

FENWICK HIGH SCHOOL

*** EXCELLENCE**

*** LEADERSHIP**

*** TRADITION**



**PARENT - STUDENT
HANDBOOK
2011 – 2012**

EDWARD DOMINIC FENWICK, OP (1768-1832)

Edward Fenwick was born on August 19, 1768 on the family plantation in St. Mary's County, Maryland. At the age of sixteen he left his family to attend the College of the Holy Cross in Bornhem, Belgium. Upon completion of his studies, and inspired by his Dominican uncle, he entered the Order of Preachers, joining the English Dominican province on December 4, 1788 as a novice where he was given the religious name Dominic. He was solemnly professed in 1790 and ordained a priest in 1796 at the Cathedral of Saint Baron, in Ghent.

Following nine years of ministry in the English province, Fenwick returned to his homeland to fulfill his lifetime dream to found a Dominican Province in the United States. Unable to receive permission from Archbishop John Carroll of Baltimore to found a college in Maryland, he responded to the need for priests on the frontier of Kentucky. Fenwick, in 1806 joined with four friars in founding the first Dominican community in the United States, under the patronage of the first Dominican saint of the Americas, Rose of Lima, in Washington County, Kentucky.

On June 13, 1821 he was appointed the first bishop of Cincinnati and ordained a bishop on January 13, 1822. His diocese included the entire state of Ohio, and the vast Michigan Territory, comprising the states of Michigan and Wisconsin.

Dedicated to education, Fenwick invited several women's religious communities to found schools in his diocese. He established a seminary in Ohio in 1829 and in 1831 a college, known as the Athenaeum.

Fenwick died of cholera on September 26, 1832 while returning from a trip to Mackinaw Island, preaching the Word of God and caring for the many settlers and Native Americans in his vast diocese.

Fenwick High School is named after this pioneering Dominican friar and bishop who dedicated his life to the education of young men and women.



FENWICK HIGH SCHOOL
505 WASHINGTON BOULEVARD
OAK PARK, IL 60302
www.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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A Dominican Catholic College Preparatory High School

Fenwick is a Catholic college preparatory high school under the direction of the Dominicans (Order of Preachers) of the Province of St. Albert the Great.



Fenwick is a special place because of all 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.

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 parent(s) or guardian(s), to comply with the regulations of the school outlined in this handbook. Students, parents and guardians must be familiar with the contents of these regulations. Fenwick High School reserves the right to review unsatisfactory conduct with a view to suspension and/or expulsion, should this be justified.

GENERAL INFORMATION

STRATEGIC PLAN, MISSION AND VISION STATEMENT

OUR MISSION

Fenwick students, guided by faith and reason, are a community of scholars, athletes, artists and leaders, devoted to lives of virtue, service, learning and truth as disciples in the Dominican Catholic tradition.

OUR VISION

Fenwick is committed to being a preeminent college preparatory high school inspired by its Dominican Catholic identity and dedicated to the comprehensive transformation, achievement, and growth of its students in a diverse and accepting community.

Fenwick High School has a rich history filled with traditions built around its mission and values. Since 1929 FHS has developed young people not only to be aware of the religious and ethical dimensions of living, but also to appreciate the human person. FHS has always emphasized the serious pursuit of study and lifelong learning by emphasizing the classical approach in its 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 overall mission has remained constant for over seventy-five years. We will continue to emphasize our traditions and values which must be an integral part of every Fenwick student's experience. Excellence and competitiveness will be important values to be attained in all that FHS undertakes in its academic, athletic and other extracurricular endeavors. Priority will continue to assure that appropriate resources are secured and maintained to meet Fenwick's goals and to assure that its mission is adhered to.

To sustain the mission we reaffirm the values of excellence, leadership and tradition which have always defined FHS:

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

We will emphasize a strong self-discipline in our approach to academics and cocurriculars;

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 socioeconomic population in our student body.

SCHOOL PHILOSOPHY

Philosophy of Education

Since its founding in 1929, Fenwick, a Dominican Catholic college preparatory high school, has stood 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 principles of sacramentality and meditation.

Dominican Heritage

St. Dominic valued the intellectual life as essential to a mission of preaching and teaching Christianity; 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 belief that God and the world can be known;
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 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.

Our Mission Statement, Vision Statement, and Strategic Plan was approved by the Board of Trustees in 2010.

DAILY CLASS SCHEDULES

Regular Schedule

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

Afternoon Assembly

<u>Period</u>	<u>Class Begins</u>	<u>Class Ends</u>	
01	8:00	8:45	
	8:30	8:45	Advisory
02	8:50	9:30	
03	9:35	10:15	Homeroom
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	1:45	
	1:50	2:30	Assembly
11	2:35	3:15	

Morning Assembly

<u>Period</u>	<u>Class Begins</u>	<u>Class Ends</u>	
01	8:00	8:45	
	8:30	8:45	Advisory
	8:50	9:30	Morning Assembly
02	9:35	10:15	
03	10:20	11:00	Homeroom
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	

DAILY CLASS SCHEDULES

Liturgy Assembly

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

Faculty Meeting/Late Start Schedule

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

Restoration Schedule

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

ADMINISTRATION AND FACULTY

Administration

President: Rev. DePorres C. Durham, O.P.
Principal: Mr. Peter G. Groom
Associate Principal: Mr. Richard A. Borsch
Assistant Principal: Ms. Kathleen A. Curtin
Assistant Principal: Ms. Laura A. Wsol
Director of Marketing and Public Relations: Ms. Jennifer J. Butler

Athletics

Athletic Director: Mr. Scott H. Thies
Associate Athletic Director: Mr. Michael L. Curtin

Alumni and Development

Director of Development and Operations: Mr. R. J. McMahon
Associate Director of Alumni and Development: Rev. Richard C. LaPata, O.P.
Director of Data Control: Ms. Cindy Erwin
Special Assistant to the Director of Development: Rev. Wm. J. Bernacki, O.P.
Director of Institutional Advancement: Dr. Gerald F. Lordan

Business Office

Business Manager: Ms. Geri L. Gushurst
Accounts Receivable Specialist: Ms. Sharon C. Bolden
Accounts Payable Specialist: Ms. LaTanya Pumphrey
Controller: Mr. Jim Dollard

Campus Ministry

Campus Minister: Br. Douglas-Adam Greer, O.P.,
Assistant Campus Ministers: Rev. Michael Slajchert, and Ms. Lucy White

Student Services Department

Director of Student Services: Mr. Richard A. Borsch
Dean of Students: Ms. Brigitte R. Kusevskis
Assistant Dean of Students: Mr. Wallace Pendleton
Assistant to the Deans: Mr. Joseph A. DiCanio
Director of Admissions: Ms. Francesca A. Rabchuk
Assistant Director of Admissions: Mr. James Reardon
Director of Scheduling and Student Data: Ms. Diana J. Caponigri
Counselors: Ms. Emily K. Anderson, Ms. Laura M. Docherty, Ms. Nancy E. Drennan
Mr. Thomas J. Egan, Mr. Dennis A. Zelasko
School Nurse: Ms. Karen L. Rudnik
Facilities and Operations Manager: Mr. Jerry M. Ruffino

Technology Services

Technology Services Director: Rev. Michael A. Winkels, O.P.
Network Administrator: Mr. Ernesto Nieto

ACADEMIC PROGRAM

English Department

Chairperson: Ms. Mary K. Marcotte

Mr. Michael Curtin, Ms. Laura Dixon, Mr. Thomas Egan, Ms. Kimberly Kotty,
Ms. Carin McKinney, Ms. Jennifer Morris, Mr. Richard O'Connor, Mr. John Paulett,
Mr. Kyle Perry, Mr. John Schoeph, Ms. Georgia Schulte, Ms. Nancy Sjostrom,
Mr. Gerard Sullivan, Ms. Katherine Whitman

Expressive Arts Department

Chairperson: Mr. Andrew M. Arellano

Ms. Rizelle Capito, Mr. Donald Heldmann, Ms. Suzanne Senese,
Mr. Andrew Thompson, Rev. Michael Winkels, O.P., Ms. Laura Wsol,

Language Department

Chairperson: Mr. Alan M. Howell

Ms. Samantha Carraher, Ms. Irene Drago, Ms. Alison Heinz,
Ms. Shawna Hennessey, Mr. John McCluskey,
Ms. Denise Megall, Ms. Korin Mihevic, Ms. Noreen Moore, Dr. Marissa Porter,
Ms. Francesca Rabchuk, Mr. Daniel Rodde

Library Services

Librarian: Ms. Mary Pat Ryan

Mathematics Department

Chairperson: Mr. Roger A. Finnell

Mr. Robert Arscott, Ms. Diana Caponigri,
Ms. Marianna Curtin, Ms. L. Toni Dactilidis, Mr. Dale Heidloff,
Ms. Cynthia Jones, Mr. Raymond Kotty, Ms. Glenda Morrissey, Ms. Maria Nowicki,
Mr. Kevin Roche, Mr. David Setum, Ms. Martha Westergaard,

Physical Education Department

Chairperson: Mr. David D. Hogan

Ms. Emily Anderson, Ms. Kelly Colangelo, Ms. Kathleen Curtin,
Ms. Nancy Drennan, Ms. Laura Docherty,
Mr. David Power, Mr. Dennis Zelasko

Science Department

Chairperson: Mr. John D. Polka

Mr. Mickey Collins, Mr. Thomas Draski, Mr. Ramzi Farran,
Mr. Dale Heidloff, Mr. David Kleinhans, Mr. Peter Lamkin, Mr. Marcus McKinley,
Ms. Elizabeth Perry, Mr. Bernard Rudnik, Mr. Dan Wnek

Social Studies/History Department

Chairperson: Ms. Brigitte R. Kusevskis

Mr. Colby Burnett, Mr. Peter Gallo, Mr. Peter Groom,
Mr. Donald Heldmann, Mr. Alex Holmberg,
Ms. Mary Beth Logas, Dr. Gerald Lordan, Mr. Luke McGuire,
Mr. Joesph Ori, Mr. John Quinn, Mr. Gary Richied, Mr. Ronald Stuart,
Mr. Scott Thies

Theology Department

Chairperson: Mr. Patrick J. Mulcahy

Br. Timothy Combs, O.P., Rev. DePorres C. Durham, O.P.,
Rev. Joseph F. Ekpo, O.P., Br. Douglas-Adam Greer, O.P.,
Mr. Joseph Konrad, Rev. Michael Slajchert, Ms. Lucy White

PARKING PROCEDURES AND REGULATIONS

If a student drives to school, he/she is expected to obey all governmental rules and regulations regarding operation of a motor vehicle and parking.

Because parking in the school lot is restricted to faculty and staff during the school day, students are urged to participate in the Village of Oak Park's Fenwick Student Hang Tag Program. This Hang tag allows a student to park in permitted parking area's which include the Oak Park and Madison Lot. These areas are Permit Parking S4 zones. (Students can only park in area's displaying S4 permits).

Fenwick students are expected to demonstrate consideration for our neighbors at all times. Students should refrain from playing loud music, using foul language, and littering. Students are also asked to use Madison Street to walk to Fenwick when parking in the Oak Park and Madison lot. **PLEASE DO NOT WALK DOWN THE ALLEY.**

Fenwick students are expected to demonstrate consideration and courtesy for our neighbors at all times. Students should refrain from playing loud music, using foul language, and littering.

Failure to report a vehicle or to observe these rules may result in one or more of the following:

1. Detention and demerits
2. Ticketing by police

ATTENDANCE

A student's absence must be reported by phone before 8:45 a.m. on the day of that absence. Upon returning to school, the student is to bring a note from a parent(s) or legal guardian(s) stating the date and reason for the absence. This note is to be presented at the Attendance Office before the first class on the day the student returns to school. A telephone call is required for every day of absence.

TYPES OF ABSENCE

Excused Absence: an absence is excused when a student misses school because of personal illness, death or serious illness in the family, an emergency or a situation beyond a student's control (ie. life-threatening). Unexcused Absence: an absence is unexcused when a student misses school for trips (without two weeks' notice), is truant, is dismissed from class for disciplinary reasons, leaves the building without permission from a Dean or cuts class(es).

Any student who has an excessive number of absences (excused or unexcused) in a semester, most probably, will lose all credits for that semester, with all cases subject to review by the Attendance Review Board.

ATTENDANCE PROCEDURES

1. A student who is late for school or for any class must report to Student Services to obtain an admit slip before going to class. Unexcused tardiness will result in an after school detention. Failure to appear after school for detention may result in suspension.
2. Any student who is tardy (unexcused) for class an excessive number of times in a semester may be dropped from that class and no credit will be given for the course, with all cases subject to review by the Disciplinary Board.
3. The State of Illinois places legal responsibility for school attendance upon the parent(s) and/or guardian(s). Fenwick High School considers a student who is absent without consent of parent(s) or guardian(s) and the school, to be truant. Truancy will be dealt with severely and may result in suspension with a view to expulsion.
4. An absence due to truancy, out of school suspension or dismissal from class for disciplinary reasons is unexcused. In these cases the teacher is not obligated to assist the pupil in making up the assignment work, tests or laboratory experiments that have been missed. The student may not receive credit for any work missed during these times and may not participate in extracurricular activities.
5. In some cases a Dean may require a physician's note for absences. If the Dean deems a student has excessive tardies or absences for the first semester, a parent conference may be required for admission to the school for the second semester.

6. Doctor and dental appointments must be made for Saturdays, holidays or after school hours. Appointments made during school hours may be considered an unexcused absence. Students who must leave school early on a particular day are to bring a note from their parent(s) or guardian(s) to Student Services.
7. When there is severe inclement weather, check the Fenwick website at www.fenwickfriars.com, or the Emergency Closing Center website at www.emergencyclosings.com. Other options include tuning in to A.M. Radio (720 WGN, or 780 WBBM), F.M. Radio (94.7), T.V. (Fox 32, CBS 2, ABC 7, WGN9, or NBC 5), or calling the Emergency Center Closing Center Hotline at 1-312-222-SNOW.

ADVANCED ABSENCES

Fenwick High School strongly discourages absence caused by student's vacationing. We urge parents to give serious consideration to the consequences of such absences. Parents and students should understand that excessive absences, whether excused or unexcused, will drastically affect the class grade.

In the case of a planned absence due to family necessity, a parent must inform the Attendance Office of the fact, IN WRITING, AT LEAST TWO WEEKS IN ADVANCE. This action will be expected if the student is to have make-up privileges for tests missed and must obtain an Advanced Absence Form from their counselor. It is the student's responsibility to obtain assignments and turn them in on the date the student returns to school. Any work not completed or tests not made up will be recorded as "No Credit" (NC). Any student who has an unexcused absence the day before and/or the day after a major holiday (i.e. Christmas, Easter, etc.) is not entitled to any make-up privileges. Faculty members are to bear no responsibility for tutoring, setting up laboratory experiments, or administering tests if the student is unexcused.

Students who are attending a school sponsored off-campus event or making college visits must notify their counselor at least ONE WEEK IN ADVANCE and obtain an Advanced Absence Form. Faculty members are encouraged to schedule field trips or like events well in advance of this requirement. Students are urged to make college visits on school holidays and during the five day college visit period calendared in October.

FOREIGN OR DOMESTIC TRAVEL

Fenwick High School does not sponsor any foreign or domestic travel tours other than classes taken for Fenwick academic credit. We are also not affiliated with any of the travel agencies which send unsolicited information about their vacation tours to the homes of our families (e.g. trips to Mexico, Italy, France, etc.).

ILLNESS AND MEDICATION AT SCHOOL

If a student feels ill at school, he/she should inform the teacher in the class she/he is in or scheduled to attend and ask for a pass to Student Services. Once in Student Services, one of the Deans or a designated representative will talk to the student before the student is sent to the school nurse or back to class.

If a student needs to take medication at school, he/she may self-administer the medication if they have a Medication Authorization Form on file in the Health Office.

CONDUCT

SCHOOL PROCEDURES AND REGULATIONS

1. When students arrive at school before the first bell, they must enter the building in dress code. Students may not loiter at the entrances to the school or on the sidewalks adjacent to the school.

Students who arrive at school early are to go to the cafeteria or the library. Students are not allowed to congregate in the hallways, link, locker rooms or stairwells and are to remain on campus from the time they arrive at school until afternoon dismissal. If a student requests to leave the building during this time period, permission must be granted by a Dean.
2. There is to be no loitering in the corridors or in the lavatories during the time allowed for changing of classes or at the beginning and end of the lunch periods. No shouting, fighting, wrestling, running or gum chewing is permitted in the school at any time. Students are to remain away from the windows. Unsupervised students are not permitted to be in the building after 3:30 p.m. or on the weekends.
3. Students may go to their lockers only before and after school and immediately before and after lunch.
4. Students are to be concerned with the neat appearance of the entire school.
5. The submitting of work which is not original (plagiarism), sharing of test/quiz material, collaboration on individual projects and lying or misrepresenting facts are unacceptable behaviors. Any instance of academic dishonesty could result in suspension with a view to expulsion.
6. Lunches are to remain in the hall lockers until just before the lunch periods. It is only in the cafeteria that food and beverages are consumed. No food or beverages are allowed in the halls, the classrooms or the P.E. areas.
7. Smoking is forbidden. Students are not to have any tobacco products, matches or lighters on their person or in their lockers.
8. Students are not to use laser pointers, cell phones, camera cell phones, beepers, radios, ipods or MP3 players (with or without head phones) in the building during school hours. These items will be confiscated if found.
9. Only school locks are permitted on the lockers and these are to be KEPT LOCKED. Students are to use only the locker assigned to them, any changes must be approved by a Dean. Students are not to give locker numbers or combinations to anyone.

10. Students should not bring expensive personal items into the school (i.e. jewelry, iphones and leather clothing).
11. Students are issued ID's which they must carry with them during the school day and must be shown to Faculty/Staff members upon request. Failure to have an ID card will result in a detention. The ID also serves as a student's library card and cafeteria debit card. Student ID's are issued through the Technology Office. There is a \$10 charge to replace lost ID's.
12. Physical Education Classes: Students dressed before the bell rings to change classes, must remain in the corridor between the locker room door and the door leading to the classroom corridor on the lower level of the school. Both doors should be kept closed.
13. P.E. lockers are to be used for P.E. attire only. Books, jackets, suit coats, etc. are not to be left in the P.E. locker room.

STUDENT BEHAVIOR

1. Being under the influence of intoxicating beverages, drugs or narcotics on the premises or at school-sponsored functions will result in suspension with a view to expulsion. Please Note: Fenwick High School reserves the right to conduct Breath Alcohol Testing at any school-sponsored event. Procedures for expulsion will begin immediately for students who possess illegal drugs or intoxicating beverages in the school building.
2. Fighting in the school building or on school grounds will result in immediate suspension.
3. Any disrespect, insubordination or insolence in word, act or attitude will be dealt with according to the gravity of the situation. Grave insubordination could result in suspension or expulsion.
4. Vandalism involving school property or property of a fellow student will be dealt with according to the gravity of the situation. Serious incidents will result in expulsion. All damage to school property must be paid for by the student.
5. Stealing is a serious offense. It will result in suspension with a view to expulsion.
6. No gambling is allowed.
7. Public displays of affection of a romantic nature during school hours are not permitted (i.e. kissing, hand holding, excessive physical contact).
8. 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 a detriment to the good name of the school, as well as the student, are cause for a review which could lead to intervention, suspension, or expulsion (Some examples of these situations include: the use, possession, sale, or being under the influence of intoxicating beverages, drugs, or narcotics.).

9. School regulations are to be observed whenever students are on the school grounds -- both before and after school -- as well as at all social, athletic and spiritual events sponsored by the school whether these are held on the school campus or elsewhere. The faculty and administration exercise responsibility for students at these events and students are to heed their authority.
10. In the Fenwick family, we value each individual for the human potential he/she possesses; we encourage each other to achieve all that we can; we congratulate each other for our achievements. We try to find Christ in everyone we meet. Ethnic, gender, or racial stereotypes prevent us from open-mindedly encountering each other as unique individuals. When we prejudge others, according to these stereotypes, it keeps us from developing responsible one-on-one relationships with our sisters and brothers in Christ. The expression of these stereotypes reflects an unthinking, irresponsible, and un-Christian attitude -- unacceptable in the Fenwick family. Ethnic, gender, or racial slurs -- spoken or written -- will be dealt with by one of the Deans or a Counselor. Responses range from counseling sessions to suspension with a view to expulsion.
11. Bullying is behavior by an individual or group, usually repeated over time, that intentionally hurts another individual either physically or emotionally. Bullying/harassment takes on many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, spreading gossip or rumors, and the use of computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Bullying or harassment will be subject to disciplinary action, which could include, but is not limited to, disciplinary probation, suspension, or a view toward expulsion.
12. Initiation rituals (hazing) demonstrates a lack of respect for one's peers. This will not be tolerated and may lead to suspension or expulsion.
13. The school does not approve of any activity which could bring harm to or endanger a person or other living thing. Such activities will be dealt with severely and with a view to suspension and possible expulsion.

PREGNANCY POLICY

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

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

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

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

PERSONAL APPEARANCE

In the spirit of Fenwick's best tradition, we wish to maintain and enhance a norm of personal appearance which reflects self-respect, neatness and a sense of school identity. It has been our experience that, with the support of the parents and faculty, these guidelines help to engender a positive climate for mature behavior which reinforces good academic performance.

Any student who cannot abide by the dress code due to injury or illness must have written permission from a Dean.

Hair: **The student's hair must be neat, clean and well groomed.** Hair must be off one's face, and severe, bizarre and extreme styles and colors are not acceptable (i.e. punk, Mohawk, etc.). Boys' hair may extend only to the top of the collar. Excessive side burns are not acceptable (nothing lower than the ear lobe).

Sweater/Jacket: It is recommended that students wear a sweater, sport coat or blazer during the colder months. Sweaters must be uniform black, gray, navy or white, cardigan or v-neck styles.

Unacceptable in-school wear includes non-Fenwick sweatshirts, non-Fenwick or Fenwick hooded sweatshirts, outside coats jackets, and cover-ups that give the appearance of being strictly casual. No bright colors, patterns or designs are acceptable with suit coats/blazers.

Make-up/Tattoos/Jewelry: No excessive make-up or jewelry may be worn. Boys may not wear earrings, and girls may wear only one stud or small looped earring in each ear lobe (loops must be smaller than a nickel). Extreme jewelry related to body piercing is not permitted. Tattoos must be covered when representing the school at any school-sponsored function.

Slacks/Trousers: Only straight leg dress slacks with no designs, excess stitching or ornaments (excessive snaps, buttons or buckles) may be worn. Slacks must be brown, navy, gray, tan or black and be worn at the waist with a belt. Corduroy material is acceptable as long as they are cut as dress slacks.

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

LiturgY and Special Assemblies: The regular dress code is in effect for liturgY days and special assemblies. All students must also wear blazers/suit coats on these occasions. Blazers/suit coats should be of a solid color; no bright colors, patterns or designs are acceptable.

Hats: Hats are not to be worn in the school building.

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

All clothing must be free from tears, markings, and patches.

BOYS' DRESS CODE

Shirt: A solid color, dress shirt (black, white, off-white, blue, or gray) is required. All buttons must be buttoned and shirts must be tucked in so that the top band or belt of the slacks/trousers is visible.

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

Shoes: Students must wear black or brown dress shoes and socks during the school day.

Unacceptable shoes include moccasins, sandals, shoes without backs, multi-colored shoes, athletic shoes of any kind (except when injured and given permission by the Dean) or boots. If a student is injured for an extended period of time, then solid black athletic shoes must be worn.

Shaving: The student's face is to be clean shaven.

Ties: Boys are required to wear ties to and from school.

GIRLS' DRESS CODE

Skirts: Fenwick uniform dress skirts must be worn. The classes of '14 and '15 have a choice of two uniform skirts. The classes of '12 and '13 have the option of wearing two additional uniform skirts. Skirts have to be free of tears, markings and patches. They must also be neatly hemmed and worn knee length or longer. Jeans or sweat pants cannot be worn under the skirts at any time.

Blouses/Shirts: A solid color black, white, off-white, blue, or gray tailored blouses with collars, long or short sleeve (not sleeveless) may be worn. White, off-white, blue, gray or black turtlenecks (pull-over) may be worn with a skirt. All shirts must be long enough to be tucked in so that the top band or belt of the skirt is visible. It is recommended that sweaters or blazers be worn over turtlenecks.

Unacceptable shirts include those that are oversized, sheer, tight fitting or denim-look.

Undergarments: Undergarments must be worn but should not be visible (i.e. no long underwear may be worn under skirts). Solid color stockings (nylons or tights) or socks (anklet to knee length), that match the uniform skirt or slacks (black, gray, or white) are required. Patterns are not allowed.

Shoes: Students must wear dress shoes and socks during the school day. Socks must extend above the ankle joint.

Unacceptable shoes include moccasins, sandals, slippers, shoes without backs, multi-colored or 'sparkly' shoes, athletic shoes of any kind (except when injured and given permission by the Dean) and boots. If a student is injured for an extended period of time, then solid black athletic shoes must be worn.

Any questions about the appropriateness of the dress code should be referred to one of the Deans.

All uniform materials are available through Schoolbelles Uniform Company. For information call (708) 598-8008 or 1-800-548-3883.

DISCIPLINE BOARD

The Discipline Board is made up of the Principal, the Director of Student Services, both Deans and five faculty members. Four of these faculty members are elected by the faculty and one is appointed by the Principal. The student's counselor and the Campus Minister may also be present at hearings.

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

DEMERITS

Demerits may be assigned by the Deans for the violation of school regulations. If a student's demerits total **twenty-five** in the course of a year, they are liable for expulsion according to the discretion of the School Disciplinary Board. When a student accumulates **fifteen** demerits parents will be notified, the student will be placed on disciplinary probation and a conference may be requested.

PROBATION

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

SUSPENSION

GROUNDS for suspension include but are not limited to:

1. Violations of those school regulations that suggest or impose suspension or expulsion as a consequence of misconduct.
2. Any actions which interfere with or threaten an individual person and/or the orderly function of school activities including classroom, co-curricular and athletic activities.
3. Continuing serious past-due tuition conditions, not corrected after written warnings from the Business Office.

PROCEDURES

1. One of the Deans shall determine if cause for suspension exists. In some cases he may hold the suspension in abeyance and substitute another penalty. There are both in-school and out-of-school suspensions.
2. If cause for suspension does exist, a Dean shall:

- a) Immediately remove the student from the academic or extra-curricular areas of the school and orally give reasons for suspension.
- b) Notify parent(s) or guardian(s) of the reason(s) for the suspension from class and/or school. No pupil shall be released from school during the school day until a parent or guardian is notified.
- c) Confer with the parent(s) or guardian(s) regarding the corrective measures necessary for the student to regain the privilege of returning to class or school.

EXPULSION

GROUNDS - these shall include but not be limited to:

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

PROCEDURES

1. The Deans shall determine if suitable cause exists for possible expulsion.
2. If cause for possible expulsion exists, the Deans shall:
 - a) Follow the general procedure for suspension.
 - b) Request the Principal to convene the Disciplinary Board. The Board will then meet with the student and the parent(s) or guardian(s), if they wish to attend, to examine the nature of the offense(s).
 - c) In conjunction with the Principal ask the Disciplinary Board to make recommendations concerning dismissal or some suitable corrective measures that will enable the student to become an effective member of the Fenwick community.
3. The Principal, or his designated representative, will inform the parent(s) or guardian(s) about the decision on the student's status.

ACADEMICS

ACADEMIC REVIEW BOARD

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

GRADUATION REQUIREMENTS AND GRADUATION POLICY

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

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

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

FRESHMAN COURSES:

Theology I
 English I - (honors program available)
 Language - (French, German, Italian, Latin, Spanish)
 Algebra - (honors program available)
 World History
 Biology Honors - (elective - based on entrance exam scores)
 Expressive Arts - (one semester of fine arts or 2 consecutive semesters of band or 2 consecutive semesters of choir)
 Health Education (taken with Biology Honors)
 Physical Education

SOPHOMORE COURSES:

Theology II - (one semester)
 Speech - (one semester)
 English II - (honors program available)
 Language
 Geometry (honors program available)
 Biology or Chemistry (honors program available)
 Expressive Arts - (one semester of fine arts or 2 consecutive semesters of band or 2 consecutive semesters of choir)
 Health (taken with Biology or Chemistry)
 Physical Education
 Additional Academic Electives (see course descriptions)

JUNIOR COURSES:

Theology III
 English III - (honors and AP programs available)
 Language
 Math III - (honors program available)
 United States History - (honors and AP programs available)
 Band (elective)
 Choir (elective)
 Physical Education (elective)
 Additional Academic Electives (see course description)

SENIOR COURSES:

Theology IV - (one semester)
 Western Civilization - (one semester)
 English IV - (honors and AP programs available)
 Language - (honors and AP programs available)
 Math IV - (honors and AP programs available)
 Science - (honors and AP programs available)
 Band (elective)
 Choir (elective)
 Physical Education (elective)
 Additional Academic Electives (see course description)

TEST DAYS

Monday - English, Computers, Fine Arts, Science, Social Studies
 Tuesday - Foreign Languages and Mathematics
 Wednesday - English, Speech, Theology
 Thursday - Science, Computers, Fine Arts, and Social Studies
 Friday - Foreign Languages, Mathematics, Health, Theology, and Speech

GRADING

The following grading scale is recommended:

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

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

1. An "A" - "B" - "C" - "D" - "NC" is figured into the Grade Point Average. An "I" and any non-academic courses are NOT included in the Grade Point Average.
2. An "NC" received in any subject for a semester's work requires that the student take the course over again and the grade received will be added into the GPA together with the "NC".
3. Three "NC"s received on semester grades, in any one semester, two "NC"s in both semesters, in the same academic year, or a cumulative Grade Point Average of under 1.5 will cause the student's record to be reviewed by the academic board and may cause dismissal from school.
4. Honors for outstanding academic performance will be listed according to the following norms:

First Honors:	Requires an average of 3.50 or above, with no single grade point value lower than 3.00.
Second Honors:	Requires an average of 3.00 or above, with no single grade point value lower than 2.00.

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

GRADING PROCEDURES

The following grading and quality point systems is used:

QUALITY POINTS/GRADE POINT AVERAGES

<u>REGULAR CLASSES</u>	<u>HONORS/AP/LANGUAGE III AND IV CLASSES</u>
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 1
NC = 0	NC = 0

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

Examples:

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

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

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

COLLEGE ADMISSION REQUIREMENTS (IBHE)

It is important for students and their parents to be aware of the Illinois Board of Higher Education (IBHE) required admission standards for the state's public universities. College freshmen must have completed the specific high school course-work listed below:

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

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

STUDENT SERVICES

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

ACADEMIC ADVISING

A student's progress is monitored by a class counselor. Students may be referred to our FRIAR MENTOR PROGRAM to gain assistance from a peer-tutor. A counselor, teacher, or parent may request that a student participate in our WEEKLY PROGRESS REPORTS PROGRAM. In this way students can bring home an evaluation of their progress at the end of each week.

SUMMER COLLEGE SERIES

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

SUBSTANCE ABUSE PROGRAM

The Student Service Department acts as a resource for students, parents, and faculty when questions of substance abuse arise. Information for faculty, which may be included in appropriate academic discussions, is available. Our entire community is invited to sessions during the year, which are presented by experts in the fields of prevention, treatment and intervention. The focus of this program is preventative rather than punitive.

SAFE HOUSE PROGRAM

Fenwick High School began a Safe House Program so that parents could work with each other to prevent the use of alcohol and drugs at parties involving Fenwick students. Parents who have pledged to never allow their children to host a party where liquor or drugs are available, and who have promised to be present when their child is hosting a party are part of the Safe House Program. The list of "Safe Homes" is distributed by Fenwick's Student Services Department. If you have any questions about this program, or wish to join, contact Student Services.

SHADOW DAY PROCEDURES

A shadow day is an opportunity for a junior high school student to be a Friar for a day. Eighth graders are welcome to visit Fenwick during the fall semester and seventh graders are welcome to visit during the spring semester. Junior high school students may shadow with a Fenwick student they know, but the Admissions Director reserves the right to choose a different host for the visit to ensure an appropriate pairing and a productive day.

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

Only under unusual circumstances will high school students be allowed to shadow. All high school shadows must have applied for admission. Fenwick students who bring unauthorized high school shadows to school will receive a detention and the shadow will be required to call his/her parent and will be sent home.

TESTING PROGRAM

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

PSAT/National Merit

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

PLAN -- (Preliminary ACT Test)

Sophomores sit for this test, which is a preparation for taking the ACT (given in junior year). The P+ACT also contains a career selection component which allows students to gain insights into possible career and college majors.

SAT -- (Scholarship Aptitude Test)

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

ACT -- (American College Test)

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

STRONG-CAMPBELL

The Strong-Campbell inventory is available to any member of the student body. The test measures student interest in a wide cross section of possible vocational choices. The results are utilized in guidance sessions when a student is attempting to choose possible career paths and college choices.

All students are required to sit for all standardized examinations. Testing fees are set by the independent testing agencies.

CLASS COUNSELORS

Class of 2012	Mr. Borsch and Ms. Docherty
Class of 2012	Ms. Anderson
Class of 2013	Mr. Egan
Class of 2014	Mr. Zelasko
Class of 2015	Ms. Drennan

Mr. Borsch and Ms. Docherty are also the college counselors and liaisons to the state and national college counseling agencies. Fenwick is a member of the College Board, the Illinois Association of Admissions Counselors (IACAC), and the National Association of College Admission Counselors (NACAC).

THE LIBRARY

Library hours are from 7:00 a.m. to 5:30 p.m. from Monday to Thursday. On Fridays the library will open at 7:00 a.m. and will close at 4:30 p.m. All students are welcome in the library and are strongly encouraged to use it often. For safety and security no one without an official pass is allowed in the library.

A respectful, quiet atmosphere, conducive to study and concentration should be maintained at all times. Proficiency in library skills is promoted; however, students should ask a librarian for assistance if needed. In order to develop responsibility, students should be aware of library material due dates and return materials on time. In order to check out library materials, students must present their Fenwick Student I.D. The cost of replacement materials will be charged if items are lost.

Each year the library receives funds from federal grants which are intended to allow us to purchase materials that will enrich the educational process and address the students' greatest needs. This grant may not supplant school funds. Parents and faculty are invited to contact the school librarian with suggestions for purchases from these funds.

INTERNET ACCEPTABLE USE POLICY

Purpose

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

Guidelines

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

1. All Internet activities should be consistent with Fenwick High School's Philosophy and Objectives.
2. Be polite and exemplify good citizenship.

3. Seek permission from teachers or supervisors before downloading any files or programs.
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. This includes using another person's account or sending information about another person.
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, are not to be stored on the network. All files will be deleted one week after the last exam of the school year.
8. Report to a supervisor or teacher any e-mail messages that make you feel uncomfortable, are inappropriate or are 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 Acceptable Use Policy.
11. Conserve storage space and consistently delete any of your files that are no longer needed.

Unacceptable Behavior

1. Using another person's account.
2. Disclosing personal information about yourself or another person such as name, address, phone number, social security number or credit card number.
3. Giving your password to anyone other than a teacher or supervisor when needed for maintenance or assistance.
4. 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.
5. Unauthorized downloading of software.
6. Sending anonymous messages.

7. Using the network for commercial or private advertising, for personal or financial gain, or for political fund raising or campaigning. This includes offering, providing or purchasing products.
8. 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.
9. Removal from the premises of any computer equipment, software or peripherals.
10. Plagiarizing ideas or works of another person.
11. 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.).
12. Agreeing to meet with someone who was contacted on-line.
13. Wasting limited resources such as printing unnecessary information.

RETREAT PROGRAM

The purpose of the retreat program is to provide a spiritual component to the student's academic life in addition to the celebration of the Eucharist and Reconciliation, prayer before school, classroom prayer, para-liturgical celebrations and outreach programs throughout the school year. The ninth grade retreat is held in the fall and focuses on the developing and understanding of self-identity in the Fenwick community. The tenth grade retreat, also held in the fall, is geared toward the development of a personal spirituality through the examples of the Dominican Order's spiritual practices. The eleventh grade retreat, held in spring, deals with leadership. The twelfth grade retreat program, which follows the format of the nationally recognized Kairos retreat program, directs Fenwick students toward the development of an adult faith life. This program, led by students, is also open to juniors in the spring if space is available. All students are required to participate in a senior retreat before they graduate.

CHRISTIAN SERVICE PROJECT

All students are required to complete the Christian service project before their senior year of studies. This project has a pass/fail status and is usually completed during the eleventh grade in conjunction with the Theology III class. Students must complete forty hours of not-for-profit service to an agency outside the school and create a portfolio according to specifications. Failure to complete this requirement will result in a NC grade for Theology III. The requirement must be made up in summer school before advancing to the senior year.

“FENWICK AT ITS BEST” (FAB)

This program promotes the development of leadership, character and healthy lifestyles for Fenwick students. It is supported by generous grants from the Community Memorial Foundation and the Westlake Health Foundation.

PARENTS

PARENTS GUIDELINES

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

1. At Fenwick student-focused events, such as team parties and award ceremonies, alcohol cannot be served even to adults. This is an important way to demonstrate to students that people can have fun without alcohol.

We request that you follow that same guideline when hosting pre-dance parties. Taking photographs at someone’s home can be enjoyed by both students and parents without adults drinking alcohol in front of the students. We send a clear message to students with our own behavior.

2. Talk to your son/daughter about your views on the use of alcohol, drugs, and tobacco. It is important that they know your values and will learn from what you say and what you do. Also, help them understand that other values matter: a set of values held by their school which translates into a code of behavior and a set of values held by their society, which results in laws.
3. Make sure that your son/daughter is aware that one important consequence of conduct warranting discipline is that many college applications ask if the applicant has ever been suspended or put on probation. Fenwick is asked to report significant disciplinary measures to a student’s prospective colleges.
4. The Illinois High School Association and the Chicago Catholic League have very strict regulations barring the presence of alcohol at athletic events.

Please note that schools that violate this policy will not be allowed to host IHSA events. We strongly urge parents to enjoy Fenwick events **WITHOUT** consuming alcohol before or during these events.

5. In accordance with state laws and local ordinances, alcohol cannot be purchased for nor served to any person under the age of 21. Persons who serve alcohol to underage drinkers or permit alcohol to be consumed by teenagers in their homes B not only endanger the health and well-being of those persons, but also open themselves to serious legal and financial consequences.

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

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

HOW PARENTS USE EDLINE

Edline is a password protected online service that allows teachers to post grades, assignments, projects, calendar events and due dates for projects. It also can be used by moderators to post dates and times for sporting events and various clubs.

Initially parents need a 12 alphanumeric character access code available from the school to enter Edline. Those who wish to activate their account should contact the Director of Student scheduling and Data at Ext. 111. After entering Edline using this code, they set up their own username and password and will use this username and password each succeeding time they enter the software. Since this is an online service, they can access this whenever it is convenient for them at any time during the day.

Once logged in they can access any reports that teachers have posted and see the grades of their child in that particular class. They do not have to wait for a progress report or a report card and can take immediate action if they see a grade is slipping. Generally, a teacher will put the date, name of the graded item, maximum points, points student earned, and the student’s percentage or letter grade. The report will also show what the marking period or semester grade is at that point.

A parent can choose to have an email sent to them when a new report is posted or when a class grade becomes lower than a particular percentage.

STUDENT ACTIVITIES

THE NATIONAL HONOR SOCIETY

Membership in the National Honor Society 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 Grade Point Average 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, moderators of clubs or some person who can attest to the student's leadership, service and character.

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

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

Leadership - The student who exercises leadership:

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

Service - The student who serves:

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

Character - The student of character:

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

NON-SELECTION

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

CLUBS AND ORGANIZATIONS

ART CLUB

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

BASS TEAM

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

BLACKFRIARS GUILD

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

BLACKFRIARS YEARBOOK

The aim of the Blackfriars yearbook is to provide an interesting and original record of the school year. It covers all aspects of the school; athletic, social, as well as, academic, with particular emphasis on the graduating class. Ms. Laura Dickson is the moderator.

BROADCASTING CLUB

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

C.A.F.E.

Cultural Awareness For Everyone is a diverse group designed to encourage student awareness of different cultures, ethnicities and beliefs through discussion and activities. Ms. Emily Anderson is the moderator.

CAMPUS MINISTRY TEAM

The Campus Ministry Team is open to all Fenwick students. The purpose of this group is to help raise students' awareness of peace and justice issues in the global community. Activities include Thanksgiving, Christmas and Lenten drives for food, clothing and money; Pro-Life Awareness; and Christian Leadership. Br. Douglas Greer, O.P. is the coordinator.

CHESS CLUB

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

THE ENVIRONMENTAL CLUB

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

FILM CLUB

The Film Club meets weekly to view a variety of modern, classic and foreign films. The main goal of the Film Club is to help students have a greater appreciation for films other than the mainstream Hollywood fare. Mr. Ernesto Nieto is the moderator.

FRIAR MENTORS

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

GUITAR CLUB

The Guitar Club meets informally throughout the school year to discuss, play and appreciate guitar music. Mr. Michael Slajchert is the moderator.

HISTORY CLUB

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

H.O.L.A.

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

INTERNATIONAL RELATIONS CLUB

The International Relations Club provides for open discussions on persons' homelands and human relations. Ms. Irene Drago is the moderator.

INTERNET RADIO

Students broadcast athletic games live and bring you radio shows of differing topics and personalities. Fr. Michael Winkels is the moderator.

JETS

The Junior Engineering Technical Society sponsors competitive examinations in biology, chemistry, computers, English, graphics, mathematics and physics. In 1989 they were national champions. In 1993, 1995, 1997, 1998, 2000, 2004, 2005, 2006, 2007, 2008, 2009, 2010, and 2011 they were state champions. Mr. Ramzi Farran is the moderator.

LANGUAGE CLUBS

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

LITERARY MAGAZINE (TOUCHSTONE)

The Literary Magazine features students' writings and art work. Mr. John Paulett is the moderator.

MATH COMPETITION CLUB

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

MARTIAL ARTS CLUB

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

PHOTOGRAPHY CLUB

The Photography Club focuses on providing knowledgeable insight into photography. It also attempts to foster an appreciation for photography. The club sponsors photo shoots and photo contests throughout the year. Mr. Ronald Stuart is the moderator.

S.A.D.D.

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

SCIENCE CLUB

The Fenwick Science Club is devoted to the idea that science is not confined to the classroom. Exposure to science beyond the confines of the classroom can be an enriching and rewarding experience. Mr. Bernard Rudnik is the moderator.

SCHOLASTIC BOWL

The Scholastic Bowl is a competitive team activity with questions based upon different subject areas such as: math, science, literature, grammar, religion, history, art, and current events. Fenwick competes against other teams in the league with team members buzzing in (much like the show Jeopardy) to answer questions and score points. Ms. Maria Nowicki is the moderator.

SPEECH AND DEBATE TEAMS

The highly successful Speech Teams can be divided into two basic units: Debate and Individual Events. All interested students may take part in one or all of these categories. Ms. Mary Beth Logas and Mr. Andrew Arellano are the moderators.

STAGE CREW

For those more interested in the technical aspects of the theater, there is the stage and lighting crew. The stage and lighting crew maintains the backstage area, builds scenery, arranges props, controls sound effects, and runs the lighting board and spotlights during all shows, assemblies and concerts. Any student may become a member of any of these crews, no previous experience is necessary. Mr. Dennis McCauley is the club moderator.

STUDENT COUNCIL

The purpose of the Student Council is to establish and maintain a school-wide sense of unity by promoting school spirit and the student's general welfare. In addition, it serves as a contact between the student body and the administration by representing student opinion. The council was established for the student's benefit and meetings are open to all. Mr. Ray Kotty and Ms. Kim Kotty are the moderators.

TRI-M MUSIC SOCIETY

Students are selected for membership in the Society on the basis of musicianship, scholarship, character, leadership and service to the school and community. It encourages a greater interest in band, orchestra and choral performance and provides opportunities for personal musical expression. Ms. Suzanne Senese is the moderator.

THE WICK REVIEW

The Wick Review is the student organization which periodically publishes the school newspaper. Students involved in this activity write, organize and set up the entire paper. Mr. Gerard Sullivan is the moderator.

THE WRITE PLACE

The Write Place is a writing tutorial service made up of peer tutors.

WYSE (Worldwide Youth Science and Engineering)

In 1997, this science and engineering competition was introduced in Illinois. In 2000, 2001, 2002, 2003, 2004, 2005, and 2006, we were state champions. Mr. Ramzi Farran is the moderator.

SCHOOL DANCES

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

Formals and tuxedos, corsages and boutonnieres are appropriate only for formal occasions such as the senior prom. Allowing students to overdress for occasions such as Homecoming, the Junior Date Dance and the Turnabout Date Dance, or to travel in limousines or chartered buses, encourage social competition between students instead of the development of genuine friendship among all Fenwick students.

For school dances, students and their guests should wear tasteful and appropriate clothing. Dresses that expose the midriff must not be worn. Boys should wear dress pants and a suit or sports coat. Because dances are school-sponsored functions, the school policy regarding make-up, tattoos and jewelry must be followed. Any questions about appropriate attire should be referred to one of the Deans.

Providing adolescents with a room at a hotel or access to a private house without a responsible adult chaperone before or after a dance is unacceptable, sends mixed messages to young people, and places them in a difficult and often dangerous situation. Adults should never sanction the drinking of alcoholic beverages, including wine and beer, before or after a dance.

ATTENDANCE GUIDELINES

Students involved in clubs and organizations cannot practice, participate, or compete in those activities unless present for a majority of the school day on the day of that activity. If an activity or contest is held on a Saturday, the student must be in school on Friday. Students suspended from school may not participate, practice, or compete during the suspension.

All activities should end early enough for students to arrive home before the Oak Park curfew (Sunday - Thursday, 11:00 p.m. and Friday - Saturday, 12:00 a.m.).

ATHLETICS

(Sports Illustrated 2006-2007 Athletic Program of the Year in Illinois)

Fenwick High School is a member of the Illinois High School Association (I.H.S.A.), the Chicago Catholic League (C.C.L.), the Chicago Catholic Hockey League, the East Suburban Catholic Conference (E.S.C.C.), the Illinois High School LaCrosse Association, the Illinois High School Women's LaCrosse Association, and the Metro Chicago Catholic Boys and Girls Aquatics Conference. The following inter-scholastic sports are offered at Fenwick:

BOYS

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country	Basketball	Baseball
Football	Bowling	LaCrosse
Golf	Hockey	Tennis
Soccer	Swimming	Track and Field
	Wrestling	Volleyball
		Water Polo

GIRLS

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cheerleading	Basketball	LaCrosse
Cross Country	Cheerleading	Soccer
Golf	Pom Pon	Softball
Swimming		Track and Field
Tennis		Water Polo
Volleyball		
Pom Pon		

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

ATHLETIC PERSONNEL

Athletic Director: Mr. Scott Thies
Associate Athletic Director: Mr. Michael Curtin
Administrative Assistant: Ms. Priscilla Borsch

Baseball - Spring

Head Coach: Mr. David Hogan
Head Sophomore Coach: Mr. Patrick Mulcahy
Head Freshman Coach: Mr. Joseph Ori

Baseball - Fall

Head Coach: Mr. David Hogan

Boys' Basketball - Winter

Head Coach: Mr. John Quinn
Head Sophomore Coach: Mr. Scott Thies
Head Freshman Coach: *Mr. Michael Poleski

Girls' Basketball - Winter

Head Coach: Mr. David Power
Head Sophomore Coach: Mr. Dale Heidloff
Head Freshman Coach: Mr. Daniel Hussey

Bowling - Winter

Coach: Mr. Joseph Konrad

Cheerleading - Fall, Winter

Head Coach: *Ms. Amanda Piagnarelli

Pom Pon - Fall, Winter

Head Coach: *Ms. Jennifer Buxton

Cross Country (Boys'/Girls') - Fall

Head Boys' Coach: Mr. David Rill
Head Girls' Coach: Mr. Mickey Collins

Football - Fall

Head Coach: Mr. Joseph DiCanio
Head Sophomore Coach: Mr. Alex Holmberg
Head Freshman Coach: Mr. Richard Borsch

Golf (Boys') - Fall

Head Coach: Mr. Michael Curtin

Golf (Girls') - Fall

Head Coach: Mr. Joseph Konrad

Hockey - Winter

Head Varsity I Coach: *Mr. Kris Kriustefek
 Head JV I: TBA
 Head JV II: TBA

LaCrosse (Boys') - Spring

Head Coach: *Mr. Tim Duffy

LaCrosse (Girls') - Spring

Head Coach: Matt McGuire

Boys' Soccer - Fall

Head Coach: *Mr. Robert Watson
 Sophomore Coach: TBA
 Freshman Coach: TBA

Girls' Soccer - Spring

Head Coach: *Mr. Rob Watson
 Head Freshman/Sophomore Coach: TBA

Girls' Softball - Spring

Head Coach: Ms. Jennifer Butler
 Head JV Coach: *Ms. Jessica Abezetian

Boys' Swimming - Winter

Head Coach: Mr. Luke McGuire
 Diving Coach: TBA

Girls' Swimming - Fall

Head Coach: *Ms. Rene Miller
 Diving Coach: TBA

Boys' Tennis - Spring

Head Coach: Mr. Gerard Sullivan
 Head JV Coach: Mr. Thomas Draski

Girls' Tennis - Fall

Head Coach: Mr. Gerard Sullivan
 Head JV Coach: Mr. Thomas Draski

Track and Field (Boys') - Spring

Head Coach: Mr. Marcus McKinley

Track and Field (Girls') - Spring

Head Coach: Mr. Dale R. Heidloff

Girls' Volleyball - Fall

Head Coach: Ms. Kelly Colangelo
 Head Sophomore Coach: Ms. Maggie Howaniec
 Head Freshman Coach: Ms. Katie Whitman

Boys' Volleyball - Spring

Head Coach: Ms. Katie Whitman

Boys' Water Polo - Spring

Head Coach: Mr. Kyle Perry

Girls' Water Polo - Spring

Head Coach: *Mr. John Wagner

Wrestling - Winter

Head Varsity Coach: Mr. Jerry Ruffino
 Head Sophomore Coach: *Mr. Jerry Pord
 Head Freshman Coach: *Mr. Tony Pord

*Denotes out of house coach -- non-Fenwick employee

CHICAGO CATHOLIC LEAGUE HIGH SCHOOLS

Bishop McNamara High School
Brookmont Blvd.
Kankakee, IL 60901
(815) 932-7413

Brother Rice High School
10001 South Pulaski Road
Chicago, IL 60642
(773) 779-3410

DeLaSalle Institute
3455 South Wabash Avenue
Chicago, IL 60616-3885
(773) 842-7355

Fenwick High School
505 Washington Blvd.
Oak Park, IL 60302
(708) 386-0127

Gordon Technical High School
3633 West California Avenue
Chicago, IL 60618
(773) 539-3600

Hales Franciscan High School
4930 S. Cottage Grove
Chicago, IL 60615
(773) 285-8400

St. Joseph High School*
10900 W. Cermak Road
Westchester, IL 60153
(708) 562-4433

Leo High School
7901 South Sangamon Street
Chicago, IL 60620
(773) 224-9600

Mr. Carmel High School
6410 South Dante Avenue
Chicago, IL 60637
(773) 324-1020

Providence Catholic High School
1800 W. Lincoln Highway
New Lenox, IL 60451
(815) 485-2136

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

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

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

St. Rita High School
7740 South Western Avenue
Chicago, IL 60620
(773) 925-6582

Seton Academy
16100 Seton Road
(708) 333-6300

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

EAST SUBURBAN CATHOLIC CONFERENCE

Benet Academy*
2200 Maple Avenue
Lisle, IL 60532
(630) 969-6550

Bishop McNamara High School*
Brookmont Boulevard
Kankakee, IL 60901
(815) 932-7413

Carmel High School*
One Carmel Parkway
Mundelein, IL 60060
(847) 566-3000

Fenwick High School*
505 Washington Boulevard
Oak Park, IL 60302
(708) 386-0127

Joliet Catholic Academy*
1200 North Larkin Avenue
Joliet, IL 60435
(815) 741-0500

Marian Catholic High School*
4200 West 115th St.
Chicago Heights, IL 60411
(708) 755-7565

*Girls' Athletic Teams

Nazareth Academy*
1209 West Ogden Avenue
LaGrange Park, IL 60526
(708) 354-0061

Notre Dame High School
7655 West Dempster Street
Niles, IL 60714
(847) 965-2900

Providence High School*
1800 West Lincoln Highway
New Lenox, IL 60451
(815) 485-2136

St. Patrick High School
5900 West Belmont Avenue
Chicago, IL 60634
(773) 282-8844

St. Viator High School*
1213 East Oakton Street
Arlington Heights, IL 60004
(847) 392-4050

Marist High School*
700 Ashland Avenue
Chicago, IL 60655
(773) 881-0595

**CHICAGO CATHOLIC BOYS' & GIRLS' AQUATICS
CONFERENCE**

GIRLS

BOYS

Fenwick	Benet	Fenwick	St. Patrick
Marian Catholic	Nazareth	Brother Rice	St. Viator
Loyola	St. Ignatius	Loyola	Marmion
Maria	St. Viator	Mt. Carmel	St. Rita
Regina	Rosary	Benet	Notre Dame
Trinity			

Maria , Mother McAuley, Regina, Rosary, Marmion and Trinity do not belong to the E.S.C.C. nor to the C.C.L. Their addresses and phone numbers are as follows:

Maria High School 6727 South California Chicago, IL 60629 (773) 925-8686, Ext. 30	Regina Dominican High School 701 Locust Road Wilmette, IL 60091 (847) 256-3725
Mother McAuley Liberal Arts H. S. 3737 West 99th Street Chicago, IL 60655 (773) 881-6550	Rosary High School 901 North Edgelawn Aurora, IL 60506 (630) 896-0831
Marmion Academy 1000 Butterfield Road Aurora, IL 60504 (630) 897-6936, Ext. 247	Trinity High School 7574 West Division River Forest, IL 60305 (708) 771-7015

ATTENDANCE GUIDELINES

Athletes cannot practice nor compete as a part of an athletic team if they are not in school for at least half of the day on the day that the practice or competition is being held. If a practice or contest is held on a Saturday, the student must be in school a majority of the day on Friday. Student athletes suspended from school may not participate, practice, or compete during that suspension.

LOCKER ROOMS

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

POOL LOCKER ROOMS

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

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

MANAGERS

Managers are needed for all sports teams. Managing is open to all students who feel they can accept the responsibilities that go with the position and who would like to be part of a team.

For more information on being a manager, please contact the Athletic Director.

STUDENT ACTIVITY PASSES

Student Activity Passes are sold by the Student Council during the first two weeks of classes. These passes can be used to gain admission to all school plays, some school dances, and regular season home football and basketball games. Passes will not be honored at IHSA games hosted by Fenwick.

VACATIONS

Student athletes are expected to attend every practice and every game during a given season. If an athlete chooses to miss practices and/or games to go on a vacation, such absence may affect his or her status on that team.

FINANCIAL INFORMATION 2011-2012

TUITION	\$ 12,150.00
DEPOSIT (Includes a \$150.00 non-refundable processing charge.)	\$ <u>(1,000.00)</u>
BALANCE	\$ 11,150.00

SENIORS ONLY:	Graduation Fee	\$ 250.00
	Kairos Retreat Fee	\$ 225.00

The balance of \$11,150.00 may be paid according to one of the payments listed below:

***Tuition Includes:** Tuition for all courses (including 6th and 7th subjects), Student I.D., Archdiocesan Fee, Laboratory Fees, Yearbook and Newspaper.

****Deposit Fee of \$150.00 is non-refundable.**

Tuition for all underclass students must be paid in full in order to insure registration for the next school year.

All families on a payment plan must be on FACTS.

All tuition must be paid in full by April 2012 to assure participation in graduation ceremonies, prom and other activities.

Summer school deposits are non-refundable.

Fenwick High School partners with FACTS Management Company to help manage the tuition payment process. FACTS is not a loan program, so no debt is incurred and no credit check is conducted. Information about FACTS can be found at their website at www.factsmgt.com.

Families will access FACTS= on line system to pay tuition in one lump sum or to set up a budgeted payment plan. If families select one of the budgeted payment plans, **they must choose a payment date of the 5th or 20th of the month.** Prior to July 1, FACTS sends each Fenwick family a Tuition Account Billing (TAB) Statement for each student enrolled at Fenwick. The TAB statement illustrates the total amount owed per student and provides instructions for setting up a payment plan.

PAYMENT PLANS

Fenwick offers three payment plans, all beginning in July:

**Plan One Payment in Full Due July 1st : \$12,150 less \$1,000 deposit = \$11,150 10-12 only.
\$12,150 less \$500 deposit = \$11,650 9only.**

- A. Make a secure payment online (www.factspayment.com) from your bank account.
- B. Mail your payment to FACTS (check or money order) to the address noted on the **TAB STATEMENT**.
- C. **Families wishing to pay the entire balance in FULL using a credit card must either visit or contact the school Business Office before June 15th. The convenience fee of 2.5% will be waived for families who choose this option.**

**Plan Two Four Installments: \$12,150 less \$1000 deposit = \$11,500
Four (4) payments of \$2,400 due in July, October, January and April**

**Plan Three Ten installments: \$12,150 less \$1000 deposit = \$11,500
Ten (10) payments of \$1,115 due July through April.**

Please note: For Plans Two and Three the first payment is due July 5th or 20th.

Families will enroll online at www.factspayment.com choosing one of the following payment methods and a payment date of the 5th or 20th of the month.

- A. Automatic direct debit from your checking or savings account
- B. An automatic charge to a credit card (Discover, American Express, or Master Card). Note: a convenience fee of (2.5%) will be applied for credit card payments.

FREQUENTLY ASKED QUESTIONS

1. **When and what time will the funds for my payment plan be withdrawn from my bank account?** While FACTS transacts each payment on the specified date (5th or 20th), it is your financial institution that determines the time of day the payment is debited. FACTS recommend checking with your financial institution to determine how far in advance funds should be deposited into your account to ensure the automatic payment clears. If a payment date falls on a weekend or banking holiday, the payment will be transacted the following business day.
2. **How will I be notified of my payment information?** Once your agreement for budgeted tuition payments is posted to the FACTS system, you will receive a confirmation notification of your payment amount by e-mail or letter in approximately 10 days. Payments will be processed until the total balance is paid in full. The notification has important information you must have to log on to *MyFACTS* Account permitting the responsible party to view his/her account online.
3. **What is the FACTS Access Code?** To help protect your privacy, FACTS will randomly create an access code for you. If you should inquire online through

MYFACTS Account or call into FACTS inquiring about your FACTS agreement, you will be required to verify your FACTS Access Code. Your access code will be included on your statement or confirmation notification.

4. **What happens if FACTS attempts to process my payment and there are not enough funds in my account?** Should an automatic bank payment or credit card payment be returned, a \$25 FACTS Returned Payment Fee will be automatically charged to your account for each occurrence. You will be notified by FACTS of the returned payment via mail or e-mail. For a payment scheduled for the 5th of the month, the reattempt will occur on the 20th; for a payment scheduled for the 20th, the reattempt will occur on the 5th of the following month.

LATE PAYMENT POLICY

Fenwick maintains full decision-making control even though we utilize FACTS for the tuition payment processing. As always, we will continue to work with families should special circumstances or hardship cases arise prior to or during the school year. Please contact Ms. Sharon Bolden at 708/948-0344 immediately if you need to discuss your situation.

Students with delinquent accounts may not be allowed to attend classes and/or sit for semester exams until tuition is current. If an extended period of time has elapsed while the student is out of class, the relationship between the student=s family and the school will be terminated.

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

Parents with an outstanding balance will not be allowed to enroll younger siblings at Fenwick High School.

TUITION REFUND POLICY

The funding for Fenwick High School comes from tuition and the generosity of alumni/alumnae, school families and friends. It is the responsibility of the school administrators to budget the funds available to best serve the students. The school can accept only a limited number of students because we do not have room for all who apply.

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 lead to a student withdrawing from Fenwick. A student who leaves Fenwick before the end of the school year and whose tuition is paid in full will be eligible for the following refund:

-Withdrawal before June 15th, all money paid will be refunded except the non-refundable amounts.

-Withdrawal after June 15th but before the first day of school, all money paid will be refunded except the deposit amount, currently \$1,000.

-Withdrawal after school starts but before the beginning of the second quarter, three quarters of the yearly tuition will be refunded.

-Withdrawal after the end of the first quarter but before the beginning of the third quarter, half of the yearly tuition will be refunded.

-Withdrawal after the end of the second quarter but before the beginning of the fourth quarter, one fourth of the yearly tuition will be refunded.

-Withdrawal after the beginning of the fourth quarter, there is no refund.

Any questions regarding this policy should be directed to Ms. Sharon Bolden.

TUITION EXCLUSION

At specific times during the school year, a student with a significant outstanding balance may be excluded from school until arrangements are made between a parent/guardian and the Business office. Because prior notice of exclusion was given, any student who reports to school on the first day of exclusion will be sent home, after a parent/guardian can be reached. When the student returns to school, he/she is to report to Student Services and obtain an admit slip before going to class. Days of absence due to exclusion are considered excused.

THE FENWICK CORPORATION

OFFICERS

Mr. Robert Cooney, Jr., Chairperson
Mrs. Tracy Q. Brooker, Vice Chairperson
Mr. Charles S. Wolande, Secretary
Mr. Paul Stark, Treasurer
Rev. DePorres C. Durham, O.P., President
Mr. R. J. McMahon, Vice President for Development and Operations
Mr. Peter Groom, Vice President for Academics

BOARD OF TRUSTEES

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Mrs. Anita Alvarez (Gomez)	Mrs. Lori Owens
Mrs. Tracy Q. Brooker	Mrs. Mary Ellen Penicook
Mr. Robert J. Cooney, Jr.	Mr. Thomas Quinn
Rev. DePorres C. Durham, O.P.	Dr. R. Andrew Rauh
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Mr. Mark Hoppe	Mr. John Sciacotta
Mr. Dennis J. Jones	Mrs. Eileen Seyfarth
Mrs. Kathy Kelleher	Mrs. Cynthia H. Stark
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Mrs. Mary Klingenberger	Mrs. Kim Trucco
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Mr. V. James Marino	Mr. Larry White
Mr. Emmett McEney	Fr. Dennis C. Woerter, O.P.
Mr. William F. Napleton	Mr. Charles S. Wolande

ADDITIONAL OFFICIALS

Rev. Charles Bouchard, O.P., Prior Provincial
Rev. Louis Morrone, O.P., Socius and Vicar Provincial



Fenwick High School abides by all federal and state regulations regarding the confidentiality of student records.

Fenwick High School admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

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TELEPHONE NUMBERS

(708) 386-0127

Extensions to the following departments are:

Development/Alumni Office	143
Athletic Office	142
Counseling/Dean's Office	130 or 131
Attendance Office	131
(calls will be taken from 7:30 a.m. or leave a message from 7:00 - 7:30 a.m.)	
Operator/General Information/Business Office	110

FAX NUMBERS

Athletic Office	(708) 386-4359
Business Office	(708) 386-4507
Development Office	(708) 386-3542
Library	(708) 524-8906
Principal's Office	(708) 386-3052

SWITCHBOARD HOURS

The switchboard will be open from 7:30 a.m. to 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.

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 til we win!
 Fight for our colors, Black and White
 And for Fenwick and victory

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

(The most current version of the Parent-Student Handbook posted on the Fenwick High School website supersedes all previous versions.)