission by the Dean's or Nurse's Offices.
 - Any student engaging in inappropriate or reckless behavior in, or around the garage, involving a vehicle or not, will be subject to disciplinary action from the Dean's Office or loss of parking privileges, without a refund.
 - Students are expected to demonstrate consideration for our neighbors at all times. Students should refrain from playing loud music, using foul language, and littering. Due to safety concerns, **DO NOT WALK DOWN THE ALLEY.**

Please direct all questions to Coach Jerry Ruffino, jruffino@fenwickfriars.com or call 708-948-0318.

ACADEMICS

Graduation Requirements & Policies

Five academic credit courses must be taken each year; a sixth and/or seventh academic subject may be taken by students who are qualified. Fenwick offers an honors program for students of exceptional ability. Twenty-two and a half (22.5) credits (including physical education and health) are needed for graduation. Opportunity for selecting elective courses is available.

Elective classes may be taken provided a student's cumulative grade point average indicates that attempting additional courses would be desirable and in the student's best interests.

Individual departments set criteria for enrollment in honors and AP (Advanced Placement) level classes. It is important that a student choose a course not for its weighted grade, but rather because of sincere interest in the course content and its applicability to the student's future academic pursuits.

English

The English curriculum at Fenwick is committed to exposing students to a wide array of genres, styles, authors, literary movements, means of critical analysis, vocabulary, grammar, and writing skills. Dedicated to bolstering students' ability to interpret and communicate effectively, the English curriculum emphasizes skills in reading, writing, listening, and speaking.

Four total credits.

Expressive Arts

The Expressive Arts Department works to develop the student's ability to think critically and to develop those skills that would allow one to express one's thoughts and feelings through a variety of spoken, musical, and artistic expressions. The Expressive Arts Department works to empower our students' ability to motivate, to move, and to touch others as we share our human experience and work toward a better understanding of ourselves, our society, and our world.

One total credit, 0.5 in Speech.

World Languages

The Fenwick World Languages Department offers a four or five year sequence of courses in French, German, Italian, Latin, Spanish and Mandarin. The culmination of all five languages is an AP course. The modern language classes seek to establish a balance among skills in reading, writing, speaking and listening comprehension. Also included is the study of cultural topics in literature, history, art history and current events. The Latin program teaches the vocabulary and grammar of the language which enables students to read classical texts in the original Latin.

Four total credits. Students may take four credits in one language or choose to take two languages, two credits in each.

Health/PE

Health is designed to study and explore various topics associated with the health and welfare of the students and others around them. The course introduces and discusses positive and negative aspects of hygiene, stress, fitness, drugs, alcohol, tobacco, nutrition, disease and first aid through lecture and class discussion.

Physical education is an academic discipline and an essential portion of the general education process. Further, the physical education curriculum is centered on the concept that movement skills, intellectual development, physical fitness, and healthful living practices are elements of life that must be taught and reinforced. Specific knowledge, skills, and practice techniques that best benefit the student do not just happen.

One total credit, .5 in Health and .5 in PE.

Mathematics

To instruct students at their capacity for intellectual knowledge and to prepare them for aesthetic appreciation, in-depth study, and critical thinking, the Mathematics Department aims to develop students' understanding of mathematical concepts, relationships, techniques and deductive logic, along with the precision and aesthetics involved in the study of mathematics, especially involving computer- and calculator-based applications. The student who understands mathematical processes and content, as well as the value of mathematics, will be able to function efficiently and responsibly in our ever-changing society.

Three and a half total credits, including Geometry, Algebra 2 and Trigonometry.

Science

The Science Department's goals for our students are to provide a solid foundation for college-level work, to provide a rigorous and extensive laboratory experience, and to develop critical reasoning skills. We also strive to instill a respect for nature as well as an appreciation for its beauty, complexity, and diversity. The members of the Science Department hope that our efforts lead students to realize their responsibility as stewards of the natural world. We are convinced that any religious view that minimizes the insights of science has removed itself from truth and from the Creator of truth. A Catholic Christian student with a profound understanding of science will mature with enriched religious beliefs.

Nearly two-thirds of the freshmen class will start their science sequence with freshman biology. There are many options over the four years of science in various levels of Biology, Chemistry, Physics, Anatomy, and Environmental Science. We offer a full range of science Advanced Placement classes.

Two total credits in lab sciences, including Biology.

Social Studies

Recognizing that the Information Age has brought about an even greater need for the social sciences in which analysis, evaluation, and synthesis are conducted, the Fenwick Social Studies Department works to foster critical thinking skills so as to engage students as apprentice historians, economists, social scientists, and all-around critical thinkers.

The department affirms that through investigation of primary and secondary sources, coupled with the applications of logic, reason, creativity and imagination, Fenwick students will shape their own informed, educated world views, which are essential to acting as moral stewards within society and as versed global citizens.

Two and a Half total credits, including Western Civ, US History, and Civics..

Theology

Theology is the heart of the curriculum of Fenwick High School. It is the study of this Sacred Science, which sets Fenwick apart from many other schools. All students, regardless of their particular religious affiliation, who attend Fenwick study four years of Theology.

Four total credits.

Business and Computer Science Department

The Business and Computer Science Department focuses on developing students to be literate 21st century professionals. The curriculum emphasizes the development of students' skill sets in computer programming, 3D modeling, financial and economic analysis, and introductory business topics. Students will be exposed to technology products commonly used in business such as Microsoft Excel, Microsoft Visual Basic, Python, JAVA, and Computer Aided Design. Students will apply critical thinking and problem solving skills using these technologies in many business settings (e.g., sales, marketing, product development, finance, etc.). Experience with these programs will aid in the transition to university business and engineering curriculum, and prepare students for using these programs for internships in the private sector.

TYPICAL FOUR-YEAR COURSE PLAN

FRESHMAN YEAR: 6-8 Credits

Theology	1
English	1
Foreign Language	1
Algebra	1
Social Science	1
Biology*	1
Expressive Arts*	.5/1
Health	.5
Physical Education*	.5

SOPHOMORE YEAR: 6-8 Credits

Theology	1
English	1
Foreign Language	1
Geometry	1
Biology or Chemistry*	1
Expressive Arts*	.5/1
Speech	.5
Civics ¹	.5
Physical Education*	.5

JUNIOR YEAR: 5-8 Credits

Theology	1
English	1
Foreign Language	1
Math	1
Social Science	1
Electives	

SENIOR COURSES: 5-8 Credits

Theology	1
English	1
Foreign Language	1
Math	1
Science	1
Electives	

*Classes will vary based on student placement

1. AP government fulfills Civics requirement

Freshman Courses

Theology I

English I - (honors program available)

Language - (French, German, Italian, Latin, Spanish)

Algebra - (honors program available)

Social Science (honors program available)

Biology - (college prep, honors, AP available)

(elective - based on entrance exam scores)

Expressive Arts - (one semester of fine arts or 2 consecutive semesters of band or 2 consecutive semesters of choir)

Health Education

Physical Education

Sophomore Courses

Theology II

Speech - (one semester)

English II - (honors program available)

Language

Geometry (honors program available)

Biology or Chemistry (honors program available)

Expressive Arts - (one semester of fine arts or 2 consecutive semesters of band or 2 consecutive semesters of choir)

Civics (AP Government fulfills Civics requirement)

Physical Education

Additional Academic Electives (see course descriptions)

Junior Courses

Theology III

English III - (honors and AP programs available)

Language - (honors program available)

Math III - (honors program available)

United States History - (honors and AP programs available)

Band (elective)

Choir (elective)

Physical Education (elective)

Additional Academic Electives (see course description)

Senior Courses

Theology IV

Western Civilization - (one semester)

English IV - (honors and AP programs available)

Language - (honors and AP programs available)

Math IV - (honors and AP programs available)

Science - (honors and AP programs available) Band
(elective and honors)

Choir (elective and honors)

Physical Education (elective)

Additional Academic Electives (see course description)

Test Days

Assessment Schedule for 2020 - 2021 (Hybrid Schedule)

- World Languages - Monday through Thursday
- Theology, Social Studies, English - A1 and B1 (normally Monday/Tuesday)
- Speech, Fine Arts, Science, Math, Computers - A2 and B2 (normally Wednesday/Thursday)
- Fridays (of five-day weeks)
 - Theology, Social Studies, English Fridays: 9/4, 10/2, 11/6,
 - Speech, Fine Arts, Science, Math, Computers Fridays: 9/18, 10/30, 12/4

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.

Assessment Protocol

During all assessments, class tests, ACT, finals, etc., students will be expected to turn off all technological devices such as cell phones, iPads, smart watches, etc. Having these items out during an assessment may subject students to consequences under the academic dishonesty policy.

Grading

The following grading scale is recommended:

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

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

1. An "A" - "B" - "C" - "D" - "NC" is figured into the Grade Point Average. An "I" and any non-academic courses are NOT included in the Grade Point Average.
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 and a "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 Grade Point Average of under 1.5 will cause the student's record to be reviewed by the Academic Review Board and may cause dismissal from school.
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.

Students graduated with honors if they maintain a 4.0 grade point average or better based on eight semesters of academic work.

Grading Procedures

The following grading and quality point systems is used:

Quality Points/Grade Point Averages

COLLEGE PREP HONORS/AP

CLASSES 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.

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.

College Admission Requirements (IBHE)

It is important for students and their parents to be aware of the Illinois Board of Higher Education (IBHE) required admission standards for the state's public universities.

College freshmen must have completed the specific high school course-work listed below:

- 4 years of English
- 3 years of Social Science
- 3 years of Mathematics
- 3 years of Laboratory Science
- 2 years of electives (Foreign Language, Music, or Art)

Out-of-state colleges and universities, both public and private, have varying admission patterns of course requirements. Handbooks and individual college catalogs are available in the Student Services Center. Please discuss these requirements with your child. All students should consult with their class counselor about scheduling appropriate classes. Each student will be assisted in preparing to take the appropriate college admissions examinations. These tests are described in the Student Services section of this handbook.

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. A counselor, teacher, or parent may request that a student participate in our WEEKLY PROGRESS REPORTS PROGRAM. In this way students can bring home an evaluation of their progress at the end of each week.

Summer College Series

Incoming 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. Information for faculty, which may be included in appropriate academic discussions, is available.

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.

Shadow Day Procedures (COVID UPDATE - Please website for details)

A Shadow Day is an opportunity for a prospective student to get a full-day experience as a Fenwick High School student. Shadow day opportunities are given to 8th graders in the fall from mid-September until the end of November. In the spring, 7th graders are invited to shadow from mid- February until mid-May. Shadow days are not permitted on Mondays during either semester.

Prospective students are paired with trained student ambassadors by common interests, family relation, or requests. To be selected as a student ambassador, students are required to have a 3.0 GPA, be in good standing with the school, complete training, and assist the Admissions Department at events throughout the school year. The admissions office tries to accommodate requests of family members and family friends; however, this is not a guarantee. Ambassadors are notified the day before they are required to host a prospective student. If they are unable to host the following day, they are required to email or see the Admissions Department so that other arrangements can be made.

The Shadow Day begins during the first period and typically ends after the ninth period. When students arrive, they are accompanied to the admissions office where they check in and are paired with an ambassador host. Students are given a lunch voucher for use in the cafeteria. The host is required to be with the prospective student at all times during the school day. There should be no passing of a shadow to other Fenwick students. After the ninth period, the ambassador accompanies the shadow back to the admissions office.

The Shadow Day dress code is as follows:

Boys: Dress pants, collared shirt, and dress shoes. A polo style collared shirt is acceptable.

Girls: Dress pants or dress skirts and dress shoes.

ALL: No jeans, gym shoes, t-shirts, sweat pants, sweat shirts, sleeveless shirts or mid-drift tops are allowed.

Any and all incidents with our ambassador and/or shadow guest should be reported to the admissions office.

Fenwick students may not schedule shadow days for junior high school students. Students wanting to shadow must make an appointment by calling the Admissions Office and setting that appointment with the Admissions Director. Fenwick students who bring shadows to school without permission by the Admissions Director will be referred to the Dean's Office.

Only under unusual circumstances will high school students be allowed to shadow. All high school shadows must have applied for admission. Fenwick students who bring unauthorized high school shadows to school will also be referred to the Dean's Office and the shadow will be required to call his/her parents and will be sent home.

Testing Program

The Student Services Office administers a number of standardized tests to our students. 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.

Testing fees are set by the independent testing agencies.

Class Counselors

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

Class of 2021: Mr. Pat Jacobsen

Class of 2022: Ms. Mary Visteen

Class of 2023: Mr. James Segredo

Class of 2024: Ms. Elisabeth Dunne

Fenwick is a member of the College Board, the Illinois Association of Admissions Counselors (IACAC), and the National Association of College Admission Counselors (NACAC).

The Library

Library hours are from 7 a.m.–5:30 p.m. from Monday through Thursday. On Fridays, the Library will open at 7 a.m. and will close at 4:30 p.m. All students are welcome in the Library and are strongly encouraged to use it often. For safety and security no one without an official pass is allowed in the Library. **COVID UPDATE: The Library will open at 7:00 a.m. and after school until 5:00 p.m. by reservations only. Students make a reservation by going to the Library page on the Fenwick website and filling out the google form.**

A respectful, quiet atmosphere, conducive to study and concentration, should be maintained at all times. Proficiency in library skills is promoted; however, students should ask a librarian for assistance if needed. To develop responsibility, students should be aware of library material due dates and return materials on time. To check out library materials, students must present their Fenwick Student ID. The cost of replacement materials will be charged 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. These grants may not supplant school funds. 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 guideline of the CDC.** The student should stay home for a fever of over 100.0 and should not return until at least 72 hours after the fever, flu-like symptoms are gone. If the Healthcare provider assesses the student and the student is not contagious then a doctor's note must be clear and concise to return to school after 24 hours. The note should state there is no need to quarantine or isolate.
2. Parents are responsible for keeping students home for any other illness that may be contagious, such as eye infection, the stomach flu or any communicable diseases until cleared by the Healthcare provider.
3. If the student feels ill:
 - The student will notify the teacher they need to see a Nurse. The teacher will check the student into Magnus. The student will then proceed directly to the school nurse. The student will be escorted down to the nurse if necessary.
 - If the student needs immediate attention, the Bogen button should be used and the front desk will notify the nurse.
 - Each student will be given a surgical mask when entering the Health Office. The student will be placed in either the isolation area or non-isolation room.
 - 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
 - Students may only go home with a guardian, contact person or a person who is represented by the parent (verbally).
 - If a student leaves school with a guardian, the guardian or authorized contact person must sign the student out at the front desk. The front desk personnel will request to see a photo ID. The nurse will bring the student to the parent.
 - 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 Administration will stand firm on this policy.
 - Reasons student must be picked up from school include but are not limited to:
 - Fever over 100 degrees
 - Persistent cough
 - Any severe pain or injury
 - Any suspected communicable disease
 - Flu-like symptoms
 - Migraines
 - Rash

- Allergic reaction
 - Vomiting/concussion
 - COVID-19 (see below)
- The consent for emergency care on Magnus Health system should be completed by the parents/Guardian.
 - If a crisis situation occurs: assessment of the individual will take place and, if warranted, **911 will be called**. A Fenwick Staff Member will call parents.
 - If the student needs to go to the hospital the student will go with the paramedics and will be escorted by Parent/Guardian or Fenwick Faculty to Rush Oak Park Hospital.
 - Clear and concise documentation should be completed.
 - The School nurse will follow up with the parent/Guardian after a crisis situation.
 - A return-to-school note needs to be turned in to Student Services and any pertinent information should be verbally given or written for the nurse to give quality care.
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 utmost with the Health Office.
- 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.
 - Teachers are notified of accommodations on Blackbaud. Ex. Asthma, Diabetes, Allergies, injury and others.
 - Lanyards will be given for specific accommodations for the teachers to recognize specific needs. Lanyards must be returned with a clearance note in order to participate in sports and activities.
 - Concussion guidelines are specific so please contact the Nurse directly. Forms for the Physician are on Magnus.
 - With great effort the Nurse will contact the Parents to follow up and develop a care plan if needed. As you may know, 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 as needed. The updates should be completed yearly.
 - 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.

Potential COVID-19 Procedures

- Any students exhibiting flu or covid-19 like symptoms, such as, fever over 100 degrees, GI symptoms, cough, dizziness, shortness of breath, loss of taste, frequent chills or shaking or any symptom according to the CDC should go home and be evaluated by a Health Care Provider.
- If a student exhibits any symptoms at home, according to the CDC, the student should not come to school and should be evaluated by a Healthcare Provider for possible testing.
- All students who test for Covid should stay home until results are negative. If the student tests positive, isolation is required.

- If the student is diagnosed with Covid-19, the flu or any other medical illness please call the Health Office at ext 170 and Student Services at Ext 341 to let them know the date of return and release from quarantine.
- If a student is sent home from Fenwick with COVID 19 like symptoms the student needs to stay home for 72 hours, be symptom free, and return with a clearance note from the Healthcare Provider stating there is no need for quarantine.
- Once the student is cleared the student should check in with the Nurse's prior to going to the First Class.
- Please contact the Health office at ext 170 if your student has a medical condition that requires collaboration of care or if your student has a condition that puts them in a higher risk category such as severe asthma, diabetes, respiratory conditions, cardiac conditions or any other medical condition that would place them at a higher risk of infection. Your students counselor will work with us to provide continuing education while at home.
- If the student was in school prior to being diagnosed with Covid-19 the school will take precautions to disinfect. Closure of the school may be recommended by the Board of Health. If necessary the Board of Health will determine the number of days the school is closed.
- The information given to the Health Office by the Healthcare Provider's Office, parent's, or Board of Health will remain confidential.
- All students in close contact with a positive case will need to quarantine for 14 days from the date of last contact even if there is a negative test result.
- The nurses will send out a letter informing the parents/guardians of students who were in close contact with a confirmed case of COVID 19 as soon as contact tracing has been completed.

Medications:

Students who need to take medication during school must have an Authorization of Medication Prescription form completed by their Pediatrician 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.)

EpiPens/Inhalers: If the EpiPens 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 if the Inhalers or EpiPen's are stored in the student's backpack only.

Fenwick Emergency Medical Equipment

Fenwick High School has multiple locations where defibrillators and Undesignated EpiPens are located. 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. 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.

For more information and Health Tips please see our Health Office Web Page under Student Life on the Fenwick website.

Yearly Health Form Requirements

- **STUDENTS IN ALL GRADES** we ask that you enter the health information required within your Magnus Health SMR account for each child attending Fenwick no later than July 1st. Students are subject to exclusion from school and activities if the July 1st deadline is not met.
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. You will receive reminders as long as there are outstanding items in your account. Please reserve 20 to 30 minutes per child, depending on particular circumstances. The good news is that you will not have to repeat this work next year: the data is securely stored, so going forward you will simply provide updates to the record as needed.
- **ATTENTION ATHLETES: DUE TO COVID-19** Please be sure to get your appointment for a sport physical as soon as possible, so you are ready for the 2020-2021 sports season. Students who are in a sport will need all forms in the Magnus system by July 1st. Sports Physicals are good for 1 year. Students are subject to exclusion if forms are not in by the deadline.
- **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, participate in sports or other activities until all forms are completed.

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.

- **CURRENT FENWICK PARENTS**, you will now see the Magnus Icon in your Blackbaud account. When you click on it you will be automatically signed into Magnus. All of your current Fenwick Students will be in one account and you will not need a separate password. If you do not have your Blackbaud username or password please contact Michael Collins at mcollins@fenwickfriars.com or extension 332.
- **NEW Fenwick Parents** will receive an email from Blackbaud, providing your username/password to access your child(ren)'s Account. Once logged into Blackbaud you will see an icon for Magnus Health. When you click on the Magnus icon you will be prompted to fill out and upload all the needed medical forms.
- If you are having difficulty navigating the Magnus system, entering data online, or downloading the hardcopy cover sheets and forms, or if you have any other questions, please contact customer support at Magnus Health SMR by phone at 877.461.6831 or by email at service@magnushealthportal.com.
- IF YOU ARE HAVING ANY DIFFICULTIES OR DO NOT HAVE A WAY TO UPLOAD YOUR DOCUMENTS, YOU MAY FAX OR MAIL YOUR FORMS TO MAGNUS.
- PLEASE DO NOT SEND FORMS TO FENWICK, WE ARE UNABLE TO UPLOAD THE FORMS FOR YOU. E-MAILING ANY MEDICAL INFORMATION FROM UNSECURED ACCOUNTS IS A VIOLATION OF HIPAA AND FERPA LAWS.
- If you find that you are having technical difficulties, check the encryption update tester: <http://testtts.mymagnus.com/> and please use the following url: <https://secure.magnushealthportal.com/public/version.jsf> and send the resulting information to Magnus Help Desk.
- Also, please feel free to consult the Magnus Health page for Parents: <http://magnushealth.com/parents/> and Privacy and Security page at www.magnushealth.com/privacy-and-security/

Checklist for Magnus

Freshmen and Transfer Students

- **Birth Certificate**
- **Over-the-counter and Prescription Medication Form, is called the Authorization of Medication (Optional).** We will need 1 form per medication.
- **State of Illinois Certificate of Child Health Examination** (please be sure to fill in the entire top portion of the 2nd page labeled HEALTH HISTORY, sign and date) This form must be dated within one year of the start of school.
- **Immunizations form** (Incoming Freshmen/Transfer Students)
- **Proof of school Dental Examination form (Freshman)**
- **Health Office and Athletic Participation Consent Forms-** All consents are for all students.
- **Asthma Action Plan Form-** if applicable
 - a copy/picture of the inhaler prescription label and an Authorization of medication for inhaler or Self- Administration form
- **Food Allergy Action Plan Form-** if applicable
- **Medical Accommodations form -** if applicable
- **Diabetes Action Plan Form-** if applicable
- **Seizure Action Plan Form-** if applicable
 - If Action Plans have medication prescribed, we will need an over the Counter and Prescription form for each Medication. (Authorization of Medication form)-1 form per medication

Current Students Entering 10th and 11th Grades (sophomores and juniors)

- **Over-the-counter and Prescription Medication Form, this form is called Authorization of Medication (Optional).** We will need 1 per medication.
- **IHSA Sports Physical Form-** only if your child will be playing a sport
 - Please upload this form to Magnus and DO NOT turn into your child's coach
- **Health Office and Athletic Participation Consent Forms-** All consents are for all students
- **Asthma Action Plan Form-** if applicable
 - a copy/picture of the inhaler prescription label and an Authorization of medication for inhaler or Self- Administration form
- **Food Allergy Action Plan Form-** if applicable
- **Medial Accommodations form -** if applicable
- **Diabetes Action Plan Form-** if applicable
- **Seizure Action Plan Form-** if applicable
 - If Action Plans have medication prescribed, we will need an over the Counter and Prescription form for each Medication. (Authorization of Medication form)-1 form per medication

Current Students Entering the 12th Grade (Seniors)

- **Over-the-counter and Prescription Medication Form, this form is called Authorization of Medication (Optional)** – you will need 1 form per medication.
- **Immunization form -seniors must have documentation of meningitis immunizations.** You will be subject to exclusion if the meningitis documentation is not in by the deadline.
- **IHSA Sports Physical Form-** only if your child will be playing a sport
 - Please upload this form to Magnus and DO NOT turn into your child's coach

- **Athletic Participation Consent Forms-** All consents are for all students.
- **Asthma Action Plan For-** if applicable
 - **a copy/picture of the inhaler prescription label and an Authorization of medication for inhaler or Self- Administration form**
- **Food Allergy Action Plan Form-** if applicable
- **Diabetes Action Plan Form-** if applicable
- **Seizure Action Plan Form-** if applicable

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, 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. Fenwick will fully cooperate with the student who enrolls in such a program. 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. The student's return to school after delivery will be preceded by a conference out of a concern for the student and parents.
7. Students will not be allowed to have their infant/child with them during the school day.

Contact Information

Donna Abruzzo Pape, R.N. and Kathleen Monty, R.N. 708-386-0127 ext. 170

DEAN'S OFFICE

The Dean of Students Office strives to set standards of excellence in the delivery of student services and to foster a welcoming environment that is inclusive, safe and conducive to learning. The core function of the Dean's Office is assisting and developing students through services that include, leadership development opportunities, character development, and resolutions to student misconduct allegations.

ATTENDANCE

The school calendar is provided in advance with all major dates and activities. Family business, vacation plans, personal leaves, etc. should not interfere with school time. Fenwick High School strongly discourages families from taking a student out of school for family trips or 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) before 8:45 a.m. to report the absence and give the following information* (**this also includes any absence from eLearning**):

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

If a phone call 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 an absence. The status of the student will be updated in blackbaud for teachers and parents. If supporting documentation can be emailed please send them to mnash@fenwickfriarsc.om 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 the assignment work, tests or laboratory experiments that have been missed. The student may not receive credit for any work missed during these times and may 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)

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 nine 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.

Truancy is an intentional unauthorized/unexcused absence from school and will result in the same consequences as an unexcused absence plus the following:

- 1st offense 10 demerits
- 2nd offense 10 & Disciplinary Probation

Absence from an Individual Class: All absences from an individual class will be treated as a cut class unless the student has obtained permission from that teacher in advance to miss the class. In the case of an illness during the class or before the start of class, the student will need to get permission to go to Student Services to obtain a pass to the nurse. Following consequences will also result from cutting class(es):

Cut 1 class:

- 1st offense 3 demerits
- 2nd offense 5 demerits
- 3rd offense 10 demerits & Disciplinary Probation
- 4th offense Discipline Board
-

Cut multiple classes:

- 1st offense 5 demerits
- 2nd offense 10 demerits & Disciplinary Probation
- 3rd offense Discipline Board

Tardies to School:

Students who are tardy to school/1st period must obtain a tardy pass. Failure to do so will result in a demerit. 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 th	Email to parent
5 th , 6 th , & 7 th	Demerit per tardy
8 th	3 demerits
9 th , 10 th , & 11 th	1 demerit per tardy
12 or more	3 demerits per tardy
	(An email will be sent for 12 th tardy)

Tardies to Class

Tardies to individual classes will be supervised by the classroom teacher, except for 1st 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 demerit for every tardy to class and apply any other consequences based on the teacher's classroom policies as stated.

Attendance Guidelines for Athletics & Clubs

Students involved in athletics, clubs and/or organizations cannot practice, participate or compete in those activities/contests unless present for 75% of their scheduled school day on the day of the activity. If an activity/contest is held on a Saturday or Sunday, the student must be present for 75% of their scheduled school day on Friday. Students leaving the building sick, suspended 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 because of illness, the athlete may not participate in a practice or a contest.
3. If an athlete leaves school because of illness during the day of a contest, the athlete will not be eligible to participate in a practice or a contest.
4. If an athlete is absent from school for reasons other than illness, the decision of eligibility will be left to the discretion of the Athletic Director 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).

Advanced Absences

In the case of a planned absence due to family necessity including college visits obtain an approved Advanced Absence. The parent/guardian must email Mrs. Ieremia with detailed information regarding the absence at least one week in advance. The student must then email all their teachers to make arrangements for 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 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 day in session, may be subject to an Attendance Review Board hearing and/or lose credit for the semester.

Student Support Board

Our mission as part of Fenwick High School’s Student Services Department is to provide effective and efficient intervention for our students that have been identified as needing academic support due to illness or needing support due to the danger of not being successful, academically, and for whom the possibility of failing exists. We strive to work with families and the school community to keep students succeeding on their own accord and to their best ability.

The SSB may consist of the Assistant Principal(s), Director of Student Services, the Learning Resource Coordinator, Counselor, both Deans, the Social Worker, and the Nurse. This board will convene after the Attendance Review Board has established that a student’s poor attendance is due to a severe health issue affecting attendance. The board may also convene when it is evident that a student is not meeting their potential academically and intervention of the team is needed or requested by the student counselor. Both of these processes may require documentation to move forward.

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 a student's absences are not one of the previously mentioned reasons, then they will count towards the 10%. If the student doesn't meet the minimum attendance requirement **and** the minimum grade requirement, they **will not** be exempted from any semester finals.

Procedures to Note

1. Any student who is absent for class an excessive number of times in a semester may be dropped from that class and no credit will be given for the course, with all cases subject to review by the ARB.
2. The State of Illinois places legal responsibility for school attendance upon the parent(s) and/or guardian(s). Fenwick High School considers a student who is absent without consent of parent(s) or guardian(s) and the school, to be truant. Truancy will be dealt with severely and may result in suspension with a view to expulsion.
3. An absence due to truancy, out of school suspension or dismissal from class for disciplinary reasons shall also be deemed to be an Unexcused Absence. In these cases, the teacher is not obligated to assist the pupil in making up the assigned work, tests or laboratory experiments that have been missed. The student may not receive credit for any work missed during these times and may not participate in extracurricular activities.
4. Doctor and dental appointments should be made for Saturdays, holidays or after school hours. Appointments made during school hours will be considered an unexcused absence if a doctor's note is not presented upon return. Students who must miss the entire day, arrive late, or leave school early on a particular day are to have their parent(s) or guardian(s) call Student Services and leave a message with the Attendance line (EXT 341). This includes if the student returns to school from a same day appointment.
5. When there is severe inclement weather, check the Fenwick website at fenwickfriars.com, or the Emergency Closing Center website at emergencyclosings.com. Other options include tuning in to AM Radio (720 WGN, or 780 WBBM), FM radio (94.7), T.V. (Fox 32, CBS 2, ABC 7, WGN 9, or NBC 5), or calling the Emergency Center Closing Center Hotline at 1-312-222-SNOW.

Foreign or Domestic Travel

Fenwick High School sponsors several foreign and domestic travel tours, including some that may occur as athletic team commitments. Each student is expected to behave in the same manner he/she would at any school activity. The underlying reason for any activity in which our students are engaged is to enhance their total educational experience. No student shall be permitted to partake in any off-campus overnight/extended trip or field trip unless he/she and his/her parent or guardian have read together the distributed policies and have signed, agreeing that the student will comply with those provisions.

Vacations

Fenwick High School strongly discourages absence caused by student's vacationing and traveling. We urge parents to give serious consideration to the consequences of such absences. Vacations and/or extended travel should be planned during established holiday and seasonal breaks when school is not in session. Parents and students should understand that excessive absences, whether excused or unexcused, will drastically affect the student's grades. **Vacation absences will be unexcused.** **COVID UPDATE:** We will be following IDPH and CDC guidelines regarding any need to quarantine after traveling.

PERSONAL APPEARANCE AND DRESS CODE

In the spirit of Fenwick's best tradition, we wish to maintain and enhance a norm of personal appearance which reflects self-respect, neatness 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. All clothing must be free of markings, tears and patches. Minor dress code violations will result in a demerit. Any questions about the appropriateness of the dress code should be referred to one of the Deans.

Students sent to the Dean's Office for dress code violations will be withheld from class until the violation is corrected. Examples of this would be the length of the skirt, needing to shave, unacceptable colors or clothing designs, or missing clothing such as shirts or wearing spirit wear on non-spirit wear days, etc. The student will be considered unexcused from any classes they miss due to the infraction, until the infraction is appropriately corrected. This may mean a parent needing to bring appropriate clothing to school. If the infraction cannot be corrected, the student may be sent home. Please note: The student will receive 0's for missed work due to the unexcused absence from class.

Any student who cannot abide by the dress code due to injury or illness must have written permission from a Dean. To obtain permission, a note indicating the injury or illness must be written by the student's doctor.

Gentlemen's Dress Code

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. This includes no hair laying over the forehead. Severe, bizarre and extreme styles and colors are not acceptable. Absolutely no colors outside of blonde, black, brown, natural red, or auburn. The sides and the back of a boy's hair should be of similar length (i.e. no punk, faux- hawk, Mohawk, Buns, etc.). Hair, in general, should not stand higher than two (2) inches for boys. Excessive sideburns are not acceptable (nothing lower than the ear lobe). 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. Students that are not clean shaven will be issued a demerit. We expect that this detail will be taken care of at home. **COVID UPDATE:** Students will not be shaving at school. After the second offense, the student may be removed for class and sent home for the remainder of the school day.

Shirt: A solid color, dress shirt, long or short sleeve (black, white, off-white, French blue, light blue or gray) 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.

Unacceptable shirts include polo shirts, T-shirts of any type, patterned shirts, and denim-

look shirts. Any logo on a shirt must be smaller than a quarter unless it is a Fenwick monogram or the Fenwick shield.

Undershirts: Undershirts must be solid colors (white, gray, black, off-white) and free of any wording or design.

Ties: A tie or bowtie must be worn at all times. Ties must be school appropriate. COVID UPDATE: Ties do not need to be worn until further notice unless specifically stated.

Slacks/Trousers: Only straight-leg dress slacks with no designs, 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.

Unacceptable slacks include blue jeans (or any pants made of denim material or a jean style), pants with leg-cargo pockets, military pants, plasterers/painters trousers, pants with extremely tapered legs or belted ankles, any trousers of extreme style or color, trousers sold as "dress" slacks but of a "faddish" casual nature or any active/casual wear.

Belt: Boys are required to wear a belt. No designs or extreme patterns.

Socks: Socks during the school day must be worn. Socks must extend above the ankle joint.

Tattoos/Jewelry, Etc.: No excessive jewelry may be worn. Boys may not have any visible piercings or tattoos. Boys may not have painted finger/toe nails or wear make-up.

Ladies' Dress Code

Hair: The student's hair must be neat, clean and well groomed. Severe, exotic, bizarre and extreme styles and colors are not acceptable. Natural colors are the only colors that girls should have. Absolutely no colors outside of blonde, black, brown, natural red, or auburn.

Blouses/Shirts: A solid colored, long or short sleeve dress shirt with a collar (black, white, off-white, French blue, light blue, or gray) may be worn. The dress shirt must be free of any crests, lace, or embellishments. White, off-white, gray, navy or black solid colored turtleneck may be worn. All shirts must be long enough to be tucked in so that the top band or belt of the skort/ pants is visible. All shirts should be loose-fitting. Any logo on a shirt must be smaller than a quarter unless it is a Fenwick monogram or the Fenwick shield.

Unacceptable shirts include polo shirts, T-shirts of any type, patterned shirts, and denim-looking shirts.

Skorts: All classes have a choice of one of the three patterns available through Lands' End. Skorts have to be free of tears, markings and patches. They must be worn no shorter than 3 inches above the knee and the Fenwick shield must remain intact and in the proper location. Pants cannot be worn under the skirts at any time.

Slacks/Trousers: The young ladies of Fenwick have the option to wear pants. Only full length, straight leg dress slacks with no designs, 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. In addition, the pants cannot be tight fitting. Corduroy and khaki material is acceptable as long as they are cut as dress slacks or a regular fit, business casual pant. We recommend purchasing pants through Lands' End to ensure proper fit.

Unacceptable slacks include blue jeans (or any pants made of denim material or a jean style), pants with leg-cargo pockets, military pants, plasterers/painters trousers, pants with extremely tapered legs or belted ankles, any trousers of extreme style or color, trousers

sold as "dress" slacks but of a "faddish" casual nature or any active/casual wear. No pants that are or resemble leggings or jeggings in style, material, or fit.

Belt: Girls are required to wear a belt with dress pants. No designs or extreme patterns.

Undergarments: Undergarments must be worn. In addition, the shorts provided under the skirt should not be altered or cut out.

Stockings/ tights: Solid color stockings (nylons or tights) that match the uniform skirt (black, gray, or white) may be worn. Patterns are not allowed. If you choose not to wear stockings/ tights, socks must be worn.

Socks: Socks during the school day must be worn. Socks must extend above the ankle joint and should not extend above the knee.

Make-up/Tattoos/Jewelry: No excessive make-up, extreme nail designs or jewelry may be worn. Girls may wear only one stud or small hooped earring in each ear lobe (loops must be smaller than a nickel). There should be no other visible piercings or tattoos of any kind.

All Students

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

Covid Masks: All students will be required to wear face masks. Fenwick will provide a uniform mask. The Fenwick mask, a surgical mask or N95 are the only masks that can be worn. ABSOLUTELY NO bandanas, scarfs, or neck gaiters may be worn. Extra Fenwick uniform masks can be purchased from the friar shop or the front office area.

Suit coats/ blazers: Must be solid black or navy blue. Bright colors, patterns or designs are not acceptable. Suit Coats are required for all Masses and Formal school photos.

Sweaters: It is recommended that students wear a sweater, sport coat or blazer during the colder months. Sweaters from Lands' End and Schoolbelles must be uniform black, gray, Navy blue or white in the cardigan, V-neck or crew-neck style. If sweaters are worn that have brand logos (i.e. Polo, Ralph Lauren, etc.), the logos cannot be larger than a quarter coin. All sweaters should be free of secondary colors, patterns or designs. No other logos, besides those smaller than a quarter and the Fenwick shield, are acceptable on sweaters.

Black, white, gray or navy quarter-zips sweaters purchased from Lands' End and those purchased from the Friar Shop and have a Fenwick logo are allowed. Other quarter-zips are allowed as long as they follow the colors above and the logo is smaller than a quarter. All Fenwick crewneck sweatshirts from the Friar Shop may be worn as long as they are black, white, gray or navy.

Unacceptable in-school wear includes non-Fenwick sweatshirts (no other sweatshirt may be worn), any hooded item, outside coats or jackets, athletic gear and cover-ups that give the appearance of being strictly casual. No bright colors, patterns, or designs are acceptable with suit coats/blazers or sweaters.

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. Any shoe that has a sneaker resemblance or sneaker bottom is not acceptable.

Other unacceptable shoes include moccasins, sandals, slippers, shoes without backs, multi-colored (no glitter, sequins, or sparkles) shoes, athletic shoes of any kind (except when injured and given permission by the Dean) and boots.

Liturgy and Special Assemblies: The regular dress code is in effect for liturgy days and special assemblies. All students must also wear blazers/suit coats on these occasions.

Field Trips: For all field trips and/or activities during the school day outside of the school, students will be expected to be in dress code unless otherwise approved by the Dean of Students.

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

Summer School: The dress code for young men and young ladies is the absolute same as stated above with the exception of the uniform shirt. For summer school, boys and girls will be allowed to wear uniform polo shirts available in white, gray, navy, or black through Lands' End or any other vendor as long as the logo that appears on the shirt is smaller than a quarter coin.

All uniform materials are available through Lands' End and Schoolbelles Uniform Company. For Land's End clothing go to Landsend.com and look under the school center or visit any local Land's End store or vendor. For Schoolbelles information call 708-598-8008 or 1-800-548-3883.

School Dances

The purpose of a Fenwick school dance is to provide a safe activity for students to enjoy the friendship of other students and to learn acceptable social skills. To accomplish this purpose, parents should direct their sons and daughters in the manner of dress and behavior that is appropriate for teenagers who are attending a high school with Catholic values and standards.

Formals and tuxedos, corsages and boutonnieres are appropriate only for formal occasions such as the senior prom. Allowing students to overdress for occasions such as Homecoming, the Junior Date Dance and the Turnabout Date Dance, or to travel in limousines or chartered buses, encourage social competition between students instead of the development of genuine friendship among all Fenwick students. For school dances, students and their guests should wear tasteful and appropriate clothing. Dresses that expose the midriff must not be worn. In addition, dresses should be no shorter than to the top of the knee. Boys should wear dress pants and a suit coat or sports coat. Because dances are school-sponsored functions, the school policy regarding make-up, tattoos and jewelry must be followed. Any questions about appropriate attire should be referred to one of the Deans.

Adults should never sanction the drinking of alcoholic beverages, including wine and beer, before or after a dance. If a student is found to be under the influence of alcohol or drugs during a dance, he or she will be removed from the dance and parents will be called. The student will be subject to any and all consequences stated in this handbook for alcohol/drug possession, distribution or consumption. Students will be randomly breathalyzed upon entry to any school dance and/or other activities deemed necessary by the Administration.

CONDUCT

School Procedures & Regulations

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

class to begin the school year. Changes may follow.

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

11. During lunch and other available eating times in the cafeteria, students are expected to conduct themselves appropriately (no throwing food, acceptable voice levels, no walking around the cafeteria to visit other tables). All students are responsible for maintaining a clean table and a clean area under their tables. Detention or removal from their current table will occur if students are found in violation of this expectation. **COVID UPDATE:** Students will not have a traditional style lunch in the cafeteria. Most likely, students will be eating in the classroom. These rules and expectations still apply.

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

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

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

15. Students are to present the proper identification to ride the buses to and from school. Students are expected to act in an appropriate manner that shows consideration for the driver and for the safety of other students. Students in violation of this expectation may be denied service. **COVID UPDATE:** See transportation guidelines.

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

Student Behavior

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

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

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

PLEASE NOTE: Fenwick reserves the right to randomly drug test due to suspicion and turn over

any illegal substances to the legal authorities regardless of how their procedures impact the student found in violation of selling, distributing, or serving as the source.

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

2. Fighting in the school building or on school grounds will result in immediate suspension and may lead to expulsion.

3. Any disrespect, insubordination or insolence in word, act or attitude will be dealt with according to the gravity of the situation. Grave insubordination could result in suspension or expulsion.

4. Vandalism involving school property or property of a fellow student will be dealt with according to the gravity of the situation. Serious incidents will result in expulsion. All damage to school property must be paid for by the student.

5. Stealing is a serious offense. Please see under discipline consequences.

6. No gambling is allowed, and gambling in school may result in discipline or suspension with a view to expulsion.

7. The submitting of work which is not original (plagiarism), sharing of test/quiz material, collaboration on individual projects and lying or misrepresenting facts are unacceptable behaviors. **See Academic Dishonesty Policy.**

8. Public displays of affection of a romantic nature during school hours are not permitted (i.e. kissing, hand holding, excessive physical contact).

9. Fenwick students are encouraged to avoid out-of-school situations where activities are in contradiction to stated school policies and philosophies. These situations, which are detrimental to the reputation of the school as well as to the student, are cause for a review which could lead to intervention, discipline, suspension, or expulsion (Some examples of these situations include: the use, possession, sale, or being under the influence of intoxicating beverages, drugs, or narcotics.). These are illegal actions, especially for minors. If Fenwick receives information regarding off-campus use or possession (as defined by law) of alcohol, illegal substances, or drug paraphernalia, the school will contact the parents and may require (at the parent's expense) the student's mandatory participation in a school approved drug or alcohol test and/or professional evaluation and/or a school approved substance-abuse program. In addition, all consequences described in the school's policy on this topic will be considered by the administration. If these actions present a negative image for the school, expulsion will be highly considered. Should any of these incidents involve a parent distributing

or hosting a party of such, the family will be required to meet with the administration to discuss the enrollment future of the student.

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

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

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

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

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

15. Students are expected to observe all driving and parking regulations within the Oak Park community when driving to and from school. In addition, students are required to follow all parking procedures when parking in the Fenwick Parking Structure. If students are found in violation of these regulations, they may face detentions and demerits, towing, ticketing and the suspension or revoking of their parking hang tag. Please see transportation section for parking regulations.

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

student section or from the competition entirely.

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

18. Students should not be in any unauthorized areas.

COVID UPDATE Masks and Social Distancing Policy

Definitions:

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

Dress Code:

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

Rules:

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

Types of Infractions:

- Forgetfulness or quick lapse in judgement around masks
 - Pulling down of mask to scratch nose or mouth and pulling it back up quickly
- Willful and blatant disregard for rules around wearing a mask
 - Mask is not being worn properly or not being worn at all
 - Only covering mouth
 - Not covering nose or mouth
 - Hanging from ear
 - No mask at all
- Forgetfulness or Quick lapse in judgement around social distancing
 - Students walking too closely in halls

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

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

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

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

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

Consequences for Violating Social Distancing and Masks Outside of Fenwick

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

COVID UPDATE: Remote/eLearning Guidelines and Expectations

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

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

Getting Ready for the School Day

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

During the Remote Learning Session

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

Communication during Remote Learning

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

Mobile/Cell Phone Policy

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

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

Possession of Cell Phones at School

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

Academic Use and Responsibilities of the student

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

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

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

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

Privacy

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

Failure to follow these guidelines will result in disciplinary action

Academic Dishonesty

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

First incident in their time at Fenwick:

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

Second incident in their time at Fenwick:

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

Third incident in their time at Fenwick:

1. The teacher conferences with the student as to why the situation is academic dishonesty.
2. The teacher reports the incident to a dean and makes the counselor aware of the situation.
3. The teacher informs the parent(s) about the incident in a conference call with a dean or counselor.
4. 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.

Questioning of Students

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

Disciplinary actions

JUGs

Those students who violate school or classroom rules and regulations are subject to detention (JUG) after school for 45 minutes. Any student who is assigned detention must serve that detention on the day it is assigned. A written referral will be sent home to be signed and returned. Students are expected to report to JUG directly after their last class of the day. After-school jobs, athletic practices or games, personal obligations, etc., are not legitimate reasons for missing detention. Failure to meet this obligation will result in an additional detention. Students will need their signed referral to serve their JUG.

Attendance at JUG takes precedence over all other activities. A writing lesson or other tasks may be assigned at JUG. **COVID UPDATE:** Students will not have jug due to safety reasons. A new system based on demerits will be implemented for the school year.

Demerits COVID UPDATE:

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

Social Probation

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

Consequences COVID UPDATE:

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

Demerit

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

3 Demerits

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

5 Demerits

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

10 demerits and Letter of Understanding

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

15 demerits + Suspension + social probation

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

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

Review Boards

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

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

Discipline Board

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

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

Financial Restitution

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

Probation

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

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

Procedures

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

agency for possible prosecution. This is especially the case in any situation involving assault or illegal substances.

Suspension

Grounds for suspension include but are not limited to:

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

Procedures

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

Expulsion

Grounds for expulsion include but are not limited to:

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

Procedures

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

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

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

Academic Review Board

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

Appeals Process

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

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 Smart Phones 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.

Parents and students are asked to read and sign the *Fenwick High School Internet Acceptable Use Policy*. Students must abide by this policy. Disciplinary action may be taken for violation of these guidelines.

Freshman and Transfer Students are asked to complete the **Internet and Technology Acceptable Use Policy** form and return it to the Technology Department. If you have further questions, please contact the Technology Department at (708) 386-0127 extension 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.

1. All Internet activities should be consistent with Fenwick High School's Mission as stated in the Parent-Student Handbook.
2. Be polite and exemplify good citizenship.
3. Respect the copyright laws. Give credit to the author of reproduced resources. Assume the information posted by another person is copyrighted.
4. Use appropriate language. Swearing, vulgarities or any abusive language are unacceptable.
5. Respect another person's right to privacy and confidentiality.
6. 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 1st following graduation or at the time of withdrawing from school.
7. Report to a supervisor or teacher any e-mail messages that make you feel uncomfortable or that may be deemed inappropriate or threatening.
8. Notify a supervisor or teacher immediately if any breach of security is noticed.
9. 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 Behavior

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. Illegal or 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. Illegal activities—use of the school’s Internet/email accounts for financial or commercial gain for any illegal activities is strictly forbidden.

It should be noted that the violations of the School’s **Internet and Technology Acceptable Use Policy** may result in discipline, 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; and 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

Printable form available online at the Fenwick Website

FENWICK HIGH SCHOOL
Internet and Technology Acceptable Use Policy
Information Form

Please note: Students will not have access to technology services until this form has been received by the Technology Office.

Student

I have read the Fenwick High School **Internet and Technology Acceptable Use Policy** and agree to follow these guidelines.

Signed: _____ Date: _____

Parent/Guardian

I have read the Fenwick High School **Internet and Technology Acceptable Use Policy** and have discussed it with my child. I understand that violations of this policy may result in disciplinary action being taken by the school against a student.

Signed: _____ Date: _____

STUDENT INFORMATION (please read carefully, especially students!)

Your Fenwick email address will consist of the following: The last two digits of your Class year + initial of your first name + your last name @my.fenwickfriars.com. E.g., Greg Smith a member of the Class of 2023 would have an email address of 23gsmith@my.fenwickfriars.com. The information preceding the @ sign is your **UserID** for network access. If a UserID conflicts with another student, we will consider also using the person's middle initial

PLEASE NOTE: YOUR INITIAL PASSWORD FOR ACCESS TO COMPUTERS IS FENWICK+YOUR STUDENT ID NUMBER, e.g., fenwick230000. *Your student ID number will be found on your class schedule or on your student ID.* When you log in on a computer at school for the first time, you will be asked to change your

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) username will be in the format of:

24jadams

Where 24 is the last two digits of the students graduating year, in this case 2021. “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

24jqadams

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 on the student schedule. The password would look like the following:

fenwick123456

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.

Once the password has been changed or updated, the student can access other Internet services that Fenwick provides, using their Fenwick Network Credentials. With an active Fenwick Network account, the student can access the following services:

Fenwick Gmail
Fenwick Website
Schoolology
Office365.com
Fenwick Wireless Airprinting
Fenwick Wireless Networks
Google Suite services

Email & Other Accounts

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

24jadams@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 - Students

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, or class materials. **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.

Schoology - 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. 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.

Please visit the following link for step by step instructions:

<https://support.schoology.com/hc/en-us/articles/201000823-How-to-Sign-Up-as-a-Parent>

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 Open network 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. Fenwick, that year, first introduced the use of Apple iPads 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 result in a 10 and 10 being issued to the student.
12. No VPN apps: Using a Virtual Private Network (VPN) on our network will result in a loss of network privileges.

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
Pearson eText	Apps to download textbooks	Siri
Microsoft Excel	Create\Open spreadsheets	Siri
Google Earth	2D/3D map viewer	Siri
Google Keep	Note taking app	Siri
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
Microsoft PowerPoint	Create\Open presentations	Siri
Quizlet	web based study app	Siri
Schoolology	Student learning management system	Siri
Google Sheets	Create\Open spreadsheets	Siri
Google Slides	Create\Open presentations	Siri
TurnItIn*	anti-plagiarism app	Siri
Microsoft Word	Create\Open text documents	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 students home. These issues must be resolved by the homeowner. For issues on how to restart an unresponsive iPad, please Google "Force Reboot iPad".

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, ext. 176
Chaplain: Fr. Jude McPeak, O.P., jmcpeak@fenwickfriars.com
Kairos Director and Campus Minister: Maria Nowicki,
mnowicki@fenwickfriars.com, ext 238

All-School Masses and Liturgical Life

Daily Mass is offered in St. Dominic 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.

**School year 2020-2021. Mass will be offered in groups of 50 or less, possibly during theology classes or Friday’s on campus. When the Fenwick community cannot gather to celebrate Mass, campus ministry will live stream a prayer service to all classrooms so that the community can pray together.

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 ninth grade retreat is held in conjunction with Freshman Orientation and focuses on their introduction to the Fenwick community.*
- 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 senior retreat before they graduate.**

*Covid update - The Freshman Retreat and Sophomore Service Day retreat will be modified in school year 2020-2021. If possible, they will be held at Fenwick in groups of 50 students per retreat. If Fenwick switches to remote learning, Campus Ministry will provide students with a modified, e-retreat experience. Freshman can expect to be updated on the status of the retreat in September and Sophomores can expect to be updated in October.

**Kairos - Mrs. Maria Nowicki directs the Kairos retreat program. The August, September and October Kairos have been postponed for school year 2020-2021.. Mrs. Nowicki will communicate with seniors regarding the Kairos retreat as the school year progresses. Mrs. Nowicki can be contacted at mnowicki@fenwickfriars.com, ext. 238

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.

*Covid update for school year 2020-2021

Service expectations will be communicated in theology classes in September, 2020.

- Freshman will complete a project with their Theology I class. Details TBD
- Sophomores will participate in a modified 'Sophomore Service Day' by the end of the year. Details TBD
- Juniors will focus on completing service experiences, rather than counting hours for the year 2020-2021.
 - Service experiences will be able to be completed from a student's home or in-person at a service site.
 - More details provided in Theology III classes.
- 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 ext. 176)

PARENTS

Parents 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 student behavior very seriously. We ask that parents respect and follow these guidelines.

1. At Fenwick student-focused events, such as team parties and award ceremonies, alcohol cannot be served *even to adults*. This is an important way to demonstrate to students that people can have fun without consuming alcohol. We request that you follow that same guideline when hosting pre-dance parties. Taking photographs at someone's home can be enjoyed by both students and parents without adults drinking alcohol in front of the students. We send a clear message to students with our own behavior.
2. Talk to your son/daughter about your views on the use of alcohol, drugs, and tobacco. It is important that they know your values and will learn from what you say and what you do. Also, help them understand that other values matter: a set of values held by their school, which translates into a code of behavior, and a set of values held by their society, which results in laws.
3. Make sure that your son/daughter is aware that one important consequence of conduct warranting discipline is that many college applications ask if the applicant has ever been suspended or put on probation. Fenwick is asked to report significant disciplinary measures to a student's prospective colleges.
4. 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.
5. 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.
6. Parents are required to treat faculty and staff members with respect and to comply with each faculty/staff members' reasonable guidelines governing parent meetings.
7. 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.

What should you do when other parents allow students to drink alcohol in their homes?

If it becomes apparent that alcohol is going to be available to teenagers at a home where parents will not be present or where parents are unwilling to provide supervision, our best advice is for parents to communicate with each other or contact the police. If you feel other parents are not cooperating, do not let your child attend the party and contact the parents of your children's friends who share your values. Make them aware of the party so they can keep their children out of a dangerous situation.

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.

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.
3. Inspires positive behavior in others.
4. Demonstrates academic initiative.
5. Successfully holds school offices or positions of responsibility, conducts business efficiently, and is reliable and dependable without prodding.
6. Demonstrates leadership in the classroom, at work, and in school activities.
7. 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.

Activities and Clubs

Art Club

The Art Club is open to any student interested in drawing and painting. Ms. Tracy Carey is the moderator.

Bass Fishing Team

The Bass Fishing Team provides students with an opportunity to learn fishing skills and participate in a variety of fishing contests. All students are welcome. Mr. Peter Lamkin is the moderator.

Best Buddies

Best Buddies empowers youth to become advocates for people with intellectual and developmental disabilities by organizing and attending special events that promote advocacy and bring awareness to the disability-rights movement. Mr. Kyle Kmiecik is the moderator.

Blackfriars Guild

The Fenwick Blackfriars Guild produces three shows a year. Mr. Roger Finnell is the moderator.

Black Student Union

Fenwick High School's Black Student Union is organized to create more diverse activities for the student body, to raise cultural awareness, and to educate about being Black in today's society. Ms. Stephanie Harris and Raymond Moland are the moderators.

Broadcasting Club

The Broadcasting Club provides students with an opportunity to create news broadcasts covering school events and happenings. Mr. Rick O'Connor is the moderator.

Business Club

The Business Club provides students an opportunity to learn from professionals in various fields about relevant topics in today's business environments. Dr. Gerald Lordan moderates.

Chess Club

The Chess Club is open to all Fenwick students, whether they want to learn how to play or to better their game. There is club competition for those desiring it. The top players from the Chess Team and will represent Fenwick in interscholastic competitions. Dr. Jonathan King is the moderator.

Community Outreach (Key Club)

The Key Club is a community service-based club that works to build leadership skills and foster the importance of giving back to high school students. Mr. Michael Slajchert is the moderator.

Debate Team

The Debate Team is an award-winning competitive program on the local and national circuit. Mr. Arthur Wieckiewicz is the moderator.

The Environmental Club

The environmental club is open to any student interested in making Fenwick a "greener" school. The club has started the school's recycling program and has installed solar panels on the roof. Field trips to restore forest and wetland ecosystems are conducted during the year. The club also coordinates activities that promote awareness of environmental issues and propose solutions within the school, home, and community. Ms. Elizabeth Timmons is the moderator.

The Equality Club

The Equality club aims to educate the Fenwick community and student body on opportunities to support oppressed groups and to work to alleviate social justice issues. Ms. Mary Visteen is the moderator.

Friar Mentors

Student tutors provide academic support for their peers in this very helpful organization. Ms. Samantha Carraher is the moderator.

History Club

The History Club sponsors Fenwick's Model U.N. Mock Trial. In addition, it conducts trips, debates, discussions and speaker presentations. Dr. Gerald Lordan is the moderator.

HOLA

Hispanic Outreach, Latino Awareness is dedicated to the ideals of service, study, and community as it relates to the Hispanic community. It is an all-inclusive organization. Ms. Laura Gallinari is the moderator.

International Relations Club

The International Relations Club provides for open discussions on persons' homelands and

human relations. Ms. Shana Wang is the moderator.

Language Clubs

The Language Clubs give students a taste of different cultures beyond what is learned in the classroom. The clubs attend sponsored parties and restaurant trips, and also attend lectures.

Literary Magazine (*Touchstone*)

The Literary Magazine features student writings and artwork. Ms. Laura Gallinari is the moderator.

Math Competition Club

This club is for the student who wishes to try more challenging math problems, to have extra preparation for college entrance tests, and to compete with other students at local and national levels. Competition is held between club members every two weeks and members also compete in the Illinois and National Mathematics Leagues. In 2002, we were state champions. Mr. Roger Finnell is the moderator.

Martial Arts Club

Members of this club are instructed in the Korean martial art of Hapkido (the art of coordinated power). Mr. Tony McCormick is the moderator.

Medical Club

Students are given an opportunity to explore medical practices and issues of the modern day. Mr. Tim Menich is the Moderator.

Model United Nations

Students benefit from engagement with current world issues, learn how the United Nations functions, and encounter other students from around the nation and world. Mr. Gary Richied is the moderator.

PAWS Club

PAWS Club advocates for humane treatment of animals, promotes responsible pet ownership, and introduces students to various opportunities for volunteering and/or career work in various animal-related fields. Ms. Erin Power is the moderator.

Photography Club

This club allows students to learn about and enjoy photography. Beginners and experts are welcome to explore the world of photography. Mr. John Paulett is the moderator.

Poetry Club

This Club allows students to achieve self-expression and enhance our literacy through the writing and performance of poetry. Ms. Kim Kotty is the moderator.

The Respect Life Club

Fenwick's Respect Life Club seeks to promote and uphold the dignity of all human life from conception until natural death. Mr. Gary Richied is the moderator.

Robotics Club

This club allows students to design, build, and program their robots from the ground up. Mr. Peter Lamkin is the moderator.

S.A.D.D.

Students Against Destructive Decisions concerns itself with the education of the school community with regard to the dangers of substance abuse. Ms. Nancy Drennan is the moderator.

Sailing Club

This new club is a co-ed competitive sailing team that practices and competes out of Monroe Harbor in Chicago. It is active in both the fall and spring seasons. Mr. Mark Hackman-Brooks is the moderator.

Scholastic Bowl

Scholastic Bowl is an activity where teams from different schools compete by answering questions based upon different subject areas such as math, science, literature, religion, mythology, philosophy, economics, history, music, art and current events. Mr. Dan Rodde is the moderator.

Speech Team

Speech offers a unique opportunity for any student to express his/her individual speaking and dramatic talents in a competitive atmosphere. Ms. Geralyn Magrady is the moderator.

Student Book Club

Student Book Club offers students the opportunity to read and discuss books of their choosing, whether it be fiction, non-fiction, fantasy, mystery, etc. Ms. Elizabeth McKinley is the moderator.

Student Council

The Fenwick High School Student Council is responsible for organizing social and extracurricular events for the school. Ms. Kimberly Kotty and Mr. Ray Kotty are moderators.

TEAMS

Tests of Engineering Aptitude, Mathematics, and Science (TEAMS) is an annual competition for high school students designed to help them discover their potential for engineering. Mr. Kevin Roche is the moderator.

Touchstone

Touchstone is Fenwick's student magazine, featuring student writing and artwork. Ms. Laura Gallinari is the moderator.

Tri-M Music Honor Society

The Tri-M Music Honor Society is the national program of the National Association for Music Education (NAfME), which focuses on creating leaders in music education and music advocacy. Ms. Rizelle Capito is the moderator.

Weight Lifting and Fitness Club

This club is designed for students looking to improve themselves in general fitness or sports-specific areas. The program is designed to bring awareness, knowledge and skill in the areas of weightlifting, cardiovascular health, flexibility training, and general overall good health. The program also teaches self-discipline, camaraderie, self-confidence, and mental wellness through physical activity. Mr. Moland is the moderator.

The Wick

The Wick is Fenwick's award-winning newspaper. Mr. Gerard Sullivan is the moderator.
The Write Place

The Write Place is designed to assist Fenwick High School in fostering a culture of writing. Mr. Mark Hackman-Brooks is the moderator.

WYSE

The Worldwide Youth in Science & Engineering (WYSE) Academic Challenge is a competitive series (i.e., regional, sectional, state) of tests created and administered by the University of Illinois and offered to high school students in Illinois and Missouri. Mr. Dave Kleinhans is the moderator.

Eligibility

Eligibility for all clubs and activities will be handled by the principal in coordination with each club/activity's director.

Disciplinary

All students are expected to adhere to all school regulations and policies. Failure to do so may result in the student losing his/her privilege to participate in their club.

Financial

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

Scholastic

IHSA activities abide by the athletic eligibility rules.

ATHLETICS

Interscholastic activities are an important aspect of any 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 certain rules.

At the high school level, students do not declare an academic major. Rather, they take courses across the curriculum offerings. Similarly, students who take part in athletics are encouraged to participate in multiple sports rather than choosing a single sport. By participating in multiple sports, we believe athletes tend to play for enjoyment and the lifelong lessons associated with acclimating to the goals of and developing relationships with members of different teams. High school sports help students learn other qualities related to sports and life. Athletics is a learning experience and all team members, regardless of ability, will be afforded the opportunity to develop intangibles. Pride, teamwork, self-discipline, self-sacrifice, work ethic, commitment, perseverance and sportsmanship are a few of the qualities besides winning that should come from high school athletics and will be essential throughout students' lives.

The experiences encountered during high school athletics should be enjoyable, positive ones. Athletes, coaches, and parents should work in a spirit of cooperation. The Fenwick Community has a higher level of expectation for students who compete in athletics and activities.

Coaches have a responsibility to define the educational curriculum of sports and activities in our school. The curriculum of standards and expected outcomes for our programs is NOT measured in wins and championships. Participation in athletic and activity programs is the other half of education.

The athletics program is designed to enhance the overall mission and philosophy of the school. The educational purpose of our athletic program is about more than teaching a young person a specific skill (i.e. hit a curveball, serve a volleyball) or even earn a scholarship. To be sure, we all believe that athletics and activities teach teamwork, dedication to purpose, and playing within a set of rules. This will be our contribution to the education of our youth through our activities. This will not be alone, but in concert with other school experiences.

In addition to teaching the skills of a sport or activity, our curriculum will involve teaching skills that enhance the overall growth and development of our students, such as:

1. Learning to be a loyal teammate and one to be counted upon. This will manifest itself later in life by actions that distinguish a good neighbor.
2. Learning to do your best and give maximum effort. This will manifest itself later in life by actions that distinguish a good worker.
3. Learning to respect your opponent and one's own efforts. This will manifest itself later in life by actions that reflect in human behavior.
4. Learning to be honest and forthright with one's self and others. This will manifest itself later in life by accepting responsibility for their actions.

Through sports and activities, students learn to seek and to find, to strive, and to fail or succeed, to never yield and to accept the outcome, and to feel good about oneself. These are the core educational concepts, and they are all contained within the high school athletic/activities

programs. Sports and activities provide not only the opportunity to teach and learn respect for self and respect for others, they also place participants in a unique context -- competition -- that can further instill and hone values necessary for the development of respect for self and respect for others.

Students are encouraged to participate in athletics. In a recent survey, 72% of our students participated in a sport.

The Athletic Director, Mr. Scott Thies '99, is responsible for all matters pertaining to the athletics program including scheduling of contests, ordering athletic equipment, maintaining an inventory of all athletic equipment, and arranging transportation for all athletic contests. His extension is 343. Mr. Staunton Peck serves as an Assistant Athletic Director; his extension is 314. Mr. Matthew Battaglia also serves as an Assistant Athletic Director; his extension is 349. Ms. Tracy Bonaccorsi serves as our Administrative Assistant in Athletics as well; her extension is 150.

Fenwick High School is a member of the Illinois High School Association (IHSAA), the Chicago Catholic League (CCL), the Chicago Catholic Hockey League, the Girls' Catholic Athletic Conference (GCAC), the Illinois High School Lacrosse Association, the Metro Chicago Catholic Boys and Girls Aquatics Conference. The following interscholastic sports are offered at Fenwick:

Boys

Fall	Winter	Spring
Cheerleading	Cheerleading	Baseball
Cross Country	Basketball	Lacrosse
Football	Bowling	Rugby
Golf	Hockey	Tennis
Soccer	Swimming & Diving	Tack & Field
	Wrestling	Volleyball
		Water Polo

Girls

Fall	Winter	Spring
Cheerleading	Cheerleading	Lacrosse
Cross Country	Basketball	Soccer
Golf	Bowling	Softball
Poms	Poms	Tack & Field

Swimming & Diving

Water Polo

Tennis

Volleyball

*Updated Covid info/seasons for 2020-2021: <https://www.ihsa.org/Resources/COVID-19>

Coaching Personnel

Baseball – Spring

Head Varsity Coach: David Hogan

Head Soph Coach: Pat Jacobsen

Head Frosh Coach: Jeremy Dickinson

Girls' Bowling – Winter

Head Coach: Mike Trankina

Boys' Bowling – Winter

Head Coach: Joseph Konrad

Boys' Basketball – Winter

Head Varsity Coach: Staunton Peck

Head Soph Coach: Bill Fisher

Head Frosh Coach: Corey Moses

Cheerleading – Fall & Winter

Head Coach: Kayla Smith

Poms – Fall & Winter

Head Coach: Nicole Drougas

Girls' Basketball – Winter

Head Varsity Coach: David Power

Head Soph Coach: TBA

Head Frosh Coach: Daniel Hussey

Boys' Cross Country – Fall

Head Coach: David Rill

Girls' Cross Country – Fall

Head Coach: Kevin Roche

Football – Fall

Head Varsity Coach: Matt Battaglia

Head Soph Coach: Talmadge Hill

Head Frosh Coach: Dan O'Keefe

Boys' Golf – Fall

Head Coach: Jerry Kribs

Girls' Golf – Fall

Head Coach: Mike Trankina

Boy's Hockey – Winter

Head Coach: Nick Chiappetta

Girl's Hockey - Winter

Head Coach: Mason Strom

Boys' Lacrosse – Spring

Head Coach: Dan Applebaum

Girls' Lacrosse – Spring

Head Coach: Tracy Bonaccorsi

Rugby – Spring

Head Coach: Bill Mahon

Boys' Soccer – Fall

Head Varsity Coach: Craig Blazer

Head JV Coach: Sam Ferraye

Boys' Track & Field – Spring

Head Coach: Dave Rill

Girls' Track & Field – Spring

Head Coach: Dale Heidloff

Head Soph Coach: Brian LaPointe

Head Frosh Coach: Jeremy Dickinson

Boys' Water Polo – Spring

Head Coach: Kyle Perry

Girls' Water Polo – Spring

Head Coach: TBA

Girls' Soccer – Spring

Head Varsity Coach: Craig Blazer

Head JV Coach: Brian LaPointe

Head Frosh Coach: Miguel Garcia

Boy's Volleyball - Spring
Head Varsity Coach: Katie Whitman
Head JV Coach: Tim Menich

Softball – Spring
Head Coach: Sarah James
Head JV Coach: Pete Gallo

Boy's Swimming - Winter
Head Coach: Steve Thompson

Girls Swimming - Fall
Head Coach: Steve Thompson

Boys' Tennis – Spring
Head Coach: Gerard Sullivan
Head JV Coach: Tom Draski

Girls' Tennis – Fall
Head Coach: Gerard Sullivan
Head JV Coach: Maria Nowicki
Head Soph Coach: Tom Draksi

Girls' Volleyball – Fall
Head Varsity Coach: Kathleen O'Laughlin
Head Soph Coach: Nick Altier
Head Frosh Coach: Kate Whitman

Wrestling – Winter
Head Varsity Coach: Seth Gamino

Athletic Trainer: Arielle Willett
Athletic Trainer: Tony McCormick

Chicago Catholic League (CCL) High Schools

Fenwick
505 Washington St
Oak Park, IL 60502
708-386-0127

Mt. Carmel
6410 South Dante Avenue
Chicago, IL 60637
773-324-1020

Brother Rice
10001 South Pulaski Road
Chicago, IL 60642
773-779-3410

Providence Catholic
1800 West Lincoln Highway
New Lenox, IL 60451
815-485-2136

De La Salle Institute
3434 South Michigan Avenue
Chicago, IL 60616
773-842-7355

St. Francis DeSales
10144 South Ewing Street
Chicago, IL 60617
773-731-7272

St. Ignatius College Prep
1076 West Roosevelt Road
Chicago, IL 60608
312-421-5900

DePaul College Prep
3633 West California Ave
Chicago, IL 60618
773-539-3600

St. Laurence
5556 West 77th Street
Burbank, IL 60459
708-458-6900

St. Rita
7740 South Western Ave
Chicago IL 60620
773-925-6582

St. Joseph
10900 West Cermak Road
Westchester, IL 60153
708-562-4433

Leo
7901 South Sangamon St
Chicago IL 60602
773-224-9600

Loyola Academy
1100 North Laramie Avenue
Wilmette, IL 60091
847-256-1100

Marmion Academy
1000 Butterfield Road
Aurora IL 60504
630-897-6936

Montini Catholic
19W070 16th Street
Lombard, IL 60148
630-627-6930

Girls' Catholic Athletic Conference (GCAC) High Schools

Fenwick
505 Washington Blvd
Oak Park IL 60302
708-386-0127

Josephinum
1501 North Oakley Boulevard
Chicago, IL 60622
773-276-1261

DeLaSalle Institute
3434 South Michigan Avenue
Chicago, IL 60616
312-842-7355

Loyola Academy
1100 Laramie Avenue
Wilmette, IL 60091
847-256-1100

DePaul College Prep
3633 North California Avenue
Chicago, IL 60618
773-539-3600

Montini Catholic
19W070 16th Street
Lombard, IL 60148
630-627-6930

Mother McAuley Liberal Arts
3737 West 99th Street
Chicago, IL 60655
773-881-6550

Providence Catholic
1800 West Lincoln Highway
New Lenox, IL 60451
815-485-2136

Holy Trinity
1443 West Division Street
Chicago, IL 60642
773-278-4212

St Joseph
10900 West Cermak Rd
Westchester IL 60153
708-562-4433

Trinity
7574 Division Street
River Forest IL 60305
708-771-8383

St. Benedict
3900 North Leavitt Street
Chicago, IL 60618
773-539-0066

Regina Dominican
701 Locust Road
Wilmette, IL 60091
847-256-7660

St. Francis de Sales
10155 South Ewing Avenue
Chicago, IL 60617
773-731-7272

Resurrection
7500 West Talcott Avenue
Chicago, IL 60631
773-755-6616

St. Ignatius
1076 West Roosevelt Road
Chicago, IL 60608
312-421-5900

Metro Chicago Catholic Boys' & Girls' Aquatics Conference

<u>Girls</u>		<u>Boys</u>	
Fenwick	Benet	Fenwick	St. Patrick
Marian Catholic	Nazareth	Brother Rice	St. Viator
Loyola	St. Ignatius	Loyola	Marmion
Regina	St. Viator	Mt. Carmel	St. Rita
Trinity	Rosary	Benet	Notre Dame

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.

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 practice for a sport, all students MUST turn in the following four forms to the offices identified:

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 1st. Physicals for freshmen are turned in to the Nurse's Office and physicals for sophomores, juniors, and seniors are turned in to the Athletic Director's office.
2. EMERGENCY NOTIFICATION FORM – This form is to be turned in to the School Office prior to the beginning of the school year.
3. IHSA CONCUSSION INFORMATION FORM – This signed form indicates you have read and agree with the IHSA policy and procedure outlined in the form.
4. CLEARANCE – No athlete will be allowed to begin officially practicing without having full compliance. The AD will not provide such clearance until the four forms indicated above have been properly completed and turned in.

Attendance at School

Students involved in athletics, clubs and/or organizations cannot practice, participate or compete in those activities/contests unless present for 75% of their scheduled school day on the day of the activity. If an activity/contest is held on a Saturday or Sunday, the student must be present for 75% of their scheduled school day on Friday. Students leaving the building sick, suspended 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 because of illness, the athlete may not participate in a practice or a contest.
3. If an athlete leaves school because of illness during the day of a contest, the athlete will not be eligible to participate in a practice or a contest.
4. If an athlete is absent from school for reasons other than illness, the decision of eligibility will be left to the discretion of the Athletic Director 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).

Eligibility

Disciplinary

All students are expected to adhere to all school regulations and policies. Failure to do so may result in the athlete losing his/her privilege to participate in the school's athletic program.

Financial

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

Scholastic

See IHSA Standards

Hair

See Personal Appearance section.

Intimidation/Harassment/Bullying

Any action, word, or behavior that harasses, intimidates or causes physical, emotional or psychological harm to another person is strictly prohibited. This prohibited conduct also extends to the use of technology (cyber bullying) as a tool to harass or cause harm. Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for a school bus or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a computer, a computer network or other similar electronic equipment. However, this policy is not limited to conduct that occurs on the premises of the school. Intimidation/harassment/bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (cyber bullying), directed toward another person that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the person in reasonable fear of harm to his/her person or property;
- Causing a substantially detrimental effect on the person's physical or mental health;
- Substantially interfering with another student or students' academic performance; or substantially interfering with another student or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

Intimidation/harassment/bullying may take various forms, including without limitation one or more of the following: threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property or retaliation for asserting or alleging an act of bullying. Examples of cyber bullying include but are not limited to the use of email, websites, text messaging, electronic photos or videos and social media to harass or intimidate. These lists are meant to be illustrative and non-exhaustive. Such intimidation/ harassment/bullying actions are contrary to the philosophy of Fenwick High School and will NOT be tolerated in any form. Engaging in such an action will result in a detention, suspension, or expulsion at the school's discretion depending on the severity of the act or repeated acts. Additional athletic department consciences for such actions include the following:

1st Offense: Suspension from participation in all regular-season contests for two (2) weeks of the competitive season. Students are expected to attend practices and games, but cannot participate.

2nd Offense: Suspension from participation in all regular-season contests for 50% of the competitive season, which could result in the consequences being served over two (2) seasons. Students are expected to attend practices and games, but cannot participate.

Drug Use

Alcohol, Tobacco, Steroids, Performance-Enhancing Supplements & Other Drugs

Students are prohibited from using or being under the influence of alcohol or drugs while at school or any school-related function. Included within the prohibitions set forth in this policy are the following:

- Use or possession of drug paraphernalia or alcohol on school premises or with respect to school-related activities;
- Storing in a locker, desk, automobile, or other repository on school premises or in connection with any school-related activity any drugs, drug paraphernalia, and/or alcohol;
- Being under the influence of drugs or alcohol on school premises or in connection with any school-related activities.

The school reserves the right to require a student to undergo testing for the use of alcohol and/or drugs when a reasonable suspicion of such use exists. A "reasonable suspicion" of drug and/or alcohol use may be based upon the observation of the student's behavior, information received regarding alleged alcohol or drug use, and/or other indicia giving rise to a suspicion of a violation of this policy. If a student is found to be under the influence, in possession of, or distributing alcohol or drugs, the student will be required to have an assessment done, in addition to the requirement that any and all recommendations from the assessment be completed. A student's failure to cooperate in testing required by this policy, following/ completing any and all recommendations, or other violations of this policy may result in disciplinary action up to and including expulsion from the School.

Administration of this policy also includes the following:

Specific Rules in Regard to Use and/or Possession of Such Drugs, Illegal Supplements, Drug Paraphernalia, Etc.

A Student Athlete will not use, possess or deliver/distribute alcohol, illegal or illicit drugs, inhalants, drug paraphernalia or tobacco products in any form.

In addition to the procedures and sanctions applying to all students regarding incidents involving alcohol or other drugs (refer to **Student Behavior 1.**), the following conditions apply to those students who accept the privilege of representing the school. **Note: In each level of offense, an alcohol or drug assessment will be required along with the absolute completion of all recommendations.**

1. First Offense

- The student shall be immediately ineligible for extracurricular and co-curricular activity participation for 20% of that activity's program. The student's ineligibility may continue into the student's next extracurricular and co-curricular activity or season of participation.
- A letter of discipline and activity suspension shall be **permanently** placed in the student's discipline file.

2. Second Offense

- The student who again violates the extracurricular and co-curricular contract shall be immediately ineligible for participation. The Dean of Students, in consultation with the Administration, shall determine the student's eligibility for extracurricular activities.

3. Third Offense

- The student who violates the extracurricular and co-curricular activity contract for a third time shall be dismissed from participation for the remainder of his/her high school tenure for all activities.
- The student forfeits eligibility for any school awards and/or letters for that season or participation.

Violation of any of the conditions of the extracurricular and co-curricular activity contract will be cause to enact disciplinary procedures as outlined by Fenwick High School.

Violations:

1. Confirmed involvement in the use, distribution, or possession of smoking tobacco and/or smokeless tobacco products.
2. Confirmed involvement in the use, distribution or possession of alcoholic beverages, other illegal drugs, steroids and/or controlled (prescribed) substances.
3. Confirmed involvement in acts of vandalism, violence, theft, or any act considered unlawful in any legal jurisdiction
4. Confirmed involvement as a participant at a party or gathering at which illegal activities are occurring. The student will be considered a participant should s/he fail to leave the premises once s/he becomes aware of these illegal activities.

Confirmed involvement: Any student apprehended or cited by law enforcement authorities or witnessed by, reported and verified by any school official (administrator, faculty member, coach) shall be considered in violation of the stated rules.

Any student who sells, manufactures or distributes drugs, or otherwise deals such drugs to other students will be suspended until they appear in front of the Discipline Board.

Training Rules

Student athletes at Fenwick High School are held to a higher standard than other students regarding the illegal use of drugs as well as other illegal acts. As such, additional consequences for violations of the tobacco, alcohol and other drug regulations and other illegal acts are applicable.

The following rules and regulations are in effect under the following conditions: Any student who is a participant in any of the school-sponsored sports, academic teams or other IHSA-sponsored events shall be subject to all rules written in this code. These rules apply twenty-four (24) hours a day, seven (7) days a week, twelve (12) months of the year, in school or out of school. There are no exceptions.

Equipment

1. The school attempts to provide the best and safest equipment money can buy. 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.
2. The original equipment and uniform issued must be cleaned and returned by the athlete within one week of the close of the season.
3. 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.
4. When an athlete completes a sport season, he/she will have one week from the final contest to return issued equipment to the coach. An athlete who does not return or pay for lost equipment or uniforms will be charged for the replacement cost.

Facilities

1. Coaches' offices are for coaches. No student/athlete should be in a coaches' area unattended or uninvited.
2. The training room is off limits unless attended by the athletic trainer.
3. Weight room facilities are only to be used under the direction and supervision of the athletic strength and conditioning staff.
4. Penalty for being in restricted areas uninvited or unsupervised may result in disciplinary action.
5. Vandalism -- See Student Behavior

Athlete Conduct & Standards of Sportsmanship

1. Students/athletes are to maintain all standards of behavior identified in the student handbook. School pride, loyalty, sportsmanship, and respect toward the opponent and the opponents' school should always be displayed.
2. The following rules are in effect:
 - a. Use good judgment, be responsible, and show respect for person and property.
 - b. Be respectful to all adults and be cooperative in following the instructions of coaches.

- c. Display outstanding modesty in victory and graciousness in defeat.
 - d. Respect and acknowledge the integrity/judgment of officials.
 - e. Demonstrate outstanding restraint from the use of profanity or displays of anger.
 - f. Exhibit positive behavior with opponent fans and teams before, during, and after the contest.
 - g. Maintain a good reputation as a representative of the school.
3. Team members not living up to the highest standards of personal conduct and sportsmanship will be suspended from further competition by administration and/or coaches.

Parent/Coach Communication

Parent/Coach Relationship

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

These are delicate topics. Coaches are professionals. They make judgment decisions based on what they believe to be best for all the students involved. While you may have differing opinions than that of the coach with regards to the four topics above, you should follow the

procedure that is listed below.

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. 282 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.

Parent/Guardian Guidelines

1. Be supportive of the team, the participants, and the coaches.
2. Help the participant follow and uphold the training rules and team policies.
3. Learn the basic rules and strategies of the sport to gain a better understanding of it.
4. Because sportsmanship begins with you, we ask that you exhibit good sportsmanship at all times. Your admission to a contest is to watch the performances of the student athletes—not a license to abuse officials, coaches, players, or other spectators. Please be a positive role model for all of our student athletes.
5. Bring any questions or problems concerning your son/daughter to the attention of the coach involved. Communication is of utmost importance for all of us to operate in a cohesive team manner.
6. Parents are reminded that **pets are not allowed on school grounds for any outdoor athletic event.**

IHSA Rules

IHSA/Fenwick High School Expectations of Student/Adult Fan Behavior

Fenwick High School and the East Suburban Catholic Conference are registered participants and supporters of the IHSA Do What's Right! Program. As such we are committed to the promotion and display of good sportsmanship from our student athletes, coaches, parents, and fans. Fenwick High School Catholic/IHSA Do What's Right! Expectations:

- 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.

COVID UPDATE: Please use the link for the IHSA by-laws for the 2020-201 school year

<https://www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies>

INSTITUTIONAL ADVANCEMENT

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 Tranquillem*. 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 make a donation to Fenwick, please go to:

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

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. Stephanie Harris

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 “nickeled 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, 2020.

FINANCIAL INFORMATION 2020-21

Tuition & Fees

Tuition: \$16,600

Fees:

Grades 9–11 Academic Fee:	\$375
Senior Fee:	\$575
Kairos Retreat 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 1st. After May 1st, 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.

All tuition must be paid in full by April 2021 to sit for final exams, participate in graduation ceremonies, prom, athletics, and other activities.

Billing Questions: Ms. Sharon Bolden studentbilling@fenwickfriars.com, 708-948-0344

Payment Options

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

Payment in Full: Due July 15, 2020. 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 5th or 20th of July and October 2020, and January and April 2021

10 Installments: An ACH payment will be drawn according to your schedule set up with Smart Tuition on the 5th or 20th of the month July 2020 through April 2021

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/ her 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.

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.

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.

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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.