

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.

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2025-2026
FENWICK HIGH SCHOOL
PARENT/STUDENT HANDBOOK

Fenwick High School
A Dominican Catholic College Preparatory High School

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



FENWICK
HIGH SCHOOL

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

Fenwick High School abides by all federal and state regulations regarding the confidentiality of student records. Fenwick High School admits students of any race, gender, religion, culture, ethnicity or sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, religion, culture, ethnicity or sexual orientation in administration of its educational policies, scholarship and loan programs, athletics and other school-administered programs.

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is not supporting the regulations and vision of Fenwick High School, we will respectfully ask that the student be withdrawn.

GENERAL INFORMATION

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

CONTACTS

Telephone Numbers

Main line	708-386-0127
Extensions to the following departments are:	
Institutional Advancement	306
Alumni	323
Athletics	343
General Student Services	315
General Attendance/Dean's Office	341
Operator/General Information/Business Office	110

Fax Numbers

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

Switchboard Hours

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

VISITORS

All visitors, including parents, are required to enter through the atrium entrance of the building to check in with the front desk. Visitors should identify themselves and inform the office personnel of their reason for being at school.

Fenwick uses electronic school safety software for the check-in process to increase safety of students, staff, and visitors. During the school day, all visitors will present their driver's licenses or State id to be scanned through the electronic school safety software. Visitors will then receive an ID badge printed from the electronic school safety software along with a red lanyard. This must be worn around the visitor's neck at all times while inside the school. Office personnel will remind visitors that they must return their badge and lanyard to be properly checked out upon leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct themselves in accordance with these procedures or otherwise in a manner that is appropriate will be asked to leave.

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 revere the uniqueness of every human person. Fenwick has always emphasized the serious pursuit of study and lifelong learning by adhering to a classical curriculum; it has underscored a sense of community and loyalty while preparing its young people for academic pursuits at the college level and beyond.

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

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

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

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

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

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

We will sustain a first-rate faculty and administration

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

PHILOSOPHY OF EDUCATION

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

Human Person

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

Catholic Tradition

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

Dominican Heritage

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

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

Liberal Arts and Sciences

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

PROFILE OF GRADUATE

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

Person

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

Believer

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

Citizen

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

Scholar

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

Athlete

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

DAILY CLASS SCHEDULE

Regular Schedule

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

Morning Assembly

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

Liturgy Assembly

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

Late Start Schedule

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

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 Announcements
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

Afternoon Assembly

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

ADMINISTRATION & STAFF

President's Office

President: Col. Otto Rutt '79
Assistant to the President: Dr. Gerald Lordan
Director of Catholic & Dominic Mission: Fr. Richard Peddicord, O.P.
Director of Strategic Partnerships: Mr. Terrence O'Rourke
Human Resources Director: Ms. Kathy Giblin

Principal's Office

Principal: Dr. John Finan '87
Administrative Assistant to Building Leadership: Ms. Kristin Angel

Academics

Associate Principal for Academics: Ms. Theresa Steinmeyer '12
Associate Principal for Operations & Activities: Mr. Matthew Barabasz
Director of Scheduling and Student Data: Mr. Michael Collins '03
Librarian: Ms. Sheila Cody '02
Technology Coach: Mr. Andrew Zelm

Enrollment Management

Director of Enrollment: Ms. Kathleen O'Laughlin
Assistant Director of Enrollment: Mr. Dave Ferguson
Assistant Director of Enrollment: Mr. Bryan Boehm
Shadow Day Coordinator: Ms. Lauren Kapusta
Administrative Assistant for Enrollment: Ms. Cathy Kaszuba

Athletics

Athletic Director: Mr. Scott Thies '99
Assistant Athletic Director: Mr. Matthew Battaglia
Associate Athletic Director: Ms. Tracy Bonaccorsi

Business Office

Chief Financial Officer: Col. Otto Rutt '79, acting
Senior Financial Accountant: TBD
Tuition and Accounts Receivable Manager: Ms. Evelyn Herrera
Accounts Payable, Payroll Specialist: Ms. Natalie Hennigan
Staff Accountant: Mr. Mark Modic

Campus Ministry

Director: Ms. Mary Beth May
Chaplain: Fr. Matt Strabala, OP
Kairos Director & Campus Minister: Ms. Maria Nowicki
Campus Minister, Sophomore Service and Retreat Coordinator: Fr. Christopher Johnson, O.P.

Institutional Advancement

Vice President of Institutional Advancement: Ms. Katie Vanaria
Director of Marketing and Communications: Mr. Scott Hardesty
Director of Special Events: Ms. Marilyn Nicodemo '98
Assistant Director of Annual Giving: Ms. Emma Mallers
Assistant Director of Advancement Operations: Ms. Carly Garcia
Digital Content Manager: Ms. Georgi Presecky
Alumni Relations Manager: Ms. Dawn Swanson
Major Gift Officer: Mr. Tim Freeman
Major Gift Officer: Mr. Jim Bonaccorsi '84
Donor Relations Administrator: Ms. Dana Wesolowski

Student Services Department

Associate Principal for Student Services: Ms. Charly Ieremia
Dean of Students: Mr. Dan O'Keefe
Assistant Deans Of Students: Mr. William Eike, Ms. Katie Marino '98
College Counselors: Ms. Emily Anderson, Ms. Pamela Cassidy
School Counselors: Ms. Mary Visteen, Mr. James Segredo, Ms. Margaret Cronin, Ms. Lucienne Scafa
Learning Resource Coordinators: Mr. Kyle Kmiecik '00, Ms. Grace (Lilek) David '08
Learning Resource Specialist: Mr. Nick Fabbrini '04
Social Worker: Ms. Halle Winkler
Social Worker for Preventative Care Programming: Ms. Nancy Drennan
Administrative Assistant to Student Services: Ms. Samantha Stahl
Administrative Assistant to Dean's Office/Attendance Officer: Ms. Elizabeth Kelley
School Nurses: Ms. Donna Pape, R.N., Victoria Meadows, Andrea Gutierrez

Operations

Director of Operations: Mr. Peter Groom
Director of Security/School Resource Officer: Mr. James Sperandio '85
Receptionist: Ms. Louise Tartaglia
Friar Shop: TBD

Technology Services

Chief Technology Officer: Mr. Bobby Ross
System Administrator and Transportation Specialist: Mr. Nick Bohlsen '18

ACADEMIC PROGRAMS

English Department

Chairperson: Ms. Kim Kotty

Ms. Zoe Butler, Ms. Laura Gallinari, Ms. Meredith Gierstorf, Ms. Laura Gray, Ms. Katie Marino, Ms. Jennifer Ori ,
Mr. Terry O'Rourke, Mr. Kyle Perry, Mr. John Schoeph, Ms. Nicoline Shoffer, Ms. Theresa Steinmeyer,
Mr. Gerard Sullivan, Ms. Lauren Trifilio, Ms. Kate Whitman

Expressive Arts Department

Chairperson: Ms. Rizelle Capito

Artistic Director of Blackfriars Guild and Technical Theatre Operations: Mr. Jason Garvett

Ms. Tracy Carey, Mr. Lucas Gillan, Ms. Claire Jakubisin, Ms. GERALYN Magrady, Mr. Kyle Perry, Ms. Nicky Shoffer, Mr. Andrew Zelm

Mathematics/Computer Science Department

Chairperson: Ms. Maria Nowicki

Ms. Mary Cusack, Ms. Toni Dactilidis, Mr. Truman Davis, Mr. Nolan Deal, Ms. Gretchen Friedman, Mr. Ray Kotty, Mr. Jerry Kribs, Dr. Andrew Reuland, Ms. Carolyn Yusa

Physical Education/ Health Department

Chairperson: Ms. Lenae Ferguson

Mr. Craig Blazer, Ms. Nancy Drennan, Mr. Thomas Mannix

Science Department

Chairperson Mr. Tim Menich

Mr. Michael Burke, Mr. Dan Conlin, Ms. Brigid Esposito, Mr. Dale Heidloff, Mr. Peter Lamkin, Mr. Marcus McKinley, Ms. Alissa Potts, Ms. Jennifer Riggs, Ms. Elizabeth Timmons, Mr. Mike Trankina, Mr. Dan Wnek

Social Studies/History Department

Chairperson: Mr. Mark Baran

Mr. Matt Battaglia, Mr. Kevin Dillenburg, Mr. Peter Gallo, Mr. Peter Groom, Ms. Meredith Gierstorf, Mr. Tyler Kenney, Ms. Julie Klein, Ms. Jillian Knapczyk, Ms. Mary Beth Logas, Ms. Amy Walsh

Theology Department

Chairperson: Mr. Pat Mulcahy

Mr. Carlos Bautista, Ms. Lauren Enriquez, Fr. Christopher Johnson, O.P., Mr. Patrick Maguire, Ms. Sheila Regan, Mr. Mike Slajchert, Fr. Matt Strabala, O.P.

World Language Department

Chairperson: Ms. Samantha Carraher

Ms. Marianne Carrozza, Mr. Jeremy Dickinson, Dr. John Finan, Mr. Beto Garcia, Ms. Korin Heinz, Ms. Shawna Hennessey, Dr. Ellen Kirkendall, Ms. Cristina Lilek, Mr. Michel Santaquilani, Mr. John Schoeph

TRANSPORTATION & PARKING

BUS REGISTRATION WILL END ON AUGUST 1, 2025

Fees:	Annual (Round Trip)	One Way Annual (AM or PM Only)
Route Services	\$1629.00	\$950.00
Burlington Shuttle	\$1629.00	\$950.00
Lake/Marion Shuttle	\$1450.00	\$725.00
Activity Bus		\$950.00*

*The Activity Bus Fee is waived if enrolled in round trip service.

All routes will require a deposit of \$100.00 at registration. The balance will be paid in 8 equal installments beginning September 2025 through April 2026.

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

ROUTE SERVICES (will use the following borders)

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

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

Lakeview: Lake Shore (East), Belmont (North), and I-290 (South) *This route is limited to 14 passengers.

For students taking the Routes:

- Students with paid registration will determine the bus routes. Occasional riders will NOT influence bus routes.
- Bus Routes will be determined in August. Every effort will be made to schedule a stop within a few blocks of each student’s home.
- **Temporary bus passes and copies of the routes will be sent out in August.** Permanent bus passes for the 24-25 school year will be processed once ID photos are taken. Your ID is your bus pass.
- Occasional rider bus coupons are available for students on the Fenwick website. Coupon books are \$60.00 for a total of 10 rides. **Coupon books are sold online, please bring your receipt to the reception desk to claim your book.**
- Yellow buses are limited to 48 students per bus and white mini buses are limited to 14 students per bus on a first come first serve basis.
- All Routes will arrive before Period 01 and will leave after Period 11.

SHUTTLE SERVICE

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

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

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

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

For students using the shuttles:

- Buses for the Metra Stations will arrive before Period 01 and will be available after Periods 10 and 11.
- Buses are limited to 48 students per bus on a first come first serve basis.

ACTIVITIES BUS -

There are two activity buses that will depart from Fenwick at 5:30 p.m. daily.

The West Suburban Route will drop all students off at the Western Spring Train Stop 914 Burlington.

The North West Suburban Route will drop all students off at the Jewel Parking lot at the corner of Palmer and Schiller.

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 the 2025 – 2026 school year. Garage Permit Parking Hang Tags will be sold online through the Fenwick Website (ultra-camp). This sale will be conducted in mid-May annually. There will be 300 garage permits sold, and the sale will begin with rising seniors followed by the juniors and then sophomores. Once the parking is sold out there will be a waitlist setup. Parking in the garage will begin on the first full day of school and end on the last day of second semester final exams. Hang tags CANNOT be shared from student to student.

Parking Garage Rules and Regulations

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

1. All persons operating a motor vehicle within the parking garage will adhere to any and all local and state traffic laws. *This includes immediately reporting any crashes, no matter how minor, to Mr. Sperandio.*
2. All persons operating a motor vehicle within the parking garage will obey the posted signage affixed to the building itself or a portable sign post(s) that govern speed, safety requirements, traffic directions, any emergency postings, and any miscellaneous postings.

Student Usage – During the School Day

1. Students will be present in the garage each day for the sole purpose of leaving from and returning to their vehicles. Students will not remain in the garage for any reason, during any portion of the day, without express permission from the Director of Operations or the Deans’ Office and only then, while escorted by a Fenwick Faculty or Staff member.

2. Students will **display their hang tag when entering the garage** so the faculty member monitoring the garage area can view it. After parking, students will properly display their hang tag so it can easily be seen by any staff member at any time.
3. Students will park carefully within one parking space as designated by the yellow lines on the pavement. Spaces are not assigned and are available on a first come – first served basis only.
4. Students will not park on the roof level of the garage (level 6).
5. Students will not allow passengers to enter or exit their vehicle at any time while the vehicle is in the lane of traffic, even if stopped.
6. Students may only park in the Disabled Persons' Parking Spaces by displaying a valid, Handicapped Placard issued by the State of Illinois, or by displaying State of Illinois-issued, Handicapped license plates attached to the vehicle. Illegally parked vehicles will be immediately, without warning, subject to discipline from the Dean's Office and may be subject to a parking citation issued by the Oak Park Police Department.
7. Students will not walk along the ramp levels to reach the ground level. Proceed to the nearest stairwell instead.
8. Students are expected to abide by the same rules governing elevator usage in the parking garage as they are within the school; i.e., **students are not allowed to use the elevator between the hours of 7am and 4pm** unless they have permission.
9. Vehicle entry to the parking garage is prohibited each school day between the hours of 2pm and 4pm for all students, faculty and staff. If students leave the garage for any reason, they will not be allowed re-entry during those times.
10. Any student engaging in ***inappropriate or reckless behavior*** in, or around the garage, involving a vehicle or not, will be subject to discipline from the Dean's Office. The type of behavior subject to discipline in this section will be determined by the Faculty / Staff member observing the behavior.

NOTE: Students determined to be engaged in inappropriate or reckless behavior may be subject to consequences including immediate suspension or revocation of one's parking privileges, all at the discretion of the Dean's Office.

ACADEMICS

ACADEMIC REVIEW BOARD

The Academic Review Board reviews a student's records when cause for academic dismissal exists. This Board is made up of the Principal, the Associate Principal for Student Services, the Associate Principals for Academics and Operations and Activities, the Deans of Students, and appointed faculty and staff. All review board decisions will be part of the student discipline record.

ASSESSMENT PROTOCOLS

During all class and standardized assessments, including semester exams, PSAT/ACT/SAT assessments, and AP exams, students will be expected to turn off and put away all technological devices such as cell phones, unapproved iPads, smart watches, etc. The use or presence of any unauthorized device during an assessment will subject students to consequences under the academic integrity policy. Assessments must be accessed and taken as directed and proctored, or as otherwise arranged, by the teacher. Please see the "Academic Integrity" policy in the Code of Conduct section for details.

Semester Exam/Assessment Exemptions: There are no exemptions except for second semester seniors. Juniors may exempt their second semester theology assessments if they have successfully completed their Junior Service Projects and met other criteria for exemption established by the Theology Department. No teacher needs to exempt any student if he or she does not choose to do so. Exemption policies are determined by each teacher with consultation of their Department Chair, which must include that the student was in attendance 90% of the time. Each teacher's policy will be fully stated in the course syllabus.

CHEATING/PLAGIARISM

Submitting of work which is not your original (plagiarism), using any artificial intelligence generator (AI*), sharing of test/quiz material, collaborating on individual projects without permission, and misrepresenting the authenticity of one's own work are unacceptable behaviors. Please see the "Academic Integrity" policy in the Code of Conduct section for details.

*"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

GRADING

Fenwick uses the following grading scale for all classes:

A	= 90 – 100	W	= Withdrawal
B	= 80 – 89	WF	= Withdrawal Fail
C	= 70 – 79	I	= Incomplete (used for prolonged absence only)
D	= 60 – 69	AU	= Audited Course
NC	< 60 No Credit		

GPA's and Credit Recovery:

Please see the [Curriculum Guide](#) for more information regarding GPA calculation, transcripts, and credit recovery policies. Fenwick's policies regarding GPAs and Credit Recovery include the following:

1. An "A" – "B" – "C" – "D" – "NC" is figured into the Grade Point Average (GPA). An "I" and any non-academic courses are NOT included in the GPA.

2. A student who earns an “NC” in a subject necessary for graduation must take the course over again. Students should discuss credit recovery options with their School counselors.
 - a. An “NC” received in a fall course should be made up by the end of the following semester. An “NC” received in a spring course should be made up by the beginning of the next school year.
 - b. No student will be registered in the next grade level if the required units of academic credit to remain on track for graduation are not present.
 - c. An “NC” is not replaced by the recovery grade. The recovery grade and additional credit attempted are included in the student’s GPA.

GRADUATION REQUIREMENTS

Please see the [Curriculum Guide](#) for more information regarding Fenwick’s graduation requirements. Five academic credit courses must be taken each year; six courses is considered a standard minimum course load. Fenwick High School’s minimum course requirements for graduation are as follows:

	<i>Class of 2026</i>	<i>Classes of 2027, 2028, and 2029</i>
English	4.0 credits	4.0 credits
Expressive Arts	0.5 credit - Speech 0.5 credit - Expressive Arts elective (or two consecutive semesters of a qualifying music course)	0.5 credit - Speech 0.5 credit - Expressive Arts elective (or two consecutive semesters of a qualifying music course)
Health & P.E.	0.5 credit - Health 0.5 credit - Physical Education	0.5 credit - Health 0.5 credit - Physical Education
Mathematics	3.5 credits, including Trigonometry	3.5 credits, including Trigonometry
Science	2.0 credits, including Biology and an additional lab science	3.0 credits, including Biology and an additional lab science
Social Studies	2.5 credits, including World Civilizations, U.S. History, and Civics or AP U.S. Government & Politics	2.5 credits, including World Civilizations, U.S. History, and Course work fulfilling the civics requirement
Theology	4.0 credits	4.0 credits
World Languages	4.0 credits	4.0 credits, Students are strongly encouraged to take 4 years of one language, students may also take 2 years each of 2 languages.
Total	22 credits required for graduation	23 credits required for graduation

GROUND'S FOR ACADEMIC DISMISSAL

If one of the following criteria applies at the end of the grading periods the student's record will be reviewed by the Academic Review Board and may result in the dismissal of the student from Fenwick.

1. Three "NC's" received on semester grades, in any one semester,
2. Two "NC's" in both semesters, in the same academic year or,
3. A cumulative GPA of under 1.5

HONORS FOR OUTSTANDING ACADEMIC PERFORMANCE

1. First Honors: Requires an average of 3.50 or above, with no single grade point value lower than 3.00.
2. Second Honors: Requires an average of 3.00 or above, with no single grade point value lower than 2.00.
3. Students graduate with honors if they maintain a 4.0 GPA or better based on eight semesters of academic work.

ILLINOIS STATE SEAL OF BILITERACY AND COMMENDATION TOWARD BILITERACY

The Illinois State Seal of Biliteracy and Commendation toward Biliteracy recognize students who have attained a high level of proficiency in English and in one or more other languages. In Illinois, students who earn the Seal of Biliteracy can earn Foreign Language course credit at public colleges and universities. The Seal and Commendation may also help students seek advanced college placement and professional opportunities requiring bilingual proficiency.

Fenwick offers graduating students the opportunity to earn the Illinois State Seal of Biliteracy and Commendation Toward Biliteracy in their languages of study at Fenwick and, when possible, in their heritage languages. These awards will be officially designated on students' transcripts, and students will receive seals to affix to their high school diplomas.

Students may apply for the Illinois State Seal of Biliteracy or Commendation toward Biliteracy by demonstrating proficiency in both English *and* in a World Language, per the requirements established by the Illinois State Board of Education. Students will be responsible for their own testing fees. Please see the [Curriculum Guide](#) for more information regarding these requirements and Fenwick's Illinois State Seal of Biliteracy and Commendation Toward Biliteracy programs.

Please contact The Assistant Principal for Academics and the World Languages Department Chair with any questions regarding this program.

THE JOHN GEAREN LIBRARY

All students are encouraged to use the library and use it often for quiet study, research and checking out materials. The library hours are from 7:30 a.m.–5:30 p.m. Monday through Friday.

Librarian

Ms. Sheila Cody '02

During School Hours

Students who utilize the library during their study halls and lunch periods must sign in at the librarian's desk for attendance purposes.

To Sign In:

- Students will sign in using the 5 star system and follow the directions provided by their original study hall proctor.
 - Failure to do so may result in possible disciplinary action, including the loss of library privileges.

Once students sign in they agree to:

- Maintain a respectful volume so as to not disturb their neighbors
- Not eat in the library space; drinking is allowed as long as the container has a lid
- Respect others and follow all of the school rules while in the library space

Students are encouraged to make suggestions for titles to purchase for the library's collection; students can send suggestions through the appropriate form on the school library website.

Electronic Materials

Students have access to research resources through the library's subscription and the state of Illinois. Access to these resources can be found on the main library website. Please note that off-campus access may require students to enter a username and/or password; this information can be found in Blackbaud as well. If students need assistance accessing any of these resources or need help navigating them, students should ask for assistance from the librarian directly.

Physical Materials

If students want to check out materials, students must present their current Fenwick Student ID. Students are allowed to check out materials for 5 weeks and are allowed 2 renewals. To develop responsibility, students should be aware of the library material due dates and return materials on time. A book drop is located at the right of the library's entrance for convenience. The cost of replacement materials will be charged to the student's account if items are lost or damaged. Seniors and students who transfer out of Fenwick must return all materials before graduating or leaving; otherwise, a collection notice will be sent out to the family.

TEST DAYS

Assessment Schedule 2025-2026

World Languages – Monday through Thursday

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

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

**Science classes may also test on Fridays, regardless of the calendar date.*

Three Day a Week Courses: Fridays only, regardless of calendar date

No subjects may give assessments outside of their assessment days. The only exceptions to this rule are for reading quizzes, bell ringers and exit slips. A reading quiz may only cover the material assigned for homework as a reading due that day. Bell ringers and exit slips will be less than 5 minutes and designed to be completed with knowledge learned in class. Any exceptions must be approved by the Assistant Principal for Academics.

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

WITHDRAWING FROM A CLASS

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

If a student asks to withdraw from a course after the deadline, the student must get permission from the Academic Department Chairperson and the Associate Principal for Student Services. When a student drops a course after the deadline, the course remains on their report card and transcript and a W (Withdrawal) or WF (if receiving an NC at the time of withdrawal) designation will appear where the grade would normally be listed.

STUDENT SERVICES

The Student Services Department strives to maintain a positive atmosphere for learning. Each of the counselors attempt to assist our students in areas of academic, social, and personal concern. The department consists of four School Counselors, two College Counselors, two social workers, two Dean of Students, three Learning Resource Specialists, 2 Nurses and is overseen by the Associate Principal/Director of Student Services.

Associate Principal/Director of Student Services

Ms. Charly Ieremia, cieremia@fenwickfriars.com or ext. 316

ACADEMIC ADVISING

School Counselors visit classrooms at the start of each semester for general programming updates and information. Counselors review weekly grade checks and monitor the student's progress throughout each semester. Students may be referred to our FRIAR MENTOR PROGRAM to gain assistance from a peer-tutor. Students and parents have access to student grades by logging into Schoology and should be reviewed regularly.

School Counselors

Ms. Mary Visteen, last names A - E, ext. 329
Ms. Margaret Cronin, last names F - L, ext.
Ms. Lucienne Scafa, last names M - Q, ext. 313
Mr. James Segredo, last names R - Z, ext. 319

COLLEGE COUNSELING

The college counseling program at Fenwick is designed to support students and their families throughout the entire college planning and application process. Each student is assigned a dedicated college counselor in December of their junior year to ensure personalized, one-on-one support.

Our college counselors offer a wide range of resources and events, including college case studies, FAFSA workshops, college essay workshops, and college fairs. We also host informative sessions for parents to keep families engaged and informed at every stage.

A key part of the junior year experience is The Junior College Course—a required series of eight sessions held during late-start meeting times in the second semester. These sessions provide an in-depth overview of the college application process, from building a college list to understanding admissions timelines and expectations.

With a focus on preparation, clarity, and individualized support, the college counseling team at Fenwick is here to help every student find their best path forward

College Counselor

Ms. Emily Anderson, last names A - L, ext. 327
Ms. Pamela Cassidy, last names M - Z, ext. 303

REQUESTING ACADEMIC ACCOMMODATIONS

Students may qualify for limited academic accommodations at Fenwick by providing full and complete documentation of a learning disability and/or medical condition from a qualified medical professional. All requests for accommodations go through the Learning Resource Department. For more information regarding the eligibility process please click [here](#) to visit the website.

Learning Resource Coordinators

Ms. Grace David, gdavid@fenwickfriars.com or ext. 129

Mr. Kyle Kmiecik, kkmiecik@fenwickfriars.com or ext. 118

SOCIAL WORK

Fenwick High School offers individual social work services to all of its students. Students may wish to see the social worker for a variety of reasons including but not limited to: concerns about self-esteem, coping skills, stress management skills, peer interactions, anger management, divorce/separation/loss, and social skills. School social workers are responsible for responding to the immediate needs of students in crisis, due to medical, emotional or personal difficulty. While maintaining our professional obligation to confidentiality, social workers collaborate with parents, school counselors, faculty, and outside clinicians to best support students during these times. If your student displays thoughts of harming themselves (i.e. self-harm, suicidal ideation), a parent/guardian will be contacted and your student will need a safety assessment from a licensed mental health professional prior to returning to school.

Students may be referred to the school social worker by their school counselor, the Deans' Office, teachers, staff, parents/guardian, or self, and may access social work services eight (8) times without parent consent. If necessary, students may also meet with the school social worker virtually, through Google Meet.

Social Worker

Ms. Halle Winkler, hwinkler@fenwickfriars.com or ext. 308

Preventative Care Programming

Ms. Nancy Drennan, ndrennan@fenwickfriars.com

By signing the Fenwick Handbook, you are consenting to your student receiving school social work services. If you would like to decline or revoke social work services at any time, this request must be sent in writing to the social workers and Associate Principal for Student Services.

SUBSTANCE ABUSE PROGRAM

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

Fenwick at Its Best (FAB)

FAB is a mandatory evening for all freshmen to attend with at least one parent or guardian. The annual presentation is aimed at fostering healthy relationships between parents and children as students enter the high school years. The risks and pressures that teens face during their high school careers are addressed. The Fenwick Administration will also address both parents and students during the program to

review Fenwick's substance abuse policies and to discuss the need to partner together to help promote positive decisions among youth.

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. The Fenwick Administration will also address both parents and students during the program to review policies from the Parent/Student Handbook concerning these topics, and to discuss the need to partner together to promote positive decisions among youth. It is a mandatory evening for sophomores and their parents.

In order to have the privilege of attending Fenwick's dances, each freshman and sophomore must attend their respective presentation with at least one parent or guardian.

Fenwick High School's Substance Abuse Programming also includes:

All students are required to take a health class and as part of the curriculum. Students are educated about the risks of alcohol and drug use. Student Services will host a variety of other assemblies and/or webinars regarding vaping, drug/alcohol usage and good decision making.

TESTING PROGRAM

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

PSAT/National Merit

Freshmen, sophomores and juniors sit for the National Merit Exam every fall. 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.

Pre-ACT

Sophomores are given the opportunity at the end of their sophomore year to sit for a Practice ACT. This is an optional 10th grade multiple-choice assessment that helps students prepare for the experience of taking the Act and provides information regarding their future performance on the exam.

SAT – (Scholarship Aptitude Test)

The Scholarship Aptitude Test is made available for our juniors and seniors. It is one of the two standardized examinations considered by all colleges.

ACT – (American College Test)

The American College Testing program is made available for juniors and seniors. It is one of the two standardized examinations considered by all colleges.

TRANSFER STUDENTS

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

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.

The Health Office is located in the basement across from the pool and has personnel available during school hours. The School Nurse provides emergency assistance and first aid in cases of injury or illness until the parent/legal guardian arrives to assume responsibility.

Nursing Staff

Ms. Donna Pape, R.N., ext. 170

Ms. Victoria Meadows

Ms. Andrea Gutierrez

Guidelines and procedures:

1. Health forms and emergency contact information must be submitted to Magnus and on file with the Health Office in order for students to participate in any extracurricular activities and attend school field trips/outside functions.
2. Parents/Legal Guardians are responsible for keeping ill students at home. Parents must follow the guidelines of the CDC. The student should stay home for a fever of over 100.0 and should not return until at least 24 hours after the fever and/or flu-like symptoms are resolved without the use of medication. If required, the student's healthcare provider must provide a clear and concise return to school note.
3. Parents are responsible for keeping students home for any other illness that may be contagious such as eye infections or any communicable diseases until cleared by the Healthcare provider. If a student has been absent for more than 3 consecutive school days, documentation listing the dates of necessary absences from a medical professional must be submitted to the Attendance Office in order to excuse the absences.
4. If the student feels ill while at school:
 1. The student will notify their current teacher that they need to see a Nurse. The student, with an escort if necessary, will then proceed directly to the Health Office. They will need to use the 5Star App to sign-out before leaving class.
 2. The nurse will assess the complaint of the student and notify the parents/guardian if necessary. Documentation also will be completed by the nurse in Magnus.
 3. Students may only go home with a guardian, contact person or person who is represented by the parent (verbally).
 4. The parent/guardian or authorized contact must come into the building and sign the student out at the front desk. When physically possible and approved by administration a student may drive themselves home after a parent has emailed the Dean's Office giving their explicit consent for the student to drive themselves home and releasing Fenwick of any responsibility once they sign out.
 5. Reasons students must be picked up from school include but are not limited to:
 1. Fever over 100 degrees
 2. Persistent cough
 3. Any severe pain or injury
 4. Any suspected communicable disease
 5. Flu-like symptoms
 6. Migraines
 7. Rash
 8. Allergic reaction
 9. Vomiting
 6. If a crisis situation occurs: assessment of the individual will take place and if warranted, 911 will be called. A Fenwick staff member will notify the parents/guardian.
 1. If the student needs to go to the hospital the student will go with the paramedics to Rush Oak Park and will be escorted by a Fenwick Faculty or Staff member.
 2. The school nurse will follow up with the Parent/Guardian after the situation and a return-to-school note needs to be provided by a healthcare provider.
5. Parents should sign a consent to share health information on Magnus in order for the Nurses to share information to faculty, athletic trainers, Student Services, and others. Only

accommodations and plans of care will be shared if consent is signed. Confidentiality is of the utmost importance with the Health Office.

1. If accommodations are needed they should be written out by the Health Care Provider and sent by fax or uploaded to Magnus. The accommodation forms are found on Magnus.
2. Special Lanyards will be given for specific accommodations. They must be returned with a clearance note in order to participate in sports and activities.
3. Concussion guidelines are very specific; please contact the Nurse directly. Forms for the physician are on Magnus.
 1. Students cannot return to any athletics or activities until they have fully returned to regular learning, without any accommodations.
4. Students who have an injury or illness must have a clearance note from their physician on file to continue with regular school and extracurricular activities.

Accommodations

Students requiring accommodations such as elevator use, extended time during passing periods, and/or being out of uniform must present a doctor's note to the Health Office. The Health Office will issue a special lanyard and update the information in Blackbaud/Magnus for teachers to see. Students that do not follow these procedures will be written up for not obtaining the proper permission in advance. Lanyards must be returned to the Health Office by the specified time or the end of the school year, whichever is applicable.

Medications

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

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

Fenwick Emergency Medical Equipment

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

Athletic Injuries

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

Magnus

Fenwick utilizes a medical records system called Magnus Health SMR (Student Medical Record). As this is a web-based system, parent(s)/guardian(s) will have continuous access to their child's health record as well as the ability to make updates when needed. Magnus health forms must be completed annually for

each new school year. Parent(s)/Guardian(s) will also have the option to access the account after their child graduates. To log into Magnus, first log into Blackbaud, then click on the resource tab and then the Magnus tile. If you are having issues with logging in, please contact Michael Collins at mcollins@fenwickfriars.com. Questions or Problems Accessing Magnus? If you are having difficulty navigating the Magnus system, entering data online, or downloading the hardcopy cover sheets and forms, please contact Magnus Health SMR customer support by phone at 919.502.7689 or by email at service@magnushealthportal.com.

Yearly Health Form Requirements

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

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

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

Pregnancy Policy

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

Health and Safety Protocols

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

DEANS' OFFICE

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

Staff

Associate Principal/Dir. of Student Services: Ms. Charly Ieremia, cieremia@fenwickfriars.com

Dean of Students: Mr. Dan O'Keefe, dokeefe@fenwickfriars.com

Assistant Dean of Students: Mr. Bill Eike, weike@fenwickfriars.com

Assistant Dean of Students: Ms. Katie Marino '98, kmarino@fenwickfriars.com

Attendance Officer/Administrative Assistant to the Deans' Office: Ms. Liz Kelley, ekelley@fenwickfriars.com

ATTENDANCE

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

Reporting an Absence

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

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

If a phone call or email is not received with a specific reason regarding the absence by 3:30pm at the end of the school 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). Please be aware that due to the large number of calls and email that the Attendance Office receives on a daily basis, the Attendance Clerk cannot call a parent or guardian back to confirm that they have received the communication. **Student attendance records can be seen in Blackbaud and should be reviewed regularly.**

Advanced Absences

In the case of a planned partial or full day absence, due to family necessity including college visits, travel, or non-Fenwick related athletic tournaments, students must obtain an approved Advanced Absence. This Advanced Absence approval is given at the discretion of the Dean of Students. The parent/guardian must email attendance@fenwickfriars.com with detailed information regarding the absence at least seven days in advance. The student must then email all their teachers to create a plan for all make-up work/assessments. These actions will be expected if the student is to have make-up privileges for tests and assignments that might be missed.

Arriving Late to School

Students arriving late to school due to a medical, dental or court appointment must bring a note from the office of the appointment in order to excuse the late arrival. All other late arrivals are considered tardies to school. See details on page 31 for tardies to school. If a student will be more than twenty

minutes late to school, a parent or guardian must call or email to notify the Attendance Office the morning of the late arrival. Fenwick uses VisitU to log students' late arrivals and early dismissals. Generally, when a student checks into the building late, parents will receive an email notifying them of the student's time of arrival. Please note this is not a record of the student's official attendance. Official attendance is only logged in Blackbaud.

Leaving School Early

If a student is leaving school early because they do not feel well, including mental health, they must go through the Health Office. For any other early dismissal, a parent/legal guardian must call or email the attendance office well before the dismissal time and give a detailed reason for the early release. Students cannot leave the building without permission from Student Services and signing out at the Front Desk. Any violation of this rule will result in an unexcused absence and a truancy infraction.

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 the Deans' Office as soon as possible. The status of the student will be updated in Blackbaud for teachers and parents. If supporting documentation can be emailed please send them to attendance@fenwickfriars.com and then students will not need to report to the Dean's Office.

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. Teachers are not obligated to assist the pupil in making up any assignments, tests or laboratory experiments that have been missed due to an unexcused absence. Any absence lasting more than 3 consecutive days will require further documentation from a medical professional listing the dates of necessary absences for approval of an excused absence.

The following are acceptable reasons for excused absences:

- Illness (Doctor's note will be required for absences of more than 3 consecutive school days)
 - Per the new state law, cause of illness may now include mental health; [click here](#) for the details regarding mental health absences.
- Medical appointments (Doctor's note must be turned in)
- Funerals
- College Visits (Advanced Absence Approval from Fenwick is required)
 - Documentation from the college/university will be required if students have not received an Advanced Absence Approval.
- Court (Paperwork must be turned in)

The following are considered unexcused absences:

- Truancy is an intentional unauthorized/unexcused absence from school and will result in the same consequences as an unexcused absence, along with 10 Detentions and 10 Demerits and other consequences as deemed by the Dean of Students based on the severity of the situation. A second truancy will also include being placed on disciplinary probation.
- All absences from an individual class period will be treated as a cut class unless the student has obtained permission from the teacher/supervisor in advance to miss the class period or leave early. In the case of illness during class or passing period before the start of class, the student will need permission to go to the Health Office. The following are consequences for cutting class(es):

1 st offense	3 Detentions and 3 Demerits
2 nd offense	5 Detentions and 5 Demerits
3 rd offense	10 Detentions and 10 Demerits & Disciplinary Probation

Tardies to School

Students who are tardy to school/1st period must obtain a tardy pass. Failure to do so will result in a detention. When a student arrives late to school and the building is locked, 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 the Deans' Office 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, health issues, or other personal difficulties. A parent or guardian's communication to notify the Attendance Office of the late arrival does not excuse the tardy. If a student is more than twenty minutes late to school without communication from a parent or guardian, the late arrival will be treated as a cut class infraction. See the table below for consequences:

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

Tardies to Class

Tardies to individual classes will be recorded 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 may result in a detention for every tardy to class and apply any other consequences based on the teacher's classroom policies as stated.

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

Excessive Absences

Excessive, repeated, or prolonged absence from coursework may result in lower academic achievement, failure of loss of credit. The State of Illinois defines "chronic absentee" as a student who misses 10% or more of school days within a year with or without a valid excuse, and defines a "chronic habitual truant" as a child subject to compulsory attendance who is absent without valid reason for 5% or more of the regular school days in a given year. Excused and unexcused absences are all recorded as absences in the student's attendance record, which is reviewed regularly by the Dean of Students.

Any student who has been absent for more than 10% of the school days in a given semester, including excused and unexcused absences, will be subject to an attendance notice that requires documentation from a medical professional in order to excuse any further absences that semester.

Attendance Review Board

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

Attendance Guidelines for Athletics & Clubs/Activities

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

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

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

Attendance Eligibility for Exemption Consideration of Semester Exams

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

Emergency Closures

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

CODE OF CONDUCT

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

Fenwick students are encouraged to avoid out-of-school situations where activities are in contradiction to stated school policies and philosophies. These situations, which are detrimental to the reputation of the school as well as to the student are cause for Fenwick to impose school disciplinary consequences.

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

Academic Integrity

Academic integrity upholds the values of honesty, trust, and fairness in our educational process. When students submit their own work they are not only demonstrating respect for themselves and others, but also ensuring their learning is genuine. Academic integrity builds a foundation for credibility that extends beyond high school into college, careers and life, creating a culture where effort and achievement are honestly earned and rightfully recognized.

An academic integrity infraction is considered a serious violation of the rules listed within this handbook and/or any classroom policies or guidelines. Academic integrity can include, but is not limited to, any act of cheating, copying, violating the assessment protocol policy, plagiarism, the use of any artificial intelligence (AI) generator or electronic device(s), and the posting/ sharing of any academic material without explicit permission from the teacher or administrator.

A.I. is not a substitute for schoolwork that requires original thought in any capacity, (i.e. writing, images, or recordings). Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

When investigating concerns regarding plagiarism, including the unauthorized use of AI, Fenwick will use samples of the student's previous work to assess consistency with demonstrated knowledge, skills, and aptitude to create comparable work, as well as Turnitin.com and industry-standard AI/plagiarism detection tools.

If found in violation of the academic integrity policy the following steps will be taken:

First incident in their time at Fenwick:

1. The teacher conferences with the student as to why the situation is an academic integrity infraction.
2. The teacher reports the incident to a Dean and makes the counselor aware of the situation.
3. The teacher informs the parent(s)/guardian(s) about the incident, if necessary the Dean or Counselor can be included.
4. The incident is written-up in Blackbaud as Academic Integrity and an "NC" is recorded for the assignment/assessment.
5. An official warning from the Dean's Office will be issued through Blackbaud.

Second incident in their time at Fenwick:

1. The teacher conferences with the student as to why the situation is an academic integrity violation.
2. The teacher reports the incident to a Dean and makes the counselor aware of the situation.
3. The teacher informs the parent(s)/guardian(s) about the incident, if necessary the Dean or Counselor can be included.
4. The incident is written-up in Blackbaud as Academic Integrity and an "NC" is recorded for the assignment/assessment.
 - a. A second infraction notification will be issued through Blackbaud

- b. The Dean's Office will issue either 5 Demerits or 10 Demerits depending on the type of assessment or assignment for which the incident was reported.
5. The student will be required to check-in regularly with their counselor/social worker, attend Friar Mentors and/or other tutoring sessions.

Third incident in their time at Fenwick:

1. The teacher conferences with the student as to why the situation is an academic integrity infraction.
2. The teacher reports the incident to a Dean and makes the counselor aware of the situation.
3. The teacher informs the parent(s)/guardian(s) about the incident, if necessary the Dean or Counselor can be included.
4. The incident is written-up in Blackbaud as Academic Integrity infraction and an "NC" is recorded for the assignment/assessment.
 - a. The student is issued an academic probation contract which will outline the expectations in order for the student to remain in good standing.
 - b. The Dean's Office will issue either 5 Demerits or 10 Demerits depending on the type of assessment or assignment for which the incident was reported.

Fourth incident in their time at Fenwick:

5. The teacher conferences with the student as to why the situation is an academic integrity infraction.
6. The teacher reports the incident to a Dean and makes the counselor aware of the situation.
7. The teacher informs the parent(s)/guardian(s) about the incident, if necessary the Dean or Counselor can be included.
8. The Dean informs the parent(s)/guardian(s) that the Academic Review Board will meet to consider the expulsion of the student from Fenwick High School for repeated acts of academic integrity infractions. The parent(s)/guardian(s) and student will be invited to meet with this board.

After School

All students should plan to leave campus or report to their extra-curricular activities directly following the last bell. We understand this may not always be possible and therefore students will be allowed to wait in the Cafeteria, the Library or Atrium. While waiting for a ride, students cannot block the main entrance to the building or cause any disturbances. Students cannot be in the building unsupervised after 3:30 or on the weekends and are only allowed into the gyms with their coach/moderator during their designated times. The Cafeteria and Library will be open until 5:30 unless otherwise posted.

Arriving to School

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

Atrium

Unless otherwise stated, students are allowed to wait for their rides in the Atrium after school. The Atrium is our main entrance, and it is connected to our main office. Absolutely no shouting, rough housing, running or throwing of any items will be tolerated at any time. Students cannot block the doorways either inside or outside.

Bathrooms and Corridors

Students are not to congregate in the corridors or in the bathrooms during the passing periods and/or before or after school. The bathrooms and corridors are not a place of recreation. Students must keep the tone of these areas as a place of order and respect; absolutely no shouting, rough housing, running or throwing of any items is permitted at any time. Students must strictly adhere to all signage posted in the bathrooms and corridors. If a student is using the bathroom during regular class time, they must have permission from their teacher/moderator first and must have properly filled out the 5Star Hall Pass.

Bullying/Harassment

Treating others with respect is required of everyone at Fenwick High School. Bullying and harassment will not be tolerated. Bullying or harassment is considered any physical, verbal, non-verbal and/or written abuse by an individual or group, that reasonably expects to place another person in fear of their person or property, causes a substantial effect to their physical or mental health, and/or substantially interferes with their academic performance or ability to participate in Fenwick's academic programs or extracurricular activities. Retaliatory behavior will also not be tolerated at Fenwick. Retaliation includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure any individual. Students must report any acts of bullying or harassment in a timely manner to their counselor, a Dean of Students, the Director of Students Services or the Principal for proper documentation and follow-up. Click [here](#) for the incident report form, which is located at the bottom of the Student Services' page on the Fenwick website.

Cafeteria/Lunch Expectations

When entering the cafeteria for lunch students must find a seat and put their belongings down before getting into a lunch line; absolutely no bags are allowed in the food service area. All students are responsible for maintaining a clean area on and around their lunch table. Students are also expected to conduct themselves in a manner suitable for staff to keep order during lunch (i.e. no throwing of items, no walking around w/out permission, no shouting, etc.). Students and parents/guardians are not allowed to order food to be delivered during the school day, including during lunch hours. Students and parents/guardians are expected to maintain a positive balance with their student's Quest Food account. Students with a negative balance will not be able to obtain a lunch on an I.O.U. Students must have their current student I.D. to purchase food. Students cannot leave the cafeteria until dismissed by a staff member, those needing to use the Library or Friar Mentors must ask for permission and sign out using the 5Star Hall Pass.

Cell Phones and Other Electronic Equipment

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

Disrespect

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

Elevators

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

Fighting/Dangerous Behavior

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

Food/Drink

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

Gambling

No gambling of any kind will be tolerated in school.

Good Sportsmanship

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

Hazing

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

Hall Passes

To ensure student safety and accountability, our school uses an electronic hall pass system. Students must obtain a digital pass from their teacher or staff member before leaving the classroom during instructional time. The system tracks the time and location of each pass to help maintain a secure and orderly environment. Students are expected to use the passes responsibly and return promptly. Misuse of the electronic hall pass may result in disciplinary action. Students cannot opt out of using the electronic hall pass system.

Inappropriate Language

Inappropriate language will not be tolerated. Students who use such language, whether directed at the school, faculty/staff member or another student will receive appropriate disciplinary action as determined by the Dean's Office. This includes verbal or non-verbal threats. The following will also be considered violations of the school policy: unacceptable use of computers, graffiti, inappropriate literature/propaganda and inappropriate drawings.

Lockers/Locks

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

Students should plan to go to their locker only when necessary and conducive to being on time to each class.

Parking/Driving

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

Pictures/Videotaping/Recordings

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

Property

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

Public Displays of Affection

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

Questioning Students/Investigations

The Deans of Students, or any other members of the Administration, may interview students or remove students from instruction to question them regarding violations of the policies in this handbook or reasonable degree of suspicion that a violation has been committed. In the process of the investigation, if there is sufficient evidence to suggest the student's social network account(s) violate(s) Fenwick's Code of Conduct, the student will be required to share the content of their account(s). Students will never be required to share passwords for their personal social media accounts. School officials are not required to notify parents/guardians about the questioning of students. Students are obligated to answer questions truthfully.

School Sponsored Events

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

Security

During regular school hours all students and guests are required to sign-in and out at the main entrance. Any student found entering or leaving the building without authorization and/or not following the proper protocols will be considered truant. Students must be in their assigned location per their schedule at all times unless authorized by their current teacher or Student Services to switch locations. Any student found to be outside their assigned location without permission will be written up for a cut class. Students need to adhere to all building signage, and any student found in an unauthorized area will be brought to the Dean's Office immediately.

Sexual Harassment

A person may not in any way be inappropriate with any students and/or faculty/staff in a sexual manner including but not limited to physical contact, insinuation of any sexual inappropriateness in language, gesture or any communication. Students must report any acts of Sexual Harassment in a timely manner to their counselor, a Dean of Students, the Diversity, Equity, and Inclusion Coordinator, the Director of Students Services or the Principal for proper documentation and follow-up. Click [here](#) for the incident report form, which is located at the bottom of the Student Service's page on the Fenwick website.

Study Halls

Study halls are assigned class periods throughout students' schedules, if a student has been assigned a study hall. Therefore, students must report to the study hall as if it is a regular academic class for attendance purposes. Study halls have assigned seating and are a space of quiet study or homework time. There is no food allowed in study halls. **Students wishing to see a teacher or counselor must have a pass/email to show their study hall moderator. Students wishing to go to the Library must first check-in with their study hall moderator and follow all procedures for leaving study hall first. Failure to report to study hall prior to meeting with a counselor/teacher will result in disciplinary action.** If granted permission to go to the Library students must sign-in at the Librarian's desk and follow all stated Library rules.

Substance Abuse

Fenwick High School will not tolerate the transportation, sale, use, or possession - including being under the influence of - any alcohol, drugs, or nicotine/tobacco on school property or at any school related functions (on campus or off campus). This also includes the sale or possession of any drug paraphernalia, vaping devices and/or matches/lighters. Fenwick High School strongly believes that the use of alcohol, drugs and nicotine/tobacco is counterproductive to the safe, Christian, social and academic climate of the school. Any violation or suspected violation will result in immediate removal of the student from school/school sponsored event and/or any athletic or club/activities. Any student suspected of being under the influence of any drugs or alcohol on school grounds is subject to a breathalyzer and/or drug test on sight. Students will be required to obtain a clinical assessment, drug test, and/or counseling in a school approved program depending on the outcome of the assessment. Students will immediately be placed on probation and a Discipline Board hearing may also be convened depending on the severity of the situation.

Theft

If a student is found stealing, at a minimum the merchandise or cash value must be returned. Students are responsible for any belongings and/or devices brought to school. Fenwick is not responsible for loss, theft, or destruction of belongings and/or devices brought onto school property or to school-sponsored events.

Vandalism

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

Weapons

All forms of weapons are clearly a hazard to a safe learning environment and to the welfare of human beings. A student in possession of a weapon, a toy weapon, a look-a-like weapon and/or a student who

has undisclosed knowledge of a weapon on school property will be subject to immediate removal from school, a phone call home and a Discipline Board Hearing.

CONSEQUENCES

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

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

Expulsion

It may be necessary to expel a student for a single major offense. The Principal makes all final decisions for cases of expulsion. These serious offenses include both on and off campus activity. Expulsion is part of a student's permanent records. Students who are expelled or required to withdraw from Fenwick for disciplinary reasons will not be eligible for readmission at any time in the future, nor are they permitted to attend Fenwick school dances or other functions as communicated.

Demerits

Demerits are a discipline point system assigned as a consequence based on the severity of the infraction and to any infraction repeated more than 3 times in the same school year. Demerits are tracked to indicate thresholds for probation and/or discipline board hearings as follows:

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

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

Detentions

Detention is held for 35 - 45 minutes after the student's day ends depending on the schedule. If a detention is issued a student will receive an email from Blackbaud notifying them of a write-up. Students will need to log into Blackbaud and review the conduct page to see the assigned date they are required to serve their detention. Students are expected to report to detention directly after their last scheduled class on their assigned date. Attendance at detention takes precedence over all other school related activities. If there is a scheduling issue because of family needs (i.e. younger siblings, transportation, doctor appointments, etc.), a parent needs to contact the Dean well in advance about students serving detention ahead of time. Failure to report to detention as scheduled will initially result in two (2) more detentions and one (1) demerit.

Discipline Board

The Discipline Board is made up of the Principal, the Associate Principal for Student Services, both Deans and five faculty members. Four of these faculty members are elected by the faculty and one is appointed by the Principal. The student's counselor and the Campus Minister also may be present at hearings. The Board works with the Principal and the Deans in handling severe disciplinary violations, which could lead to expulsion. All review board decisions will be part of the student discipline record.

Probation

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

Suspension

If a student is suspended, they are not allowed to be on school property or attend any school related functions, home or away, for the duration of the suspension.

DRESS CODE

Fenwick High School's student dress code aims to inspire excellence, self-respect and a sense of school identity. It has been our experience that, with the support of the parents/guardians and faculty, these guidelines help to create a positive climate for mature behavior which reinforces good academic performance. A Dress for Success Council was formed in spring of 2025 and it included input from parents, Deans, teachers, and administrators, united by the community commitment to dress and grooming standards that best prepare students for their future in college and as they enter the professional workforce.

Following directions is one of the most important and basic elements of leadership and success. The proper wearing of a uniform and adhering to grooming standards should be a source of personal pride and engagement with your school's expectations. When a student chooses not to follow directions and requires correction and supervision, that is a signal of a lack of maturity and growth.

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

All uniform materials are available through Lands' End. Dress code items do not need to be purchased through them, with the exception of Skorts, as long as items meet the standards below. For Lands' End clothing go to landsend.com and look under the school center or visit any local Lands' End store or vendor. Student IDs and Fenwick lanyards are issued at the start of each school year. Replacement IDs and/or Fenwick lanyards must be purchased online. They can be picked up at the front desk.

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

ALL STUDENTS

Accessories: All make-up must appear natural. No excessive or extreme nail length/designs or jewelry may be worn. No facial piercings of any kind. A flesh-colored spacer is permitted; however, band-aids to cover facial piercing are not allowed. Students may have a single small stud earring (one in each ear). No visible tattoos. All hats and sunglasses must be removed as students enter the building. All outside wear should be stored in the students' locker during the regular school day.

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

Hair: The student's hair must be neat, clean, well-groomed and off one's face. No extreme designs or color differences. No hair colors outside of blonde, black, brown, natural red or auburn are allowed. The hair code does not prohibit hairstyles historically associated with race or ethnicity, or hair texture, including protective hairstyles such as braids, locks, or twists.

Shoes: Students must wear a clean pair of black, brown, navy, tan or gray dress shoes. Shoes should be in a loafer, oxford or other leather dress shoe style; no heels, wedges or backless styles of any kind. Shoes must be worn properly at all times during the school day. Any shoe that has a gym shoe resemblance or slipper/moccasin is not acceptable.

Student I.D: The school issued Fenwick Lanyard with the student's current I.D. is required to be worn at all times around their neck. Students must have their I.D. to enter the building. The cost of a replacement ID is \$5, to purchase a new ID log into Blackbaud and use the link in the resource section.

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

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

GENTLEMEN

Shaving: The student's face is to be clean shaven. Excessive sideburns are not acceptable (nothing lower than the ear lobe). Students that are not clean shaven will be written up and must shave before returning to school the following school day.

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

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

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

Ties: A school appropriate tie or bowtie, tied appropriately, must be worn at all times.

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

LADIES

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

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

Skorts: All classes have a choice of one of the three patterns available through Lands' End. They must be worn with the top band at the waist, not rolled over so that the Skort is **NO shorter** than mid thigh. The Fenwick shield must remain intact and in the proper location. The built-in shorts must also remain intact. Pants cannot be worn under the skirts during the regular school day. Students that cannot comply with the Skort length will not be allowed to wear the uniform Skort.

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

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

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

SPECIAL EVENTS

Dress Down Days: There are occasions throughout the school as approved by the administration that students could be "out of dress code". The details of these dress down days will always be posted in Schoology in advance. All items must always be school appropriate (i.e. no references to guns, alcohol or drugs, depictions of violence, sexual, vulgar, lewd, or indecent meanings or connections, etc.). At no time will any of the following items be allowed: "cut-off" or altered shirts/sweatshirts, anything revealing one's midsection or undergarments, excessive cleavage, excessive rips or tears, large cargo pockets, flip-flops or backless shoes.

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

Liturgy and Special Assemblies: In addition to our regular uniform, students are required to wear a blazer or suit coat. Students are responsible for listening to morning announcements and checking Schoology to know when these days are occurring.

School Pictures: All students must have a suit coat for yearbook photos, and young men must have a school appropriate tie or bow tie. The only exception is for senior photos; for these, young women may wear a dressier top without a suit coat. Tops cannot be strapless or spaghetti straps. Jeans and shoes outside of the regular policy are not permitted to be worn for senior photos.

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

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

REVIEW BOARD APPEALS PROCESS

With all decisions of consequences given to a student due to disciplinary, attendance, or academic infraction, parents have the right to an appeal. To begin the process, a parent or guardian must state (in writing) to the Principal that they would like the Academic or Disciplinary Board to review the decision rendered on the basis of compelling, new evidence provided by the parent(s)/guardian(s).

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. Spiritual companionship, 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. Matt Strabala, O.P.

Campus Minister, Kairos Director: Maria Nowicki, mnowicki@fenwickfriars.com, ext. 238

Campus Minister, Director of Sophomore Service Program: Fr. Christopher Johnson, O.P.
cjohnson@fenwickfriars.com, ext 241

All-School Masses and Liturgical Life

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

School Masses

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

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

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

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

Retreat Program

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

- The Freshman retreat, The Friar Connection, usually takes place in the fall and emphasizes relationship building. This retreat introduces new students to the Dominican charism and the Fenwick community while fostering connections between students.
- The Sophomore retreat coincides with the school’s emphasis on service and prepares students for completing their Christian Service Project junior year.
- Juniors and Seniors have the opportunity to participate in the nationally recognized Kairos retreat program, which directs Fenwick students toward the development of an adult faith life.

This program, while directed by faculty and staff, is primarily led by students. All students are required to participate in a Kairos retreat before they graduate.

Christian Service Project

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

- Freshman participate in a service project in their theology classes, usually a Christmas toy drive
- Sophomore students participate in a 'Sophomore Service Day' – a one-day field trip in small groups in which students volunteer at local service sites chaperoned by Campus Ministry staff
- Junior students complete 30 hours of service at one service site to complete their Christian Service Project. Students may complete their service experiences via approved service sites.*
 - All information and forms can be found in the Class of 2027 Schoology page, under the Resources tab, and in the Christian Service Project folder.
- Seniors will be encouraged to serve their families, local communities, and the Fenwick community.

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

Please note that the completion of the Christian Service Project is a graduation requirement at Fenwick. Please see the Curriculum Guide for more information.

TECHNOLOGY DEPARTMENT

Internet and Technology Acceptable Use Policy

Purpose

Fenwick High School provides Internet and Technology services for faculty, staff, students and parents/guardians 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/guardians.
- Those parents/guardians who sign up for the Fenwick Emergency Notification System will receive an automated phone call when important notices need to be given. It is important that we have your correct phone information on file with Student Services. Please notify us of any changes.

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

- Students will have access to the Internet and the school network via a school computer or personal iPad only. Laptops and Smartphones will not be allowed on the school network.
- Students will have access to the Google Education suite, which includes online storage capacity.

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

Freshman and Transfer Students are asked to complete the **Internet and Technology Acceptable Use Policy** form and return it to the Technology Department. This form is located in Blackbaud. Students must abide by this policy. Disciplinary action may be taken for violation of these guidelines.

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

Scope

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

Guidelines

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

Acceptable Use:

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

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

Unacceptable Use:

1. Damaging or mishandling computer equipment.
2. Using another person's account.
3. Disclosing personal information about yourself or another person such as name, address, phone number, social security number or credit card number.
4. Giving your password to anyone other than a supervisor when needed for maintenance or assistance.
5. Authoring, accessing, sending, or receiving information that would be considered offensive, defamatory, abusive, harassing, obscene, sexually oriented, illegal, unethical or inappropriate for a school setting.
6. Unauthorized downloading of software or other files.
7. Sending anonymous messages or using the system in any manner, which violates the Fenwick High School Parent/Student Handbook.
8. Plagiarizing ideas or works of another person and/or the use of any artificial intelligence (AI) generator without explicit permission.
9. Using the network for commercial or private advertising, for personal or financial gain, or for political fundraising or campaigning. This includes offering, providing, or purchasing products.
10. Destroying or damaging software or hardware equipment of the network or of another user. This includes spreading of viruses, destroying another user's data or defacing/damaging computer equipment.
11. Removal from the premises of any computer equipment, software, or peripherals.
12. Attempting to break into the security of the network. (Looking for a breach in security will be interpreted as an attempt to break into security.)
13. Agreeing to meet with someone who was contacted online
14. Wasting limited resources, such as printing unnecessary information.
15. Use of VPNs to circumvent the Fenwick Web Filter.
16. Fenwick email addresses may not be used to create any social media accounts.
17. Illegal activities— any illegal activities are strictly forbidden.

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

Children's Internet Protection Act (CIPA)

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

What CIPA requires

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

Schools subject to CIPA have two additional certification requirements:

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

Fenwick fulfills these requirements in the following way:

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

Network & Internet Accounts

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

Username

A student (e.g., John Quincy Adams, Class of 2029) username will be in the format of:

29jadams

Where 29 is the last two digits of the students graduating year, in this case 2029. "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:

29jqadams

Passwords

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

fenwick291234

PLEASE NOTE: Passwords expire every six (6) months. To update or change a password, the student can log onto a Fenwick computer. Once logged in, press the CTRL+ALT+DEL keys again, and choose Change Password and follow the prompts.

To change your password remotely go to <https://portal.fenwickfriars.com>

Log in with your Fenwick Credentials. (DO NOT CLICK THE "RESET PASSWORD" BUTTON ON THIS PAGE)

Click on Account towards the bottom of the screen>Click Authentication> Click Change Pwd and follow the prompts.

Please know, updating your Fenwick password will also update your other passwords; Schoology, Gmail, and Blackbaud may take up to 30 minutes to sync passwords, so please keep this in mind.

The Technology Department cannot view passwords but can reset passwords when needed. It is the responsibility of the student to keep the password safe and up to date.

Single Sign-In System

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

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

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

Email & Other Accounts

Blackbaud

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

For Students

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

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

For Parents

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

Email

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

29jadams@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 students access to Google Drive, Google Calendar, and many other Google services.

Schoology

Fenwick is using Schoology as its Learning Management System (LMS). For an overview of Schoology, please visit <http://www.schoology.com>. Students and Parents will find access to the student's grades as well as to class materials, handouts, lessons, assignments and/or assessments.

For Students

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

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

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

For Parents

Parents need a twelve-digit access code, available from Fenwick, to set up 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.

Office365.com

Fenwick provides students 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. If you are having trouble connecting to the Wi-Fi please go to the Technology Office.

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

Printing

Library Printing

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

Fenwick Wireless AirPrinting

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

Student Identification Cards

The Technology Office provides students with a Fenwick student ID card. The card will be distributed within the first two weeks of school. The ID card has a barcode that can be used with the lunch payment system: MyMealTime. 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, for attendance purposes and hall passes. Replacement ID cards are available for purchase through the resource section of Blackbaud the **Technology Office for \$5.00.**

iPads

Students are required to purchase their own iPad for use over their high school career. For more information, please see the Technology page of 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.
 - a. Consequences for students who forget or do not have their iPads charged will be at the discretion of the teacher.
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 technology page of the Fenwick website.
4. Sound must be muted in class unless the student has the permission of the teacher. Students should consider earphones. Students should not share earphones.
5. All content accessed at school on the iPad must be school appropriate and used in a responsible manner.
6. iPads may never be used in the bathroom or locker rooms. Turn your iPad off when entering the bathroom or locker room.

7. Printing will be available with the iPad. Students should talk to their teachers about which printers to use.
8. 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 Fenwick Google Drive account if that is required.
9. Games and other entertainment sites and/or apps are NOT to be accessed on your iPad during study halls, as there will be consequences.
10. Any use of iPads to record faculty, staff, or other students, without permission will be reported to the Dean's Office immediately and serious discipline action will be taken.
11. No VPN apps: Using a Virtual Private Network (VPN) on our network will result in a loss of network privileges.
12. Private Address (under the FHS SSID) must be turned off in order to access the FHS network.

Academic Responsibilities of the Student

1. The use of the iPad in the classroom is always at the discretion of the teacher.
2. Students are expected to come prepared for class with all required apps and completed assignments on the iPad as directed by the teacher.
 - a. Class time will not be taken for downloading or updating your iPad or your apps. These activities must be done outside of class time.
3. When teachers specify an app for a class, students will be required to use that app.
4. 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. Some apps will ask for permission for the camera and microphone of the iPad. These permissions can be denied, as needed. Please be aware of all apps installed on the iPad and what permissions the apps request.

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

Name	Function	Requested Permissions
Acrobat	Read PDF Documents	Siri
Chrome	Internet Browser	Location, Camera, Siri
Dictionary	Online Dictionary	Siri
Google Docs	Create\Open text documents	Siri
Google Drive	Cloud based storage	Siri
Google Sheets	Create\Open spreadsheets	Siri
Google Slides	Create\Open presentations	Siri
Google Earth	2D/3D map viewer	Siri
Google Keep	Note taking app	Siri
Google Meet	Video Conferencing	Microphone, Camera
Pearson eText	Apps to download textbooks	Siri
Microsoft Excel	Create\Open spreadsheets	Siri
Microsoft Word	Create\Open text documents	Siri
Microsoft PowerPoint	Create\Open presentations	Siri
Zoom	Video Conferencing	Microphone, Camera

Kindle	App to download books	Siri
Laudate*	Catholic Resource App	Siri
LockDown Browser*	Secure Online Assessment	Microphone, Camera, Siri
Nearpod	Cloud based interactive activities	Siri
Notability	Note taking app, not free	Siri
Quizlet	web based study app	Siri
Schoology	Student learning management system	Siri
TurnItIn*	anti-plagiarism app	Siri
5Star*	Hall Passes and Attendance	Camera

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

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

Remote Learning

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

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

PARENTS

Communication

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

Father's Club

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

Mother's Club

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

Parent/Guardian Guidelines

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

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

Student Services

Student Services is comprised of 4 Class Counselors, 2 College Counselors, 2 Social Workers, 3 Learning Resource Specialists, 2 Deans of Students and the Associate Principal/Dir. of Student Services. If you ever feel your student needs extra support or you have major concerns you don't know how to address, please reach out to someone in Student Services.

STUDENT ACTIVITIES

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

Activities and Clubs

Prior to joining a club or activity, the student should make sure they have the time to commit to be considered a member. If a student has interest in a club, the student should reach out to the current moderator to obtain information. Click [here](#) for a complete list of all clubs and activities offered at Fenwick High School along with a list of moderators. If a student is interested in starting a new club, they should first find a willing faculty/staff member to moderate the club. Once a moderator has been found they should reach out to the Assistant Principal of Logistics & Activities.

Eligibility

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

Attendance

Attendance at club meetings and activities is a requirement to maintain an active status within the club. At a minimum students should be attending 50% of meetings and events to be considered a member; however, certain clubs may have a more strict policy.

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

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

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

Disciplinary

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

Financial

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

Scholastic

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

The National Honor Society

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

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

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

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

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

Leadership

The student who exercises leadership:

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

Service

The student who serves:

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

Character

The student of character:

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

Non-Selection

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

ATHLETICS

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

Athletic Department & Coaching Staff

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

Contact Information:

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

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

Associate Athletic Director – Ms. Tracy Bonaccorsi, ext. 150

The complete list of coaches and their contact information is on the [athletic page of the Fenwick website](#).

Athletic Teams

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

Coach/Parent Communication

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

Communication You Should Expect from your Child's Coach

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

Communication Coaches Expect from Parents

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

Appropriate Concerns to Discuss with Coaches

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

Communication Matters Left to Discretion of the Coach

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

Protocol for Communication with Coach and Athletic Director

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

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

Eligibility

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

Attendance

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

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

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

Disciplinary

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

Financial

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

Scholastic

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

Equipment

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

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

Facilities

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

Locker Rooms

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

Pool Locker Rooms

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

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

Good Sportsmanship

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

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

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

IHSA By-laws

For a complete set of IHSA By-laws and assistance in understanding them please click [here](#).

Injuries

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

Managers

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

Pre-Season Information

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

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

INSTITUTIONAL ADVANCEMENT

General Overview

Now housed at Fenwick's Priory Campus, the **Institutional Advancement Department (IAD)** 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— educating students to “lead, achieve and serve” —but are critical 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 in concert with other school personnel and monitors and creates content for most 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 graduate'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 stakeholders—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, the *Lumen Tranquillum*, the Pass the Torch Award and Friar Excellence Awards. Members of IAD also act as liaisons with the Fenwick Mothers' and Fathers' Clubs to help facilitate their activities within the parent and school community.

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

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

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

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

IAD Staff

Vice President of Institutional Advancement: Ms. Katie Vanaria

Director of Marketing and Communications: Mr. Scott Hardesty

Director of Special Events: Ms. Marilyn Nicodemo '98

Assistant Director of Annual Giving: Ms. Emma Mallers

Assistant Director of Advancement Operations: Ms. Carly Garcia

Digital Content Manager: Ms. Georgi Presecky

Alumni Relations Manager: Ms. Dawn Swanson

Major Gift Officer: Mr. Tim Freeman

Major Gift Officer: Mr. Jim Bonaccorsi '84

Donor Relations Administrator: Ms. Dana Wesolowski

Fenwick Fundraising Policy

Context

In the tradition of St. Dominic and the founding members of the Order of Preachers – 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 Campus Ministry to enhance our service (community) pillar of Dominican formation.

This policy should:

- encourage 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);
- encourage student groups that have similar interests to join forces to leverage their opportunities;
- lessen competition and confusion among the various groups raising funds and potential donors/supporters;
- preclude the Fenwick community from feeling “nickel and dimed;”
- increase awareness of the potential implications for institutional fundraising.

Areas of Fundraising/Sponsorship/Advertising and Procedures

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

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.
 - **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.
2. Student clubs, activities or teams soliciting money, donated goods or services, advertising or sponsorship within the school for causes external to Fenwick.
 - Any student-initiated effort to support a cause external to Fenwick must submit a written request to the Director of Campus Ministry, Ms. Mary Beth May.
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.
 - 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 Director of Campus Ministry, Ms. Mary Beth May.
4. Faculty, staff, club or activity moderators, coaches or parents 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.
 - 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.**
 - 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 **C.F.O.**

This list is not meant to be comprehensive. It is meant to be representative of the types of “traditional” fundraising activities that take place in Catholic secondary schools. 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.

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, 2024.

FINANCIAL INFORMATION 2025- 2026

Tuition & Fees

Tuition:	\$18,750
Fees:	
Grades 9 – 11 Academic Fee	\$375
Senior Fee	\$600
Kairos Fee	\$360

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.

Billing Questions: Email tuitionassistance@fenwickfriars.com

Annual Enrollment Process

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

Payment Options

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

Payment in Full: Due July 15, 2025. Pay via your Smart Tuition account; Credit card payments are assessed a convenience fee. This fee is subject to change every year in the month of January.

4 Installments: An ACH payment will be withdrawn on the 5th or 20th of the month of July and October of 2025 and January and April of 2026.

10 Installments: An ACH payment will be withdrawn on the 5th or 20th of the month July 2025 through April 2026.

Late Payment Policy and Exclusion from Class

Students with delinquent accounts may 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. 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. In addition, final grades and transcripts will be held until tuition is paid in full.

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 Financial Officer and the Tuition Manager.

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

Withdrawal Process

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

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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.