

BISHOP FENWICK HIGH SCHOOL

PARENT-STUDENT HANDBOOK 2010 - 2011

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Administration

Principal: **Michael Miller**
Dean of Academics: **Trevor Block**
Dean of Students: **Karen Chicketti**
Athletic Director: **Mike Asbeck**
Business Manager: **Joe Stugmyer**
Campus Ministry Director: **Mark Floyd**
Director of Institutional Advancement:
Connie Moormann-Lawless
Director of Admissions: **Betty Turvy**
Special Advisor: **Rev. Edward Pratt**

Special Note to Parents or Guardians

Please read Bishop Fenwick's handbook carefully. Your son(s) and/or daughter(s) should read and assimilate the guidelines presented here. A student's registration at Bishop Fenwick High School is considered equivalent to a statement, on his/her part and on the part of the parents or guardians, of willingness to comply with all regulations and policies stated therein.

Bishop Fenwick High School adheres to the principle of subsidiarity in community and believes that disagreements should be resolved at the lowest possible level. Students, parents/guardians who feel that they have a legitimate grievance related to school practices, policies or relationships shall be expected to adhere to the following procedures. The purpose of this procedure is to produce, at the lowest possible administrative level, equitable solutions to grievances in a spirit of justice and charity.

Parents or guardians will be notified when their son(s) and/or daughter(s) reach certain demerit levels involving Saturday School Detentions, or when they have been involved in a major infraction of a school rule. Additionally, parents or guardians will be alerted to negligence on the part of the student with regards to his/her service-learning obligation. At the end of each quarter, discipline reports are mailed along with progress reports.

The Mission of Bishop Fenwick High School, as motivated by our Philosophy and Vision, requires that we work in conjunction with parents and guardians in promoting the life-long learning and Christian formation of our students, thereby molding Christian leaders for tomorrow. Therefore, when personal, philosophical or faith concerns of the student, parents or guardians arise that are divergent from that of the Mission of Bishop Fenwick High School and those concerns cannot be resolved it will be necessary for the family to investigate alternative educational avenues.

I/We (parent/guardian/student) have read the *Student Handbook* of Bishop Fenwick High School and agree to be governed by its regulations and policies.

Signature of Parent

Date

Signature of Parent

Date

Signature of Student

Date

Print Student's Name

Date

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STRUCTURE

School History

The "Bishop Fenwick Tradition" began over fifty years ago when the need for a Catholic high school in Middletown was realized. The school takes its name from Bishop Edward D. Fenwick, the first bishop of Cincinnati. Bishop Fenwick's first home was Old South School (built in 1872). In need of extensive repairs, the historic building was renovated by the faculty, parishioners and prospective students. Bishop Fenwick's first principal, Rev. Julian Krusling, presided over the opening day ceremonies held on August 21, 1952. As the student body grew, so did the need for a modern facility. Once again, through the hard work and commitment of the Catholic community of Middletown, the new school, located on eighteen acres of land, was opened on November 20, 1962.

Since that time, Bishop Fenwick's reputation for excellence has also grown. In 1992, Bishop Fenwick High School was accredited by the North Central Association. NCA accreditation confirms that Bishop Fenwick provides an excellent educational program. In 2000, Bishop Fenwick also received accreditation from the Ohio Catholic Accreditation Association.

Bishop Fenwick has developed a reputation for academic excellence in an environment where students are challenged to reach their potential. The curriculum, spiritual guidance and extra-curricular activities provide a well-rounded education that prepares a Bishop Fenwick student for future successes.

Organization

Bishop Fenwick High School is an interparochial coeducational high school in the Archdiocese of Cincinnati. The administration of the school is under the direction of the Superintendent of Schools of the Archdiocese of Cincinnati.

Accreditation

Bishop Fenwick High School is accredited by the Department of Education of the State of Ohio, the Ohio Catholic School Accreditation Association and the North Central Association of Schools and Colleges. It is approved and recognized as a senior high school whose students may apply for entrance into any college or university or are prepared to secure a position in the various fields of employment.

Vision Statement

Bishop Fenwick High School is a Christian educational community based on love, trust, respect, and commitment to gospel values rooted in Catholic teaching. In partnership with parents, Bishop Fenwick's quality faculty and staff provide superior education, enabling students of all cultures and abilities to reach their full potential. We foster the opportunity and freedom to think critically and creatively throughout all

educational disciplines. Education is not limited to the classroom. Total personal growth and development of mind, body and spirit is achieved through our curricular, extracurricular and service opportunities. We are devoted to developing moral character, self-discipline, perseverance and the foundation for a lifetime of learning. We appreciate the uniqueness and gifts of each individual and promote responsibility to self and community, stewardship of the environment and relationship with God.

Mission Statement

Bishop Fenwick High School is a Catholic educational community that promotes life-long learning and Christian formation through spiritual, academic, service, and extra-curricular opportunities.

FENWICK —AN EDUCATIONAL COMMUNITY FOR CHRISTIAN FORMATION

Philosophy

Each person has his or her unique abilities, interests, and ambitions. Education is the process of expanding the individual's talents with knowledge and skills that are important for enriching the quality of life. Education is not to be equated with training for specified tasks. Rather, education leads the individual to discoveries and insights, which translate to both practical and theoretical uses. Knowledge consists of ideas to explore as well as facts to absorb; it asks the question "why?" as well as the question "what?" Skills are not restricted to rote learning and automatic responses, but rather, include creative and logical thinking applied to solving problems and analyzing information.

Catholic education transmits values and integrates the ultimate purpose of life into everyday living. The values and beliefs of the Catholic faith are taught formally and practiced daily in classes and extracurricular with the hope that students will adopt them as their own. The atmosphere in a Catholic school permits principles and convictions learned in religion classes to be consciously applied to discussions and judgments in other academic classes. A Catholic school exercises the opportunity and the right to incorporate values with education.

Education is not compartmentalized. For example, the logical thinking taught in a mathematics class applies to writing an expository essay in English class; the discipline required to memorize the details of a foreign language carries over to the precision necessary for drawing; determining cause and effect in science class has its counterpart in social studies.

Education does not end with schooling. The pursuit of knowledge and skills, of wisdom and virtue, is a continuing process that each person undertakes according to his or her own abilities, interests, and ambition. Therefore, each person should make every effort to supplement "faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with Godliness,

and Godliness with brotherly affection, and brotherly affection with love. For if these things are yours and abound, they keep you from being ineffective or unfruitful in the knowledge of our Lord Jesus Christ." (2 Peter 1:5-8)

General Expectations

Bishop Fenwick High School takes seriously its philosophical commitment to develop a faith community and to provide an excellent program to facilitate the growth of the whole person. To achieve these ends, certain general expectations are assumed for both students and parents/guardians:

1. Students and parents/guardians are expected to support the school's Catholic philosophy as it manifests itself in religious education, worship, and commitment to service and justice.
2. Students are expected to attend, with promptness, their classes and all mandatory activities. Parents/Guardians are expected to cooperate with the school's efforts to maintain a high level of attendance.
3. Students are expected to participate in extra-curricular and co-curricular activities in accordance with their time and abilities.
4. Parents/Guardians are expected to meet their financial obligations on the appropriate due dates.
5. Parents/Guardians are expected to attend and support parent-teacher conferences.
6. Parents/Guardians and students are expected to support the general development and fundraising activities of the school.
7. Students are expected to put effort into their studies outside of school on a daily basis.

Terms and Conditions

The Bishop Fenwick Student Handbook cannot be designed to be an inclusive treatise of all acceptable and non-acceptable behaviors. Bishop Fenwick High School reserves the right to amend or change this document at anytime. Parents/Guardians who cannot support the school's policies may be asked to withdraw their child from Bishop Fenwick High School. All interpretations of this handbook and school policies are the decision of the school administration and are final.

ADMISSION POLICIES

Policy of Non-discrimination

Bishop Fenwick High School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Bishop Fenwick High School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

Yearly Admission Basis

The final decision for allowing students to enroll at Bishop Fenwick High School is the responsibility of the Principal. Students at Bishop Fenwick are subject to reconsideration of admission on a year-to-year basis. The Administration reserves the right to accept or deny admission to any student. The Principal's decision is final with respect to student admission or readmission.

Part-Time Students

Bishop Fenwick does not enroll students on a part-time basis, e.g. students who are home schooled in some subjects.

Policy Concerning Adult-Age Students

Bishop Fenwick students must reside with a parent or guardian. We reserve the right to expect parental/guardian permission, signatures, etc., for adult students unless some prior arrangements have been made with the Principal.

Admissions Policy

1. Freshman Admission and Registrations
 - a. Generally a placement test is required of those seeking admission to the freshman class.
 - b. Only students for whom Bishop Fenwick High School has an appropriate academic program will be accepted. This will be determined by a review of the student's placement test scores and grade school records.
 - c. A one day Registration Day is held in January for incoming freshmen. Registration will be confirmed by the date and time the Registration Form and Fee are received by the Admissions Office.
 - d. Should maximum capacity be reached on Registration Day for an incoming freshman class, Bishop Fenwick High School will follow a prioritization schedule, placing value on the family's commitment to Catholic education and Bishop Fenwick High School.

- e. After the one day Registration Day, **if any openings remain**, registrations will not follow the prioritization schedule. Instead, registrations will be accepted on a first-come, first-served basis until the freshman class enrollment limit is reached. All registrations received after enrollment is closed will be placed on a waiting list in the order received.
 - f. Admission to the Freshman class is finalized when:
 - I. Parents have completed and returned the registration form along with the required registration fee and completed the various tuition forms and personal data provided by the school office,
 - II. The student has successfully completed the elementary grade requirements, and
 - III. The student's grade school records are received at Bishop Fenwick.
2. Transfer Students
- a. No student will be admitted to Bishop Fenwick as a transfer student unless a record of accomplished work in schools previously attended is given to and reviewed by the Principal and/or guidance counselor.
 - b. In general, only transfer students new to the Bishop Fenwick district will be considered for admittance to grade twelve.
 - c. Transfer students will be accepted on a first-come, first-served basis as long as there is space available and an appropriate academic program in the respective grade.
 - d. Prior to acceptance, transfer student will be interviewed by the Principal.
 - e. The Principal may ask for a recommendation from the previous school.

FINANCIAL POLICIES

All financial obligations must be met for concurrent registrations, release of transcripts, release of final grades, and for the conferring of diplomas. BFHS will not process any college applications or release transcripts for a senior student whose tuition or other financial obligations are in arrears.

Tuition, Fees, and Additional Fees

Tuition and fees for the school year are reviewed and updated each year and can be found on the school web page under finances. Additional fees for Advanced Placement (AP) exams will be billed for students. Most text books are purchased through the State of Ohio Auxiliary Service Program and are the property of the Franklin Board of Education. Students are responsible for the condition as well as the

return of the text books. Appropriate assessments for lost or damaged texts are made at the end of the school year and payments made to the Business Manager.

Athletic Fees

Athletic fees must be paid prior to the first contest or student athletes will not be able to compete. All financial obligations to the athletic office for one sport must be met prior to a student athlete joining another program.

Tuition Payment Options

All payment arrangements will be completed using the services of Tuition Management Systems by automatic withdrawal from a checking or saving account. The standard options are:

1. The entire tuition amount is withdrawn on June 20th.
2. Ten equal installments withdrawn on the 20th of the month beginning July 20th and through April 20th
There is a \$200.00 per student charge for this option.
3. On-line or credit card payments can be arranged through Tuition Management Systems.

Tuition Payment Plan

1. Determine tuition for the school year using the worksheet provided by BFHS.
2. Complete and sign the automatic withdrawal form and return it to BFHS.

Financial Obligations

1. Tuition will be prorated by quarters. If you attend any part of a quarter, you will be charged for the entire quarter.
2. Fees are not refundable for students withdrawing from Bishop Fenwick. The entire fee will be billed for students enrolling during the school year.
3. An incoming student's registration is not finalized until the registration fee is paid in full.
4. *Before a student will be admitted for a second semester classes, first semester tuition must be paid in full.
5. *BFHS will not process any college applications or release any transcripts for a student whose tuition is in arrears.
6. *At the end of the school year, report cards will not be sent, transcripts will not be released, and diplomas will not be conferred until all financial obligations are met. It is the student's obligation to return all text books, library books, and school equipment and uniforms in the proper condition. It is the student's obligation to pay all library/book fines. Total reimbursement must be made for any damaged or lost book(s) or articles at current publisher's prices.

*Payments must be current prior to enrollment and admission for the next school year.

Important: If there are unforeseen circumstances that prevent making tuition payments on the due dates, please contact the Business Manager to discuss and make special arrangements.

Returned Checks

If checks payable to Bishop Fenwick High School are returned because of insufficient funds, parents/guardian will be held responsible for a bank service charge of \$25.00 per check.

Financial Aid & Agreement

All current and newly enrolled students must file a financial aid application by March 1st of the current year to be considered for financial aid for the following school year. Financial aid for the next school year will not be offered to families whose accounts from the previous year are not current by May 1st. Upon the awarding of financial aid, parents and students will acknowledge and sign Bishop Fenwick's Financial Aid Agreement form.

ACADEMIC POLICIES

Bishop Fenwick High School offers a challenging academic program to students of all abilities.

Scheduling

1. Freshmen — A committee composed of the Dean of Academics, guidance counselor, and department chairs review the incoming freshman's previous academic records. Courses are chosen after reviewing the student's placement test performance and elementary school records including standardized test scores.
2. Sophomores, juniors and seniors — Scheduling for many subjects is based on course prerequisites and department recommendation. Each year the individual student reviews and evaluates his/her program with the teachers and guidance counselor. The student plans a list of course requests for the following school year and submits it in writing to the guidance counselor for final approval.
3. During the fourth quarter of each school year, the Dean of Academics and the guidance counselor confer with the head of each department (as needed) to confirm placement of students.
4. Certain upper-level courses demand that the student has attained a particular average in the lower-level courses of the same field.
5. In order to schedule an Honors course, the student must have permission from the teacher.

6. The guidance counselor oversees the student scheduling process.
The Dean of Academics gives the final approval to all schedules.

Placement of Transfer Students

Students who transfer to Bishop Fenwick High School will be placed in the courses that seem appropriate in the light of their school records. The guidance counselor and Dean of Academics oversee placement of students.

Schedule Change Policy

Students need to take course selection seriously and understand that curriculum and staffing decisions are based on student course selections. Courses should be selected with care – once classes have begun, it is extremely difficult and often impossible to change courses.

- Student initiated schedule changes will only be considered during the first **ten** school days of the fall semester for year-long courses, and during the first **five** days of each semester for semester-long classes. Students must complete and submit a Schedule Change Request Form, which may be found on the counselor web page or obtained from a counselor.

A \$20 schedule change service fee must accompany the request form for student/parent-initiated schedule changes.

- Withdrawal from a course will not be honored after the first **ten** days of a class without the recommendation of the classroom teacher, the guidance counselor, and the approval of the Dean of Academics. *Dissatisfaction with grades or teacher is **not** justification for dropping a class.* Any withdrawal made before first quarter interims (3 weeks for semester-long classes) will be recorded as a W on the report card and transcript. A course dropped after interims (3 weeks for semester course) may be shown as a withdrawn/F (W/F) on the report card and transcript.
- If a student has waived into a course, withdrawal from that course will not be honored without the recommendation of the classroom teacher, the guidance counselor and the approval of the Dean of Academics.
- In the event that class size is not balanced at the beginning of a semester, the school may initiate schedule changes (course times, not course selections) to help with the balance.

Selection of the Curriculum and Instructional Material

The School recognizes the need and right of students to free access to many different types of books and materials. It also recognizes the right of the professional staff to select books and other materials. The School does not permit any individual or group to exercise censorship

over instructional materials and library collections. Criticism of a book or other materials used at Bishop Fenwick may be expected from time to time. In such instances, the parent(s) need to address their concern with the teacher first in resolving the issue(s). Parent(s) can then address the issue(s) with the Administration if the issue(s) have not been resolved.

The program for each freshman is planned in the light of elementary school achievement and a basic entrance examination. Each year the individual student's program is reviewed, evaluated, and directed according to his/her abilities, grades and interests. Grade placement requirements are:

Senior Class: 17 credits including 3 English, 3 Religion
 Junior Class: 11 credits including 2 English, 2 Religion
 Sophomore Class: 5 credits including 1 English, 1 Religion

Graduation Requirements:

1. Credits

25 credits are required for graduation from Bishop Fenwick High School 2013 and earlier. Starting with the Class of 2014 students will be required to have 26 credits for graduation. Listed below are the required credits and courses:

	<u>2013 & earlier</u>	<u>2014</u>
English	4 credits	4 credits
Mathematics	3 credits	4 credits
Religion	4 credits	4 credits
Science	3 credits	3 credits
Social Studies	3-1/2 credits	3-1/2 credits
Foreign Language	2 credits	2 credits
Fine Arts	1 credit	1 credit
Technology	1 credit	1 credit
Physical Education	1 credit	1 credit
Health		

REQUIRED COURSES:

Science Biology and 2 other Sciences, including at least one physical science
 Social Studies U.S. History I, U.S. History II, Government, and World History

2. Service Learning

The purpose of the service learning program at Bishop Fenwick is to broaden the spiritual formation of our students. Freshmen take part in group service activities with their class; sophomores serve in the community as individuals or small groups; and juniors and seniors make a commitment to serve at an approved service agency.

Freshmen are required to take part in three service projects: toy drive for children in Appalachia; nursing home visitation, and "Bowl for Kids' Sake."

Sophomores are required to help with a variety of community projects. These opportunities to serve will be presented periodically within their religion classes. Students may serve in the community on their own or with others. Sophomores are required to serve at least four hours per quarter, and submit a service voucher signed by the person or persons served, attached to a service journal entry.

Juniors/Seniors must demonstrate an ongoing commitment to an *approved* service agency by establishing a relationship with a particular organization such as a nursing home, parish, food bank, shelter, or an elementary school. A list of approved agencies is provided by campus ministry at the beginning of each year. This program is not based on a minimal fulfillment of service hours, but is instead a year long (or longer) commitment to serve regularly. Agency supervisors will document the student's participation and provide feedback on student service. Students will be responsible for providing written responses to two service journal prompts per quarter (available on the school website).

Students must complete their service requirements in order to get credit for their religion courses. Failure to fulfill service requirements will result in a grade of "incomplete" for religion. Removal of an "incomplete" requires that the service requirements be fulfilled.

3. Retreat Programs

Our programs introduce students to the Christian tradition of retreats, which imitate Jesus' own practice of reflection and prayer. Every student is required to attend the retreat appropriate to his/her grade level. Freshmen and sophomores attend a one day retreat. Juniors attend a two-day, one night retreat. Seniors attend the four-day Kairos retreat that is presented by their peers and Bishop Fenwick faculty.

All Bishop Fenwick students, both Catholic and non-Catholic, must fulfill the requirements for Religion, Service Learning and Retreats and attend all liturgies. This is a condition of enrollment and attendance for Bishop Fenwick students. There are no exceptions. Underclassman may not advance to the next grade and seniors will not graduate without these requirements.

4. Ohio Graduation Tests

State law requires that all students, unless exempt by a documented handicapping condition, must pass the Ohio Graduation Tests before receiving a high school diploma.

College/University Requirements:

Many universities recommend or require the following units of high school study:

- 4 English
- 3 Mathematics
- 3 Sciences
- 3 Social Studies
- 2 or 3 World Language
- 1 Fine Arts (visual or performing arts)

Elective classes offered (1 credit each):

Accounting	Chorus
Advanced Algebra & Trigonometry	Geometry
Algebra I, II	Honors English I, II, III
AP Calculus	Honors Math I, II
AP English IV	Marching/Concert Band
AP Government	Physics, AP Physics
AP US History	Physiology, Honors Physiology
Art Portfolio I, II	Statistics
Biology	World Geography
Botany/Zoology	World History
Chemistry	Spanish, French,
Chemistry II	Latin I, II, III, IV

Elective classes offered (1/2 credit each):

Art I, IA, II, IIA	Intro to Theatre
Computer Graphics	Multimedia Technology
Computer Information Processes	Music Appreciation
Contemporary American Issues	Psychology I & II
Economics	Publications
General Business	Theatre Arts
	Yearbook

There are additional electives for 1/2 or 1/4 credit in English, Social Studies, and Physical Education. Students may take courses at Miami University or any other university for college credit under the state's program for **Post Secondary Enrollment Options**. In some cases it is possible for a Bishop Fenwick student to take vocational courses at a county joint vocational career center. See the counselor for more information concerning availability and feasibility of such a program.

Advanced Placement (AP) Courses

Students must have the recommendation of the teacher to enroll in an Advanced Placement course. Students who elect to take AP courses will be billed an additional amount for the exam. The fee for the exam is determined by the Advanced Placement program. Students who are enrolled in AP courses are required to take the AP exam for that course unless a teacher requests otherwise.

Summer School

Students who wish to pursue a summer school course for credit recovery or PE may have credit from any accredited high school transferred to Bishop Fenwick. Summer school provides students with the opportunity to make up work in courses which were failed or only partially completed. If a student wishes to make up a credit through private tutoring, the tutor must be a certified teacher. Details and time requirements must be worked out with the Principal. Ordinarily, students may not take required courses in summer school unless they have failed the courses during the regular school year. Courses taken before the freshman year will appear on the High School transcript, but these credits may not be counted toward graduation requirements or the GPA.

Withdrawals

Withdrawal of a student on a permanent basis is a formal procedure. Parents/ guardians must contact the Admissions Office indicating the official date of withdrawal. Official school records must be mailed, not hand delivered, to the new school provided that:

1. A Release of Record form is signed by the parent/guardian.
2. All school property is returned and all financial obligations are met.

The Principal will inform teachers and the guidance counselor when a student withdraws on a permanent basis. It is the responsibility of the student to clear his/her locker of all personal belongings on his/her last day of school.

Grading

The following chart will explain the letter grades, the quality points and the numerical equivalent for regular courses, honors courses, and AP courses.

Grade	Regular	Honors	AP	Number Grade
A	4.0	4.5	5.0	93-100
B	3.0	3.5	4.0	85-92
C	2.0	2.5	3.0	77-84
D	1.0	1.5	2.0	70-76
F	0.0	0	0	69 & below

I Incomplete*

****The grade "I" may be given in unusual cases. The teacher must notify the School Counselor of his or her intention to give an "I". The student receiving an "I" will sign a contract with the teacher and School Counselor specifying the conditions and time frame for removing the "I".***

Advanced Placement Courses

AP Calculus
AP English IV
AP Physics B

Honors Courses

Honors English I, II, III
Honors Physical Science
Honors French III, IV

Advanced Placement Courses

AP US Government & Politics
AP US History

Honors Courses

Honors Chemistry
Honors Latin III, IV
Honors Physiology
Honors Spanish III, IV, V
Honors Math I, II
Honors Biology
Honors Pre-Calculus

- For each honors course a student should expect to spend 5 — 10 hours per week on work outside of class.
- Excessive unexcused absences can result in a final grade of F regardless of quarter grades.
- At the discretion of the teacher, students who are enrolled in a full year course may fail that course and receive no credit if they do not pass the second semester. In a particular area of study. It is important that both students and their parents understand this so that they neither weigh the grades too heavily nor ignore them altogether. It is also important that they understand the alpha (A, B, C,...) system of grading used at Bishop Fenwick High School.

Grade Point Average (GPA)

Grades are weighted and averaged for the GPA and the Honor Roll. At the end of each semester, both the semester average and cumulative average are computed. A semester average is obtained by counting each quarter as 40% and the exam as 20%. The final grade is obtained by counting each quarter as 20% and each exam as 10%. Summer school courses or any courses taken outside of Bishop Fenwick are not averaged in the GPA.

Credit is awarded for a successful make-up course, but make-up work is not counted in the GPA.

Credit Flexibility Policy

All students at Bishop Fenwick High School may propose a plan to pursue college preparatory academic work outside of Bishop Fenwick classrooms, whether it be for an individually designed program, a course offered at Bishop Fenwick, or for a course or experience not offered at Bishop Fenwick. However, for the sake of accomplishing the formational and social aspects of education essential to the school's mission as articulated in the Requirements of Graduation, the student ordinarily must be present in the Bishop Fenwick school building, or present at educational programs sponsored by or officially affiliated with Bishop Fenwick, for at least 80% of the time during which classes are held each week.

To receive credit at Bishop Fenwick for this work, a student must:

- submit a *Flexible Credit Proposal Form* to the Dean of Academics by March 15* of the year preceding the implementation year;

- obtain the approval of the School for the proposal;
- demonstrate mastery in the proposed area of study.

*exceptions may be granted by the Dean of Academics

The *Flexible Credit Proposal Form* will require the following elements:

- name of the student
- date of the request
- signature of parent
- counselor approval
- description of the proposed curriculum, measurable outcomes, and proposed assessment methods

The Dean of Academics will review the request with the assistance of the appropriate Department Head or his/her delegate, in order to render a decision about whether the School finds merit in the proposal. The School may accept the proposal as submitted, communicate additional requirements and/or modify the proposal, or deny the proposal. If accepted or modified, the School will then decide on the unit of credit to be awarded at the completion.

A student may appeal the decision of the Dean to the Principal. The Principal's decision is final.

When the student completes his work and demonstrates mastery, credit will be posted on his Bishop Fenwick transcript and his grade will be determined and included in his GPA.

Students who have been awarded high school credit for work done prior to coming to high school will be provisionally awarded credit at Bishop Fenwick, if they can demonstrate appropriate mastery within the established norms of the Bishop Fenwick curriculum. Credit thus awarded will be confirmed by demonstration of mastery in the next course in the sequence.

Class Rank

Bishop Fenwick High School does not provide class rank because of the relatively homogeneous abilities within a selective population.

Honor Roll

Requirements for listing on the honor roll are:

First Honors: ----- 3.5 GPA

Second Honors:----- 3.0 GPA

Attendance may affect Honor Roll status. A student who receives a grade of F in any subject will not be included on the Honor Roll.

Attendance will be reviewed before Honor Roll selection is finalized.

Credits

Most courses are year-long (two semesters) and earn one unit of credit; some are one-semester courses and earn one-half or one-fourth credit; PE, and Study/Leadership Skills and a few other courses earn one-quarter credit per semester.

Report cards and Interim Report of Academic Progress

Teachers inform parents of their child's progress with the quarterly report cards. Progress interims are posted on Edline at mid-quarter. An opportunity for parent-teacher conferences will be offered after the first quarter report cards are distributed. Conferences will be held in October for freshmen and in November for all other students. Parents are urged to keep themselves informed of their child's progress throughout the year. If there is a need for additional conferences, please contact the teacher.

Edline

Beginning with the 2010-2011 school year, Bishop Fenwick High School will be using a web based program called Edline. This program will allow parents to check your child's latest grades, receive email alerts when new grades are posted, and receive emails with school or class information. Parents will be provided with an Edline Activation Code and instructions to set up their account. Likewise, students will be given a code and directions for their own individual account. These accounts will remain operational for all four years at Bishop Fenwick. Only incoming freshmen will receive new accounts in subsequent years. There will be a link to Edline from the school website, www.fenwickfalcons.org.

Non-custodial Parent

In the absence of a court order to the contrary, Bishop Fenwick High School will provide the non-custodial parent with access to academic records and to other school-related information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Homework Policy

Students are expected to do work outside class for each academic subject. Students must realize that written homework is not the only kind of homework that requires attention. Students are expected to review class activities each day whether or not work is assigned.

Late Work

Students are responsible for all assignments given during an absence from school. At the end of each grading period, teachers will calculate the grade for each student according to work required. If the student has not handed in assignments, or not taken tests, this will be reflected in

his/her quarter grade. The student will be expected to complete the work and/or tests missed by the final day of the quarter. Vacations do not extend the deadline.

Exam Scheduling

There are two exams scheduled on each exam day. Students should only be in the school building during exam periods when they are taking an exam. If a student has both an AM and PM exam on a given day, they must remain at school for lunch served in between. Sign-ups for lunches will be held during the week preceding exams.

An exam must be taken at the scheduled time unless there is a true emergency situation. If a student is seriously ill (with written verification from a physician), if there is a death in the immediate family, or if there is another similar emergency situation, the exam may be postponed with the permission of the Dean of Academics. A parent or guardian must call the Dean of Academics on the morning of the exam. Special arrangements will then be made for the taking of the exam.

Exam Policy

Semester comprehensive exams are administered in all year-long and required courses following the 2nd and 4th quarter grading periods. Students should realize the seriousness of these exams and plan plenty of time for extensive long-range reviewing and studying.

Semester courses and electives will have final evaluations during the regular class schedule (prior to the end of 2nd/4th quarter) *or final exam during the exam week.*

Exams may be in the form of and a combination of a comprehensive examination, project, presentation, performance, group assignment, etc.

All examinations are to be taken at their scheduled time. **Exams may not be taken early.** All requests for emergency situations are to be brought to the attention of the Dean of Academics as soon as possible. If a student has not been able to take an exam due to illness by the end of the examination schedule, the student must make arrangements with the Dean of Academics.

Exemptions: Exam exemptions may be granted to the student who has shown ongoing dedication and respect to his/her education. Exemptions should be considered a privilege rather than automatic. Exemptions may only take place for final exams (following 4th quarter) in year-long and required courses. Students taking semester courses must take part in all evaluation processes during both the 2nd and 4th quarter grading periods. *Students should realize that if exempt from an exam, he/she may still elect to take it. He/she must realize, however, that the exam will count regardless of the grade earned on it.*

Freshman, Sophomore, Juniors, and Seniors

Freshman, sophomore, junior, and senior students may be exempt from final exams in year long and required classes. In order for a student to be exempted, the student must be receiving an “A” average for the second semester through the end of the 4th quarter. *Teachers will submit an exemption list to the Dean of Academics two (2) weeks before the end of the 4th quarter. An approved list will be posted during the last week of the quarter.* Teachers are permitted to require all students to take an exam regardless of grade average.

AP Students

Teachers of Advanced Placement courses may issue an exemption to students who take the College Board advanced placement test for the course. Preparation for the AP examination will serve as the student’s cumulative review. While the AP examination is not a mandatory experience, AP teachers do have the right to require a culminating exam—either the AP examination or the course final exam.

Semester Senior Exams: Seniors will take exams on the same schedule as underclassmen following 2nd quarter grading period.

Second semester Senior exams will be given in the cafetorium under the supervision of senior teachers in the subject, guidance staff, and other teachers who are free at this time. Senior exams will be given during two days and based on content area.

Day 1: Math and History
Day 2: Science and English

Seniors with electives and/or semester courses will take exams/final evaluations in their respected classes prior to the senior scheduled exams.

Due to different testing methods, senior religion and world languages will give exams during class time leading to the end of the semester. Though not given during exam week, these tests will be counted as 2nd semester exams making up 20% of the semester average.

Cheating

Cheating, attempted cheating, and plagiarism are serious offenses which violate the spirit of trust and respect among members of the school community. The teacher will assign an “F” for the work. This could result in the student failing the course. The student will also be placed on probation, and will have a conference with the Principal or Dean of Academics. Examples include, but are not limited to:

A. Tests and Quizzes

- 1) Giving or receiving information during testing or quizzing situations; for example, orally, visually, or text messaging (IM).

- 2) Bringing prepared materials; i.e., notes on cheat-sheets, hands, arms, etc. to the testing situation.
- 3) Revealing test information to other students outside the testing area.

B. Homework/Assignments

- 1) Copying someone's homework/assignment or having someone else prepare the assignment for the student.
- 2) Allowing another student to copy all or part of an assignment.
- 3) Plagiarism — copying printed or Internet material and submitting it as if it were one's own without indicating the source of the information. In addition to the demerits issued, the student will have a conference with the teacher and a grade of F will be given on the test, quiz or assignment.

Failures

Failures in required courses must be made up at the earliest possible date. Each student's progress will be evaluated at the end of each semester. If a student has below average grades, D or F, in three or more academic subjects (including religion), he/she may be asked to leave Bishop Fenwick. The final decision on these matters will be made by the Principal who will consult the teachers concerned and the school counselor.

DEPARTMENT CHAIRS & STUDENT SERVICES

ACADEMIC DEPARTMENT CHAIRS

Religion — Tom Cox

Science — Julie Hobbs

Health and Physical Education — Fred Cranford

World Languages — Patrice Harty

Computer/Business — Cheryl Brandenburg

Mathematics — David Marek

Music — Jason Umberg

Social Studies — Matt Mulligan

Art — Nancy Hoskins

English — Celena Williams

STUDENT SERVICES

Athletic Department

Athletic Director: Mike Asbeck

The goal of the Athletic Department is to provide a comprehensive athletic program for our young men and women. Through a competitive freshman, junior varsity, varsity and intramural program, all students have the opportunity to participate in a team sport. Bishop Fenwick is a member of the Greater Catholic League or GCL (Boys), and the Girls Greater Cincinnati League or GGCL.

Guidance and Counseling**Jean Horn (Student Last Names A-J)****Victoria Weisbrod (Student Last Names K-Z)**

The school counseling program consists of counseling and informational services, career and college planning activities, and testing procedures used for determining students' special needs and abilities. It is the goal of the counseling department to help the student understand his/her potential and to expose each student to the full range of possibilities for post-high school opportunities.

Christian Formation: Campus Ministry**Campus Ministry Director, Mark Floyd; Rev. David Endres, Chaplain; Celena Williams**

The Christian formation of our students is a mission shared by everyone connected with our school. Campus Ministry is the formal expression of this primary goal of our school community. Campus Ministry oversees the preparations for retreats, sacramental and non-sacramental prayer services, social issues awareness programs, and community service projects. Campus ministry also monitors the morale of students and provides limited crisis counseling.

SCHOOL DISCIPLINE

The goal of Bishop Fenwick's educational program is to nurture development of Christian values, attitude and behavior. Bishop Fenwick students are expected to conduct themselves in a manner that reflects mutual respect, personal responsibility and self-discipline at all times. Since an orderly atmosphere is essential for the learning process, this code of behavior is presented for students' personal welfare as well as for the common good of the school community. Discipline must not be viewed simply as a prescription of punishment for rule violations. Rather, discipline promotes behavior consistent with our values. Some behaviors are inappropriate for Bishop Fenwick students because they violate Christian values or undermine the orderly atmosphere necessary in a school.

Harassment Policy

Our Judeo-Christian faith embraces each individual as a gift from God, worthy of love and respect. Therefore, harassment in any form – including but not limited to race, gender, religious belief, nationality, disability, or sexual orientation - is prohibited. Harassment is defined as unsolicited, offensive behavior. It may be verbal (jokes, insults, innuendo, propositions or threats), nonverbal communication (text messages (IM) or other electronic means), gestures, hazing, bullying, touching, assault, or the display of pictures or other visual material. All harassment should be reported to a teacher, counselor, or administrator. Complaints of harassment will be investigated by the Bishop Fenwick Administration. If a student is found guilty of

harassment, he/she will receive 15 demerits and a 1-2 day suspension for the first offense. In addition, sensitivity training will be assigned by the school administration. On a second offense, the guilty student will be permanently dismissed from school. Disciplinary action may include notification of legal authorities.

Off Campus Conduct

Students should remember that they are representatives of the school and responsible for the school's reputation, as well as their own, at all times. Behavior on and off campus that is not reflective of the philosophy and mission of Bishop Fenwick High School may lead to disciplinary action, including suspension or expulsion from school. We take conversations or information about potentially harmful activities or behaviors seriously, and will act in notifying parents of concerns about student life or behavior, even when off campus. *Failure of parental cooperation to work in partnership with Bishop Fenwick Administration to promote acceptable behavior may be grounds for a student dismissal. Such actions and all punishments will be determined by the Administration.*

Public Display of Affection Policy (PDA)

As a Catholic Diocesan High School, centered in the holy Gospel teaching of Jesus Christ, Bishop Fenwick recognizes that genuine feelings of affection may exist between students. However, the school, in its modeling of Christian virtues, cannot condone inappropriate displays of public affection that contradict Catholic Gospel teachings and Christian virtue attributes that are deemed inappropriate by church standards, as well as by public standards. Inappropriate PDA includes, but is not limited to, the following: lewd or inappropriate affection between couples, kissing, touching, fondling, passionate hugging (other than a friendship hug).

PDA Discipline

PDA is not permissible at *any time* on school grounds, which is inclusive of all Bishop Fenwick activities. Off school grounds, students represent the integrity of Bishop Fenwick High School and are held accountable for PDA that is deemed unacceptable by the Bishop Fenwick administration, faculty, and staff.

PDA Discipline Procedures

After appropriate warning:

First PDA Offense	3 Demerits
Second PDA Offense	5 Demerits
Third PDA Offense	10 Demerits, conference with Dean of Students, and parent notification
Fourth & Repeated Offense:	1-10 day(s) suspension with parent conference

Dance Guidelines

Dances, including Homecomings and Prom, are school-sponsored events and students should be reminded that school rules apply. While it is the intent of the school and the dance sponsors for the event to be well attended and enjoyed by all, we must not lose sight of the fact that students are under the authority of Bishop Fenwick while in attendance and that any violations of the Discipline System will result in disciplinary action.

In general, students should expect that conduct that violates Christian values or undermines the orderly atmosphere necessary in a Catholic school event will be addressed immediately and consequences based on Bishop Fenwick's Discipline System will be determined and enforced by the Administration as it deems appropriate.

- While the school dress code is designed to protect the academic environment of the school setting, there are still dress expectations at school-sponsored events. In general, clothing must be appropriate with no vulgar language or advertisements of tobacco, alcohol, or drugs, and must not be overly revealing. The school moderators in charge of the event will make the final judgment on the appropriateness of any mode of student dress.
- While music and dance styles have certainly changed over the past few years, students should be reminded that school-sponsored dances are not clubs or private parties. While the school does not want to restrict the fun that students have while at school-sponsored dances, students must be reminded that dancing, which the Administration of Bishop Fenwick considers lewd or overtly sexual in nature, will not be tolerated. Students dancing in a manner deemed lewd or inappropriate will be removed from the dance floor for the first offense and will be removed from the dance altogether on the second offense. Front to back contact (grinding) is an example of inappropriate dancing and will not be tolerated.

Discipline System

Demerits are **cumulative throughout the year**. The consequences for accumulated demerits are:

10 demerits - student will meet with the Dean of Students; 1 Saturday School Detention will be issued. In addition, a Saturday School Detention carries a \$25.00 fee.

15 demerits - student may be paired with a mentor to work on discipline issues. A \$25 Mentor Fee is charged and the parents/guardians will be notified.

20 demerits - student will meet with the Dean of Students; 2 Saturday School Detentions will be issued (\$25.00 per Saturday School). Student

becomes ineligible for all cocurriculars. See “Eligibility for All CoCurriculars.” The Dean of Students will notify parents/guardians.

30 demerits - results in a 2 day suspension and 3 automatic Saturday Schools (\$25.00 per Saturday School). Student becomes ineligible for the remainder of the season (athletics) or the quarter (all other cocurriculars). The Dean of Students will notify parents/guardians.

40 demerits - student faces a 3-10 day suspension up to expulsion, multiple Saturday School Detentions, probationary conditions, or may be requested to withdraw from Bishop Fenwick. This will be determined by the Bishop Fenwick Administration on a case-by-case basis. The student has the right to appeal the decision to the Principal.

Students may receive the following penalties; please note, this is a guide and does not limit the school’s authority to change or modify consequences for student behavior.

Violations	Demerits-Fine	
Selling Drugs-Possession of Controlled Substances		Expulsion – Notification of Authorities
Dangerous Articles		Expulsion – Notification of Authorities
False Alarms / Bomb Threats		Expulsion – Notification of Authorities
Arson		Expulsion – Notification of Authorities
Induce Panic		5 day suspension up to expulsion, 1-3 Saturday School Detentions
Chemical Abuse	10 – 15	Automatic 1-2-day suspension
Stealing/Vandalism	20	Automatic 2-day suspension up to expulsion & restitution
Harassment/Threats	15	1-2-day suspension up to expulsion
Violation of Internet Policy	10	1-2-day suspension (1 st offense)
Fighting/Violence	20	2-day suspension (1 st offense) up to expulsion. 2 nd offense expulsion
Misuse of Equipment	15	2-day suspension
Truancy	10	2 nd Offense is doubled & report to County Officials
Unruly Behavior	10 – 20	2-3-days suspension up to expulsion, Parent Notification

Violations	Demerits-Fine	
Possession-use of laser pointers	5 – 10	1 st offense-5; 2 nd offense-10
Insubordination/Disrespect/ Lying	5 – 10	1 st offense-5; 2 nd offense-1-day suspension & demerits, Parent Notification; 3 rd offense-2-5-day suspension with demerits & Parent Conference
Cutting Class	5	1 st offense-5 demerits; 2 nd offense-1-day suspension with 5 demerits; 3 rd offense-2-day suspension with demerits
Expelled from Class	5	3 rd offense-2-5-day suspension up to withdrawal, Parent Conference
Cell Phone Violation	3 – 6	2 nd offense & subsequent offenses demerits are doubled & a \$25 fine is assessed. In addition – Parents must pick up phone by 4:00pm or the next morning before school (8:25am) No Exceptions
Failure to Comply with Surrender of Cell Phone	10	Automatic 2-day suspension, Parent Conference
No Parking Sticker	3 – 5 \$3-\$25	Failure to display 3/\$5. Failure to buy 5/\$25
Parking Lot Violation	5 – 10 \$3-\$25	Repeat offenders-demerits and/or fines are doubled, up to revoking of driving privileges
Public Display of Affection (PDA)	3 – 10	First offense-3. See PDA Discipline
Out of Bounds Misuse of Hall Pass	5	
Littering School Grounds	3	Repeat offenses doubled
Classroom Misbehavior	3 – 5	1 st offense-3 demerits. 2 nd offense-doubled. 3 rd offense-1-2-day suspension with demerits, Parent Conference
Assembly Misbehavior	3	2 nd offense-doubled. 3 rd offense-10 demerits

Violations	Demerits-Fine	
Profanity	3	2 nd & subsequent offense-doubled
Tardy to School (2 free / semester)	2	
Tardy to Class	2	
Failure to sign in/out	3	2 nd offense-doubled
Dress Code	2	Repeat, demerits are doubled
Hair Violations	5	Suspension until hair cut is corrected, coloring is corrected
Shaving	3	Repeat offenses, double fine
Food/Drink Outside Cafeteria	3	Repeat offenses, double demerits
Gum	3	Offense: demerits & doubled
Horseplay	3	3 rd & subsequent offenses are doubled

Medication Policy Violation

Student caught with any medications on their person that is not the approved medications spelled out in the Medication Policy on page 32:

1. First Offense: Saturday School
2. Second Offense: Automatic Suspension
3. Any student caught administering medications to another student: Automatic Suspension

Detention — Student/Teacher Conference

Teachers may require that students attend a conference with them before or after school. Students will be given 24 hours notice of the conference.

Saturday School

The Dean of Students will assign the date(s) a student is to attend either Saturday School or after school work sessions. These are subject to the convenience and availability of the school and school moderators and not the student's or parent's convenience or availability. Student work commitments and sports commitments are not excuses for not being able to attend detention(s). Doctor appointment excuses must have a signed Doctor's note from their office or another detention will be assessed. Sufficient notification of detentions will be given to students and parents in order to make proper arrangements. Students who have not paid the \$25 fee per Saturday School or who are tardy will be allowed to attend and will be given an additional Saturday School Detention. Not attending a Saturday School or completing work sessions will result in a conference with the Dean of Students, an additional Saturday School or work session, and a second \$25 fee.

Suspension

Suspension is a period of time no less than one-half (1/2) day and not more than ten (10) days during which a student is not permitted on school grounds or allowed to participate in any school activities. However, students are responsible for all class work and assignments. It is the responsibility of the student to contact his or her teachers in keeping up with the work. No extra time will be allotted for turning in assignments or making up class quizzes and/or test due to suspensions. The student will be expected to turn in any assignments and take any missed quizzes and/or tests the first day upon returning to class. Class time will not be used for the taking of makeup quizzes and tests. Students will arrange with their teachers, before returning from suspension, appropriate times before or after school for makeups. Failure to turn in assignments and take make up quizzes/test will result in teachers recording a failure grade. When a student is suspended because of accumulation of demerits or the infraction of a rule, the Dean of Students will give written and verbal notice of the suspension to the parents. Upon receiving this notice, parents are expected to hold a conference with the Dean of Students. In-school suspension may be offered as an alternative to suspension, depending upon the violation and circumstances, and will be at the discretion of the Dean of Students. All in-school suspensions will incur a \$75.00 moderator fee per day.

Expulsion

Expulsion is dismissal from school. The word “expelled” is recorded on the transcript. When a student reaches expulsion status by the accumulation of demerits or from an infraction of a rule, the Dean of Students will confer with the student’s parents to inform them of the expulsion. A student who has been expelled may apply for readmission not sooner than one full semester plus the remainder of the semester in which he or she was expelled. If the student is granted readmission, the student may be under social restrictions deemed appropriate by the administration of Bishop Fenwick High School.

Fines

Notice of a fine and/or demerits will be given to the student. The slip should be returned, along with payment of the fine to the Dean of Students within 24 hours. Unpaid fines will be assessed by the Business Manager and billed as a financial obligation – listed with violations under Demerit System.

SCHOOL GUIDELINES FOR GOOD ORDER

Attendance Policies

Education is a priority at Bishop Fenwick High School. Missing school should be kept to a minimum. Doctor’s appointments should be made after or before school, not during. The teachers and administration

would appreciate a parent/guardian's full cooperation in this regard. When a student is out on an excused absence, it is his/her responsibility to contact individual teachers in order to make-up all tests, quizzes, and assignments in a timely fashion. The student must assume total responsibility for all work missed. No credit will be given for work missed during an unexcused absence.

A student is considered absent when not present for classes. Participation in school-sponsored activities is the only exception to this policy.

Attendance: 8:25 —9:00 = Tardy
 9:00 — 11:22 = 1/ 2 day absent
 After 11:22 = 1 day absent

Each student is to be in attendance on every school day, except for illness, death in the family, or family emergencies. Any student who accumulates more than 3 absences in a class during a quarter may have his or her grade lowered by one letter grade. Extenuating circumstances need to be discussed with the teacher and Dean of Students or Dean of Academics as soon as possible.

Any student who accumulates more than 15 days absence per year, outside of an extended medical emergency, will be required to have a conference with his/her parents and the Principal.

Unexcused absences are defined as the following, but not limited to:

- Vacations, other than family vacations
- Truancy
- "Skip" days, parent approved or otherwise
- Out of school suspension
- Doctor's appointment — without doctor's note
- Out of school — no phone call from parent by 9:25a.m. and failure to produce written excuse (within 2 days of return)

Note: *Teachers are not required to provide makeup work in the case of an unexcused absence.*

Excused absences are defined as the following, but not limited to:

- Sick day if parent calls by 9:25a.m.
- Family obligations: including funerals and pre-arranged family vacations-reunions that have Principal approval
- Doctor's appointment — with a doctor's note
- College Visits — with college forms completed upon return (3 per year for juniors and seniors)
- Court appearance — with documentation upon return
- Emergencies - and other reasons deemed good and sufficient by the Principal

In order to be eligible for participation in athletics or other co-curriculars, including practices after school, a student must have signed in by 9:49 and must be present for at least three-quarters of the school day. Special cases such as funerals or court appearances may be permitted at the discretion of the Dean of Academics.

Class work not completed because of absences may affect a student's grade. It is the responsibility of the student to contact his/her teachers regarding make-up work. Students are to make reasonable arrangements with their teachers for all missed work. In the case of a foreseeable absence, all arrangements for makeup work must be made beforehand.

In compliance with State Law, when a student is absent, parents are to telephone (513-423-0723, Attendance – Option #2) the school office by 9:25 a.m. in order to give a reason for absence. Parents must notify the office each day that the student is absent, even if consecutive days.

Upon the child's return to school, Ohio State law and Bishop Fenwick High School require the parent to provide written documentation stating the day(s) absent and the reason for such absence. Written documentation includes parent notes and physician notes (if seen) and must be received within two (2) days after returning regardless of the student's age. Otherwise, the absence will be recorded as unexcused. The parent (*and not the school*) maintains responsibility to make certain the absence note was submitted to the proper school attendance authority in a timely fashion. If a student has a medical appointment he/she must bring a note from the doctor's office: no exceptions.

Long Term Illness Policy

If a student anticipates a long-term absence (more than four weeks), parents should arrange for home-bound instruction through the Dean of Academics. Bishop Fenwick High School will try to assist students to complete their course work within our school community if possible. The Dean of Academics may develop an alternative plan in conjunction with the faculty, parent/ guardian and student. The Dean of Academics will be the final approval of any plan.

If an internal school plan is not possible the Dean of Academics and the student's home school district may work together to try and provide home-bound tutoring. If home-bound tutoring is unavailable, parents are urged to hire a private tutor to help the student continue her/his studies.

College Visits

A total of THREE (3) college visitation days may be taken during both the junior and senior years. These days may not be taken the day before or after Christmas or Easter break. College visits should be taken before May 1. College days are counted as excused absences provided the following procedures are observed:

1. A permission form is obtained from the School Counselors. The form must be signed by the parent.
2. The student obtains the signature of each of his or her teachers and returns the form to the School Counselors. ***This needs to be done one week in advance of the visit.***
3. Upon return from the visit, the student must submit, to the Dean of Academics, verification from the college visit in the form of the signature of a representative of the college on a verification form or letterhead provided by the college. ***College days taken without prior knowledge and permission by the school will be counted as unexcused absences.***

Field Trips

Field Trips are a privilege, not a right. Students who fail to submit the proper permission form provided by the teachers will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Forms may be downloaded from the school website. Faxed forms can be accepted.

Leaving School During The Day

Students may not leave the school grounds without explicit permission from the office. Students are not permitted to leave the building to go to the parking lot during the school day without permission of the Dean of Students or Dean of Academics or their representatives. If a student wishes to leave school early, parents must request this in writing, giving the exact time of leaving. The student must hand this request in to the office at the beginning of the day. If a student becomes ill during the school day, parents will be notified and asked to make arrangements for the student to go home. Bishop Fenwick has no facilities where ill students can remain at school. Appointments during school hours are discouraged. If appointments cannot be made at other times, the student will be dismissed for that appointment upon the receipt of notice stating the time and place of the appointment and phone number to call for confirmation signed by a parent or legal guardian in advance of the appointment, and brought to the school office at the beginning of the school day. Students must sign out in the school office before leaving. They must also sign in upon return to school. Students are expected to return to school immediately after the appointment. Only members of the immediate family, close relatives and special friends are excused from class to attend funerals. Students will not be excused from class to drive other students to appointments.

Before and After School Hours

Normally students should not be in the building or on the grounds before or after school hours unless they are attending a school event, practice, rehearsal, etc. with moderators or coaches present. The school is not responsible for supervision of students on school grounds or in the building during times outside school hours or scheduled events.

Lockers – Personal Student Property

Each student is assigned a locker at the beginning of the school year for bags, books, coats, and other personal property. The school will not accept responsibility for a student's books or other personal property. Books and other belongings are to be kept in the lockers. Lockers will be checked at the end of the school year for any damage or writing within the lockers and be assessed a "cleaning fine" by the school. Students are responsible for the contents of their lockers. Anyone wishing to use a lock must purchase it at the school. Lockers are the property of the school, and the administration reserves the right to search any locker and its content. In addition, administrators may inspect any student's property at any time for any reason without prior notice. This property includes, but is not limited to, desks, computers, cell phones, and lockers.

The school will not accept responsibility for student's books or other personal property. Books and belongings should be kept in lockers.

Backpacks and other bags must be kept in student's locker during the school day. Students are strongly discouraged from bringing large sums of money to school. In rare instances, if it is necessary to bring large amounts of money to school, it should be brought to the school office to be put in the safe. Any other money should be kept on the student's person. Students are responsible for all textbooks, library books, parking passes, school equipment, and uniforms issued to them. Any books, equipment, or uniforms lost or damaged will be charged to the student. All loaned textbooks and workbooks must have the student's name in them.

Parking

Spaces in the school lot are rented to students. Preference is given to seniors and juniors. Parking at school is a privilege. Students who violate parking regulations or who fail to drive cautiously will be subject to demerits, fines, disciplinary action, towing, or revoking of parking privileges.

Students may not go to their cars or into the parking lots during the school day unless they obtain permission from the Dean of Students or Dean of Academics or their representatives.

Cell Phones

Cell phones, iphones, and other electronic device's use are permitted in the building, but not to be on or used in any fashion during school hours (8:20am to 3:00pm). Students caught using these items will receive 3 demerits for the 1st offense and the item will be confiscated and returned only to their parent(s). Parents can retrieve cell phones only at the end of the school day from 3:00p.m. till 4:00p.m or the next day before school starts, 7:30a.m. till 8:20a.m. There will be no exceptions to this policy. Multiple violations of this policy is addressed under Demerit System. Electronic devices include, but are not limited to, cell phones,

iphones, iPods, cameras, video cameras, CD players. The school is not responsible for a student's cell phone or other electronic devices.

Dangerous Articles

All dangerous articles are strictly prohibited on school property. This prohibition applies to weapons covered by concealed carry permits, as well as to all weapons of any kind.

Telephones

Students may not use the telephone in the school office or the athletic office except with permission of office personnel. Students cannot send or receive cell phone calls or text messages (IM) messages during school hours. *This will be addressed as a cell phone violation.* In cases of emergencies, parents must go through the Main Office in contacting students.

Copy Machine

Students are not permitted personal use of the office copy machine.

Distribution of Literature/Handbills

Permission to distribute or post notices on school property must be obtained from the Principal.

Vacation

Vacations while school is in session are unexcused if not with family. However, teachers may, at their discretion, and with sufficient advance notice, permit students to make up work missed during vacations with their families. The three-day absence rule applies. (See College Visits.)

Visitors

Prospective students are welcome to visit Bishop Fenwick High School during the school day. The Admissions Office must be contacted at least one day in advance to make arrangements for the guest to visit the school. Each guest will be assigned a Falcon Ambassador who will escort him/her during the visit. All visitors and workmen/women are required to stop at the Main Office upon entering the school building during regular school hours to obtain a visitor pass. Students are not permitted to invite students from other schools to visit.

EMERGENCY/EVACUATION PROCEDURES

In the event of an Emergency due to the following a standard procedure is followed. Do Not Call the School Office. Telephone Lines Must be Kept Open for Messages Regarding the Alert.

Fire Alarm and/or Bomb Threat

1. A fire or fire drill is an extremely serious matter. It could be a matter of life or death. Smoke is responsible for more deaths

than actual fires. Students who do not follow directions will be referred to the administration for proper action.

2. All teachers and students are expected to know the fire exit route from any classroom or area where they are in the school. Fire exit routes or alternatives should be familiarized during the first week of each quarter. Directions indicating the route to be used are posted in each classroom.
3. Silence must be observed from the time that the fire alarm rings until all students are at their standby stations in order to hear directions.
4. At the sound of the fire alarm, all should at once begin to file out led by the teacher to indicate the route.
5. The student closest to the door is to see that it is propped open or held while students exit the room. The last student out of the room should close the door.
6. The pace for the fire drill is a fast walk. Leaders need to set the pace.
7. Keeping streets and driveways clear for emergency vehicles is necessary. Each teacher should take a roll book or seating chart and report any missing student or additional students who may have joined from a hall or lavatory pass.

Tornado

1. A tornado or tornado drill is an extremely serious matter.
2. All teachers and students are expected to know the exit route from any classroom or area where they are in the school. Exits or alternate routes should be familiarized during the first week of each quarter.
3. Students will remain inside the building in their assigned safe area until the "all clear" signal is given.
4. Silence must be observed from the time that the tornado alarm rings until all students are at their stand by stations in order to hear directions.
5. At the sound of the tornado alarm, all should at once begin to file out led by the teacher to indicate the route.

School Closing and Inclement Weather

Announcements of Bishop Fenwick High School closings or delays will be made to parents/guardians and students through the automated call system, on the school website and on the local television and radio stations.

RESPONSIBLE USE OF TECHNOLOGY

General Information for Users of Technology

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other

diocesan schools in Ohio have been provided with Internet connectivity through Data Acquisition Sites located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes. In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

Agreement Form

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, regardless of user's age) annually sign the **Responsible Use of Technology Policy-User Agreement Form**. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing internet and other technology access as stated in this policy.

Responsible Use of Technology

All schools must have on file a signed **Responsible Use of Technology Policy-User Agreement Form** for any student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Data Acquisition Sites or other Internet Service Providers. **The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.**

**The term student applies to any individual enrolled in the school regardless of age.*

School Responsibility

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors is forbidden.

User Responsibility

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received

under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees to not submit, download, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

Disciplinary Action

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

WEB PAGE - Photographs of students and student work may be published on the school web site at the discretion of the web site moderator.

Note: The Archdiocese of Cincinnati and/or Bishop Fenwick High School reserves the right to modify this policy as needed.

SUBSTANCE ABUSE POLICY

General School Policy

This policy applies to all students. Each student at Bishop Fenwick High School is subject to the following expectations and consequences regarding substance abuse during the course of any school year, including summer-school sessions and school-sponsored activities. The following consequences may follow with violation of the policy. All violations of this policy are cumulative over the student's entire high-school career.

Co-Curricular Policy

This policy applies to each student who represents Bishop Fenwick by participating in any club, organization, or athletic activity. "Co-curricular" is a term that includes all groups that are sanctioned by the Bishop Fenwick administration as official representatives of the school. Being privileged to represent Bishop Fenwick High School in leadership, performance, or competition roles, these students are held to additional accountability. The co-curricular policy also applies to all students from other schools that represent Bishop Fenwick High School in any activity.

PARTICIPATION: Participation in co-curricular activities involves a year-round commitment. It is to be noted that a student's responsibility to oneself and to fellow participants does not end with the season or performance/participation schedule. Therefore, the co-curricular policy will be in effect as follows:

- (a) 12 months of the calendar year;
- (b) 24 hours a day;
- (c) On or off school property; and
- (d) Cumulative over the student's participation career at Bishop Fenwick High School.

NOTE: Students will serve out violations in the co-curricular(s) they are currently in carrying over to a co-curricular they have previously been involved in or back to the original co-curricular. Students may not join a new co-curricular and serve out a violation in this new activity.

Philosophy

It is the policy of Bishop Fenwick High School to provide a substance free environment for health, welfare, and safe education of our students. The destruction caused to our students and the ease of availability in today's society of illegal substances makes it necessary to prohibit the use of these substances by our students at any time or place. For the purpose of this policy, no use, sale, purchase, possession, or possession for the sale or distribution of the following substances will be permitted:

- A. Illegal drugs (Mind altering chemical/drugs, build altering chemicals)
- B. Alcohol in any form
- C. Tobacco in any form

A. Illegal Drugs Violation

EXPECTATION: Students of Bishop Fenwick High School shall not possess, use, sell, give, or otherwise transfer, or be under the influence of any drug or counterfeit controlled substance, which is prohibited by law. Under school policy, this specifically includes the following:

- At any school-sponsored or sanctioned activity or event;
- On the student's person, including, but not limited to, book bags, cars, desks, lockers, and wallets;
- On or in close proximity to any property owned, leased, or under the control of Bishop Fenwick High School, including vehicles used for the transportation of students; and on any public or private property during normal school hours.

Consequences

- a. Any student who uses/possesses on school property or a school function will be expelled with referral to the police department for prosecution.
- b. Any student who sells/distributes will be expelled with referral to the police department.
- c. Any student who uses/possesses drugs or drug paraphernalia on or off school property will be suspended with the following disciplinary actions taken:

1st Offense	2nd Offense	3rd Offense
Parent/Guardian Notification. Minimum 2-day suspension. Loss of leadership-90 days	Parent/Guardian Notification. Minimum 4-day suspension. Loss of leadership-rest of high school career	Expulsion
15 demerits & all sanctions involving those demerits enforced	20 demerits & all sanctions involving those demerits enforced	
Assessment/treatment by approved agency with written report submitted to the Dean of Students	Community service relating to offense. Treatment/counseling by approved agency with written report submitted to Dean of Students	
Treatment plan must be followed. If not adhered to, result is expulsion	Treatment plans must be followed. If not adhered to, the result is expulsion	

Please note the following:

- a. Bishop Fenwick High School shall adhere to the rule of substantial evidence in determining the validity of a violation of this policy.
Substantial Evidence - Under the substantial rule of evidence as applied in an administrative proceeding, all evidence is confidential and may be considered regardless of its source and nature, if it is the kind of evidence that a reasonable mind might accept as adequate to support a conclusion. In other words, the competency of evidence for purpose of administrative agency adjudicatory proceedings is made to rest upon logical persuasiveness of such evidence to the reasonable mind in using it to support conclusion.
- b. Since ignoring any suspicion of a violation implies consent, reporting any suspected violation of this policy is critical.
- c. For the purpose of this section, second or subsequent offenses shall carry over from year to year.
- d. Any student who is in the presence of others in violation of school policy regarding substance abuse will be counseled by the Dean of Students or designee. The parent/guardian will be informed.
- e. When information is obtained that raises reasonable suspicion that a student may be using drugs in school or out of school, the administration may require the student be tested for illegal drug use. The parent/guardian will be notified.

Involvement in Co-Curricular Activities

The use of mind-altering chemicals/drugs and build-altering chemicals is prohibited by students involved in any co-curricular activity, including sports, at any time or any place. Students found in violation of this policy will have the following disciplinary measures taken:

1. In addition to the consequences above, a student in season or during the time involved in the co-curricular activity will be suspended for 50% of the games, or 50% of the co-curricular function.
2. The student will be suspended from practices for two weeks in consultation with the Dean of Students.
3. The coach/moderator may request dismissal from the team for the rest of the season subject to approval by the Dean of Students and athletic director.
4. The student must serve the 50% of the season or seasons, until he/she may return to any co-curricular activity.
5. A student involved in co-curricular clubs is not permitted to travel as a representative of Bishop Fenwick High School on any overnight excursions for the remainder of the year.
6. Violations will carry over from year to year.

NOTE: Students will serve out violations in the co-curricular(s) they are currently in carrying over to a co-curricular they have previously been involved in or back to the original co-curricular. Students may not join a new co-curricular and serve out a violation in this new activity.

Self-Referral or concerned person referral

- a. Self-referral is defined as a student or family member who asks for help with a substance abuse problem before being found in violation of this policy. A student who falls under this provision will not be considered in violation as a first offense and no disciplinary action will be taken.
- b. Failure to comply with this provision will result in discipline up to and including expulsion.
- c. Cause for concern is defined as: An apparent state of facts and circumstances found to exist upon inquiry of the Dean of Students, which would induce a reasonably intelligent prudent person to suspect the student was in violation of this policy.

Leadership positions are defined as those roles where a student has been elected or appointed to by fellow students, peers, teachers, or administration.

B. Alcohol Violations

EXPECTATION: Students of Bishop Fenwick High School shall not possess, use, sell, give, or otherwise transfer, or be under the influence of alcohol. Under school policy, this specifically includes the following:

- At any school-sponsored or sanctioned activity or event;
- On the student's person, including, but not limited to, book bags, cars, desks, lockers, and wallets;
- On or in close proximity to any property owned, leased, or under the control of Bishop Fenwick High School, including vehicles used for the transportation of students; and on any public or private property during normal school hours.

CONSEQUENCES:

- a. Any student who is found with Possession/use/paraphernalia of alcoholic beverages on or off school property shall be disciplined in the following ways:

1st Offense	2nd Offense	3rd Offense
Parent/Guardian Notification. Minimum 2-day suspension. Loss of leadership-90 days	Parent/Guardian Notification. Minimum 4-day suspension. Loss of leadership-rest of high school career	Expulsion
15 demerits & all sanctions involving those demerits enforced	15 demerits & all sanctions involving those demerits enforced Community service relating to offense	
School Intervention	Treatment/counseling by approved agency with written report submitted to the Dean of Students. Treatment plan must be followed. If not adhered to, the result is expulsion	

Please note the following:

- a. Bishop Fenwick High School shall adhere to the rule of substantial evidence in determining the validity of violation of this policy. (See A. Illegal Drugs under “Please Note the Following”.)
- b. For the purpose of this section, second or subsequent offenses shall carry over from year to year.
- c. Any student who is in the presence of others in violation of school policy regarding alcohol will be counseled by the Dean of Students or designee. The parent/guardian will be informed.

Involvement in Co-Curricular Activities

The use of alcohol is prohibited by students involved in any co-curricular activity, including sports, at any time or any place. Students found in violation of this policy will have the following disciplinary measures taken:

1. In addition, to the consequences above, a student will be suspended for 20% of the contests, or 20% of the co-curricular function.
2. The student will be suspended from practices for two weeks in consultation with the Dean of Students.
3. The coach/moderator may request dismissal from the team for the rest of the season subject to approval by the Dean of Students and athletic director.
4. The student must serve the 20% of the season or seasons, until he/she may return to any co-curricular activity.

5. A student involved in co-curricular clubs is not permitted to travel as a representative of Bishop Fenwick High School on any overnight excursions for the remainder of the year.
6. Violations will carry over from year to year.

C. Tobacco Violations

EXPECTATION: Students of Bishop Fenwick High School shall not possess, use, sell, give, or otherwise transfer, or be under the influence of tobacco.

CONSEQUENCES:

- a. A student will be determined to be in violation of this policy:
 - i. Possession of tobacco or tobacco products on school property or while participating in a school function.
 - ii. The use of tobacco or tobacco products, before, during, or after school, or any school event which may be observed by a teacher, staff member, administrator, or chaperone. This would include off of school property within sight of the school.
 - iii. The use of tobacco or tobacco products while in a school uniform, or sports uniform, or representing Bishop Fenwick High School at any school function.
 - iv. For the purpose of this section, second or subsequent violations must occur within the same school year.
- b. Any student who is found in violation of this policy will have the following disciplinary action taken:

1 st Offense	2 nd Offense	3 rd Offense
Parent/Guardian Notification. Minimum 1-day suspension. Loss of leadership-90 days 10 demerits & all sanctions involving those demerits enforced	Parent/Guardian Notification. Minimum 3-day suspension. Loss of leadership-rest of high school career 15 demerits & all sanctions involving those demerits enforced	To be determined by the Administration of Fenwick, up to expulsion.
Confirmed meeting with Dean of Students \$50 fine Successful completion of an approved Anti-smoking program	Confirmed meeting with Dean of Students \$75 fine Successful completion of an approved anti-smoking program	
Treatment plan must be followed. If not adhered to, result is expulsion	Treatment plans must be followed. If not adhered to, the result is expulsion	

Involvement in Co-Curricular Activities

The use of tobacco and tobacco products is prohibited by students involved in any co-curricular activity, including sports, at any time or any place. Students found in violation of this policy will have the following disciplinary measures taken:

1. In addition to the consequences above, a student in season or during the time involved in the co-curricular activity will be suspended for 10% of the games, or 10% of the co-curricular function.
2. The student will be suspended from practices for two weeks in consultation with the Dean of Students.
3. The student must serve the 10% of the season or seasons, until he/she may return to the co-curricular activity.
4. A student involved in co-curricular clubs is not permitted to travel as a representative of Bishop Fenwick High School on any overnight excursions for 90 school days.
5. Violations will carry over from year to year.

GRIEVANCE PROCEDURES

Bishop Fenwick High School adheres to the principle of subsidiarity in community and believes that disagreements should be resolved at the lowest possible level.

Students, parents/guardians who feel that they have a legitimate grievance related to school practices, policies or relationships shall be expected to adhere to the following procedures. The purpose of this procedure is to produce, at the lowest possible administrative level, equitable solutions to grievances in a spirit of justice and charity.

1) Discussion with concerned parties: Discuss the grievance or complaint with the parties concerned at an informal meeting as soon as possible after the incident. If this must be done during school hours, an appointment may be made with the party concerned for a time that will not interfere with the normal school routine.

2) Administrative Meeting: If the matter cannot be settled informally by the parties concerned, they must request a meeting with the appropriate Dean (Dean of Academics or Dean of Students). A meeting may be arranged at which time the aggrieved will be given an opportunity to present his/her explanation. A parent/guardian may intercede to appeal a disciplinary action. The Dean will assess the issues and make a final decision.

3) Appeal to the Principal of Bishop Fenwick High School: In rare cases that can not be resolved at the Administrative level *and* the aggrieved continues to feel that the matter is not resolved, she/he may submit the grievance in writing within five (5) working days of the Administrative meeting to the Principal of Bishop Fenwick High School. A meeting may be arranged at which time the aggrieved will be given an opportunity to present his/her explanation to the Principal. The Principal will render a decision in writing. The Principal's decision is final.

ELIGIBILITY FOR EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

A. Academic

Bishop Fenwick encourages students to participate in co-curricular including athletics and recognizes the value of these activities. However, academic progress is a higher priority. Participation in co-curriculars can provide incentive for academics, but can also deprive a student of time necessary for academic pursuits. Insufficient progress in academics warrants intervention, and in some cases, suspension from co-curriculars as noted in the following policies. Any athlete who does not meet the eligibility policy of the Ohio High School Athletic Association is automatically ineligible for an entire quarter. In order to be eligible, a student in grade 9, 10, 11, or 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and must have received passing grades during that grading period in subjects that earn a minimum of 5.0 credits, or the equivalent, per year toward graduation. No student is permitted to participate in the athletic program without the written consent of his or her parents.

Athletes, as well as all participants in other co-curriculars, are subject to the eligibility standards of Bishop Fenwick High School:

1. Any student whose GPA for quarter grades is below 1.8 is ineligible for all co-curricular activities, including athletics until the next interim grades are turned in to the office. If, at interims, the GPA is at least 1.8, eligibility is restored for the quarter. Eligibility can be restored prior to interims after attending prescribed number of study table sessions and achieving a GPA of 1.8.
2. A student whose GPA for the quarter is above 1.8 loses eligibility at interims if he or she is passing fewer than 5 subjects. Ineligibility applies until it is restored through study tables as above.
3. Students who do not achieve a GPA of at least 1.8 for 4th quarter are ineligible for first quarter co-curriculars by Bishop Fenwick standards. *There are special considerations, however, for first quarter since competition in several sports begins before the start of school. Because of this, eligibility will be affected by additional conditions:*
 - Students having a GPA of at least 1.8 for second semester will be eligible by Bishop Fenwick standards.
 - Grades from summer school in courses failed for the year will be factored into the GPA for eligibility for first quarter. (Note that these grades, along with any other grades for classes taken outside of Bishop Fenwick, are not factored into the GPA for any other purposes, such as college transcripts, scholarships, or NCAA Clearing House.)

STUDENTS WHO ACHIEVE IN-ELIGIBILITY BY REASON OF EITHER OF THE ABOVE CONDITIONS ARE REQUIRED TO ATTEND

STUDY TABLES FOR THE FIRST TWO WEEKS THAT STUDY TABLES ARE HELD IN SCHOOL YEAR. FAILURE TO DO THIS RESULTS IN IMMEDIATE INELIGIBILITY FOR THE REMAINDER OF THE QUARTER

AS ALWAYS, STATE (OHSAA) ELIGIBILITY IS DETERMINED SOLELY ON THE BASIS OF 4TH QUARTER GRADES.

B. Disciplinary

As stated in Section XI, a student loses eligibility for all co-curriculars at 20 and 30 demerits. Eligibility for the 20 demerit violation can be restored after the student has served five 40-minute after school detentions and has not received additional demerits during the time interval for the five detentions. Also, Bishop Fenwick athletes are held to a higher accountability as team members and are thus accountable for additional disciplinary assessments up to being assessed a Athletic Code of Conduct Disciplinary Contract by the particular head coach in conjunction with the Athletic Director.

C. Service

A student who falls behind in service can lose eligibility for co-curriculars. The following steps are taken when a student fails to meet requirements or deadlines.

1. The student will have an interview with Campus Ministry and religion teachers. A deadline of two weeks will be set to get caught up. Parents will be notified regarding the deficiency and the danger of losing eligibility.
2. If not caught up after the two-week period, the student is declared ineligible for two weeks. During this time the student may do service.
3. Eligibility is restored after the two weeks if service is caught up.

Policy on Transfer Students Eligibility

A student moving into the Bishop Fenwick district will be academically eligible immediately for all athletic teams providing his grades from the previous school meet the requirement necessary for Bishop Fenwick students. Ohio High School Athletic Association policy on transfer students must be followed.

UNIFORM POLICY

A recognizable school uniform identifies students as belonging to the Bishop Fenwick community. Through their uniforms, students show that they are proud of themselves and this larger community to which they belong; the respect one has internally for a person or institution is expressed outwardly through their appearance.

An established uniform, clearly stated and strictly enforced with minimal options, also allows students to remain focused on the serious endeavor

of attaining knowledge, wisdom and grace, rather than on current fashion, fads, or popularity. Each student is encouraged to take pride in his/her personal appearance and develop habits of neatness, order, good taste, modesty and school spirit. His/her appearance should always be neat and clean, contributing to a business-like atmosphere which is conducive to the serious academic work taking place in the classroom.

Bishop Fenwick High School considers student dress and grooming to be primarily parental and student responsibilities. Parents are expected to support the school's policy by ensuring their son or daughter complies with the uniform code on a daily basis. It is imperative that the students resolve any questions regarding the acceptability of their attire or appearance before arriving at school. There is no grace period for improper dress or grooming. Any item not outlined here concerning what constitutes appropriate appearance or attire will be determined by the Dean of Students or appropriate designee.

Students must arrive on campus conforming to the dress code.

Adherence to the uniform policy (shirts, hats, earrings, shirt tails, pants, etc.) is expected and will be enforced from the time the student enters the building until the end of the day (students who sign out early must r

Daily Uniform

1. Starting with 2010-11 school year: Male and female students are expected to wear khaki/tan (no blues, grays, greens, or other "unusual" colors allowed) uniform pants purchased from our AppleHeart uniform supplier or from Lands' End. Pants are not to be "sagging" below a student's waist, are to have no holes, are not to be frayed, and are to be clean and in good order. Acceptable styles (in khaki/tan color) are as follows:

AppleHeart Pants:

Males: # 7022M
7120M

Females: # 7121J
2548JR
7102

Lands' End Pants:

Males: # 23106-65X0
19113-05X1
09251-65X5
24385-05X6

Females: # 23111-55X0
23112-15X6
23112-55X4
09260-75X9

2. Both male and female students are to wear their pants at or above the waist level at all times. Under garments (including athletic shorts) should not be visible at any time (including days when the Bishop Fenwick uniform is not in effect).

3. Belts are to be worn with all uniform pants with belt loops. The belt must be clearly visible at all times; therefore, the shirt must be

completely tucked in to the pants. Belts should be of a color, size, material, and style fitting with business-casual attire.

4. All shirts must be properly fitted so that they tuck into the pants and must be worn completely tucked in at all times. Shirts must be neat, clean and free of rips, tears, and holes. All uniform shirts and sweatshirts must be purchased from AppleHeart.

The Bishop Fenwick uniform provides five uniform shirts to allow options for individual comfort

- (a) Red or Gold short sleeve polo shirt with Bishop Fenwick crest;
- (b) Red, Gold, or White twill button-down collar dress shirt with Bishop Fenwick crest;

Students are given two options for outer-wear during the school day:

- (d) Oxford grey sweatshirt with embroidered Bishop Fenwick High School, crew neck style;
- (e) Bishop Fenwick red fleece pullover.

Other Bishop Fenwick sweatshirts/jackets, purchased as part of past uniforms or through the spirit shop, are NOT permitted during the school day.

Only a **plain white t-shirt** may be worn under the Bishop Fenwick uniform (including polo shirt, dress shirt, and outerwear). **No t-shirt with logos, writing, or images(including Bishop Fenwick club and team shirts) are allowed.** The wearing of such will be a dress code violation. Long-sleeved shirts may not be worn under short-sleeved shirts. Shirts (under shirts, uniform shirts, and outer wear) are to be in the condition they were purchased (no holes, rips, tears, stains, or other visible alterations).

The old white uniform shirts (short sleeve polo, long sleeve polo, and short and long sleeve oxford shirts) were permitted to be worn for the last time during the 2009-10 school year. Starting with the 2010-11 school year, these items are not permitted.

5. Shoes and socks must be worn at all times at Bishop Fenwick High School. Shoes must be closed toe, closed heel and have a hard sole. Shoes must be of dress/casual style or athletic style (gym shoes). Outside of athletic-style shoes, shoes are not permitted to rise above the ankle. Boots of any style are not permitted. Shoes must be in good condition (no tears/holes) and must be worn in the condition they were purchased (not colored in with marker or written on).

6. Caps, hoods, and other items covering the head may not be worn in the building at any time during the school day (from the time a student enters the building until the school day ends at 3:00). This includes students who have signed out but have not left the building. Hats worn in the building will be confiscated.

7. When appropriate jackets may be worn into the school building but must be removed and placed into lockers where they must remain until the end of the school day (3:00 or time designated by change of schedule). This includes all outer wear such as jackets, hooded sweatshirts, fleeces, etc. which are not part of the Bishop Fenwick uniform.

8. Inappropriate hairstyles, haircuts, and coloring of hair is not allowed. Visible tattoos are not permitted. All males are required to be clean-shaven, and must have hair cut above the collar, ears, and eyes.

9. Girls may wear a maximum of two earrings in each ear. No other pierced jewelry is permitted. **For boys, no pierced jewelry, including earrings, is permitted.**

10. The uniform for Physical Education consists of red micro mesh gym shorts or long flannel pants and any Bishop Fenwick spirit t-shirt (must be purchased in Bishop Fenwick Spirit Shop). Students must also change into appropriate athletic shoes for physical education class. Students who have physical education during first block of a given day should arrive to school wearing their appropriate physical education clothing.

11. All clothing and shoes must be in good condition. ***Clothing must fit and be worn properly.*** This includes clothing worn when the official uniform is not in place (such as on spirit days, out-of-uniform days, field trips, retreats, or other activities related to the school day). Examples: Frayed hems, holes or tears in shirts/pants/sweatshirts, low-riding pants, shirts tied at the waist are not permitted.

Spirit Days every Friday unless otherwise announced

Fridays during the school year are designated as "Spirit Day" at Bishop Fenwick. While all uniform policies are in place on spirit days, students are given the opportunity to express additional school pride on Fridays. Spirit days are not "dress down" days—they are days when students are permitted to show spirit and pride in Bishop Fenwick and the individual Bishop Fenwick activities they participate. Exceptions are Fridays which fall during first or second semester exam weeks.

On spirit days, students are permitted to wear approved Bishop Fenwick spirit shirts purchased through clubs, teams or the spirit shop instead of the uniform shirt. Shirts approved for spirit days must show Bishop Fenwick pride in an obvious and visible manner through color, words, and images. Shirts should be red, gold, black, white, or grey in color and include writing and images which show Bishop Fenwick spirit. In addition to clubs and other Bishop Fenwick organizations, the Bishop Fenwick spirit shop has a variety of options to be purchased for spirit days. It should be noted, however, that not every item purchased or provided by a school organization is approved for spirit days (i.e.,

fashionable Bishop Fenwick clothing sold in the spirit shop or by other vendors and club/team shirts from previous years).

All spirit shirts should be tucked in with belts clearly visible. Only plain white t-shirts are permitted to be worn under any spirit items, including sweatshirts (t-shirts must be tucked in under the sweatshirts). On spirit days, students are expected to observe all areas of the uniform policy including guidelines for jewelry, hair, pants, shoes, belts, t-shirts, and outer-wear. Shorts are NOT permitted on spirit days. Students may opt out of wearing spirit clothing for the normal Bishop Fenwick uniform shirts. When weeks end on a day other than Friday, there will be NO spirit day for that week unless previously approved and announced by school administration!

Dress-up Uniform Special occasions - TBA

With notice, the administration may declare a school day as a "dress-up day". Dress up days may include picture days, days when special guests will be visiting the school, or other occasions. On dress up days, students are expected to wear dress clothes which are in good taste and modesty.

Females:

- Tops are required to have a collar (only exception is a dress sweater in which case it must have a high enough neckline to cover all cleavage)
- If a button-up style top, only 1 button may be open at the top
- Any tops worn un-tucked must hit at least 6 inches below the waistline
- All tops must have at least a 1/4 sleeve
- Skirts must be of knee-length or longer
- Printed clothing is not permitted
- Appropriate dress shoes are required (must be closed toe and closed heel and have no more than 1/2 inch heel for safety purposes)
- "tight fitting" (based on the opinion of school personnel) tops and bottoms are not permitted.
- Modesty is Expected !

Males:

- shirts are required to have a collar (only exception is a dress sweater)
- Ties are acceptable and ENCOURAGED
- all shirts must be tucked in
- button-up style shirts may only have 1 button open at the top
- belt must be worn and clearly visible
- Printed clothing is not permitted
- Dress shoes are required

*Students are NOT permitted to wear the uniform sweatshirt or fleece on dress-up days

**If the appropriateness of a piece of clothing is in question DO NOT WEAR IT!

Dress-up Uniform is in effect for the following events during the 2010-11 school year (in addition to others announced by administration):

- Picture Day
- Grandparents Day (last day before Thanksgiving Break)
- All Award Ceremonies

The Bishop Fenwick Spirit Shop/Bookstore is open Monday, Wednesday and Friday during lunch periods. Spirit wear and limited school supplies are available for purchase.

MEDICATION POLICY

Whenever possible, medication should be administered before and after school. Some students are able to attend school only through the effective use of medication. In this instance, the following guidelines are strictly adhered to:

1. All school personnel are informed that the administration of any drug (**prescription or over-the-counter**) without written order of a physician and the parent/guardian could be interpreted as practicing medicine without a license and is prohibited by law.
2. Request for Assistance in the Self-Administration of Medication form must be completed by a physician and the parent/guardian before any medication (**prescription or over-the-counter**) may be taken at school. This form must include the name of the medicine, dosage, time of administration, and side effects.
 - a. Medication forms are located in the main office.
 - b. If the student is on more than one medication, a form must be submitted for each medication.
 - c. Forms are valid for one school year.
 - d. Medication must be **brought in by the parent/guardian (NOT by the student) in the original container with the student's name on it.**
 - e. If the medication changes, or the dosage changes, the physician and the parent/guardian must submit written order and permission for the change.
3. All medications will be kept in a locked storage place in the main office unless they require refrigeration.
 - a. Medications will need to be picked up when the course is completed, or at the end of the school year by the parent/guardian.
 - b. Medication that is not picked up will be destroyed.
4. Students who use inhalers or Epi-pens may carry these medications on their person only after Medication form is on

file and signed by the physician and the parent/guardian stating permission to carry on person.

5. For the safety of all students, it is important that no student have medication (**prescription or over-the-counter**) in their possession at school without school approval. Students violating this policy will be subject to school disciplinary action.

Immunization Law

Immunization records must be kept on file for each student. At the time of a student's entry into the school, the family has 14 days to present written evidence that the student is in compliance with the State School Immunization Law. Students may not be permitted in school until proof has been given. Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, and Hepatitis B (beginning with class of 2012) are required vaccines. Chicken Pox and Meningitis are highly recommended vaccines.

Special Health Needs

Families of students with special health needs or conditions should contact the school nurse. Health conditions and applicable interventions/accommodations may be shared by the nurse with pertinent staff members in a strictly confidential manner, unless otherwise notified by the parent/guardian. The parent of a child with a known health condition shall assume all responsibility for outcomes resulting from failure to provide necessary documentation

Pregnancy Policy

Should a student become pregnant, a meeting will be held with the parents, the school nurse, the guidance counselor, and an administrator. The school will require family counseling in an effort to aid the family in dealing with the situation. The student may remain in school as long as the family has met and presented documentation of the counseling requirements and verification of pre-natal care visits. The school shall determine the limits of the student's participation in school events. If the father of the child is a Bishop Fenwick student, he too must meet the same requirements as outlined above. Any student involved in a second pregnancy, failing to meet counseling requirements and pre-natal requirements or making decisions not consistent with the teachings of the Catholic Church, including having an abortion, will be asked to withdraw or expelled.

AIDS Policy

In an effort to care for students with AIDS or HIV, the school requires that parents report to the school administration when a son or daughter has been diagnosed as having AIDS or other illnesses caused by HIV. In keeping with archdiocesan guidelines, each instance shall be treated as a strictly confidential and individual matter. The Principal will ask the student's physician to provide documentation that explains the physical capacity of the student. The student should not behave in any way to

put others at risk, including attending school if he/she has any open sores, skin eruptions or any other condition that prevents control of bodily secretions. The family is expected to attend counseling to adequately cope with the situation. According to archdiocesan guidelines the school administration should notify the school superintendent of any student attending or requesting attendance who has AIDS. The Principal will work to protect the confidentiality of the student and the family. Only personnel who are directly involved with providing care or who may observe the student for behavioral and/or medical problems that would heighten the potential for AIDS transmission will be informed. The school will refer the family to appropriate agencies for individual and family counseling.

STUDENT ACTIVITIES

Bishop Fenwick offers a chance for every student to develop his/her academic, musical, dramatic, and athletic talents. Ninety percent of the students participate in co-curriculars.

Many organizations and individuals have won awards locally and nationally. Bishop Fenwick fields teams in football, basketball, volleyball, baseball, golf, soccer, tennis, track, cross country, swimming, lacrosse, softball and wrestling — nineteen teams for boys and girls. The Bishop Fenwick Falcons have been State, District, and League Champions. There is a boy's intramural basketball league.

SCHOOL ORGANIZATIONS

The Principal's Advisory Board

The purpose of this board is to serve in an advisory capacity for the development of administrative policies of Bishop Fenwick High School, specifically in the areas of finance and facilities.

FAMA

The Bishop Fenwick Art and Music Association is an organization of Bishop Fenwick parents that supports the arts at Bishop Fenwick, including music, art and drama.

Boosters

The Boosters help to defray the expenses involved in the running of the interscholastic sports. They supply personnel for the games and hold various fund-raisers.

TELEPHONE NUMBERS

Questions or concerns may be directed to the following:

Principal	Mr. Michael Miller - 513-423-0723 (x205)
Dean of Academics	Mr. Trevor Block - 513-423-0723 (x213)
Dean of Student Services	Mrs. Karen Chicketti - 513-423-0723 (x220)
Business Manager	Mr. Joseph Stugmyer - 513-423-0723 (x204)
Main Office	Mrs. Antoinette Kroger - 513-423-0723 x201 Mrs. Nancy Woodward - 513-423-0723 x202 Mrs. Barb Mitchell - 513-423-0723 x200
Athletic Director Administrative Assistant	Mr. Mike Asbeck- 513-423-0724 Mrs. Judy Robertson - 513-423-0724
Campus Ministry Director	Mr. Mark Floyd - 513-423-0723 x 212 Rev. David Endres, Chaplain - x210 Mrs. Celena Williams - 513-423-0723 x211 Rev. Edward Pratt - 513-423-0723 x383
Director of Institutional Advancement IA Administrative Assistants	Mrs. Connie Moormann-Lawless – 513-727-1500 Mrs. Robin Blank - 513-727-1500 Mrs. Betty Stueve - 513-727-1500
Director of Admissions Administrative Assistant	Mrs. Betty Turvy - 513-727-1500 Mrs. Regina Stugmyer – x 203
School Counselor	Mrs. Jean Horn – 513-423-0723 x239 Students Last Name A - J Mrs. Victoria Weisbrod – 513-423-0723 x218 Students Last Name K - Z
School Nurse	Mrs. Joni Earach – 513-423-0723 x 207
Bus Transportation:	
Middletown	513-420-4568
Lakota	513-755-5820
Edgewood	888-863-4910
Franklin	937-743-8670
Madison	513-420-4779
Lebanon	513-934-5838
Springboro	937-748-3960
Monroe	513-539-0324

DAILY SCHEDULES

Bishop Fenwick operates on the A/B or alternating day block schedule, where students take one set of four classes on A day and a set of four different classes on B day. Full-credit classes meet for the entire year for 85 minutes on alternating days. Half-credit classes meet for one semester on alternating days for 85 minutes. Quarter-credit classes meet for one semester on alternating days for 42.5 minutes with study hall for the other 42.5 minutes of the block.

2010 – 2011 Bell Schedule

REGULAR SCHEDULE

A/E	8:25 – 9:54
B/F	9:58 – 11:23
C/G	L-1 11:23 – 11:52
	C/G-1 11:56 – 1:21
	C/G-2 11:27 – 12:03
	L-2 12:03 – 12:28
	C/G-2 12:32 – 1:21
	C/G-3 11:27 – 12:52
	L-3 12:56 – 1:21
D/H	1:25 – 2:50
	2:50 – 3:00
	(Announce/Prayer)

REGULAR FLEX SCHEDULE

A/E	8:25 – 9:49
B/F	9:53 – 11:13
C/G	L-1 11:13 – 11:38
	C/G-1 11:42 – 1:02
	C/G-2 11:17 – 12:00
	L-2 12:00 – 12:25
	C/G-2 12:29 – 1:02
	C/G-3 11:17 – 12:37
	L-3 12:37 – 1:02
Flex	1:06 – 1:34
D/H	1:38 – 2:58
	2:58 – 3:00 (2 min. for Announcements)

AM ASSEMBLY-MASS SCHEDULE

A/E	8:25 – 9:42
Assem/Mass	9:46 – 10:36
B/F	10:40 – 11:54
C/G	L-1 11:54 – 12:23
	C/G-1 12:27 – 1:40
	C/G-2 11:58 – 12:38
	L-2 12:38 – 1:03
	C/G-2 1:07 – 1:40
	C/G-3 11:58 – 1:12
	L-3 1:12 – 1:40
D/H	1:44 – 2:58
	2:58 – 3:00 (2 min. Announce/Prayer)

ONE HOUR DELAY

A/E	9:25 – 10:41
B/F	10:45 – 11:57
C/G	L-1 11:57 – 12:26
	C/G-1 12:30 – 1:42
	C/G-2 12:01 – 12:36
	L-2 12:40 – 1:05
	C/G-2 1:09 – 1:42
	C/G-3 12:01 – 1:13
	L-3 1:17 – 1:42
D/H	1:46 – 2:58
	2:58 – 3:00 (Ann Announcements)

EARLY DISMISSAL/LONG PM**ASSEMBLY**

A/E 8:25 – 9:41
 B/F 9:45 – 10:57
 C/G L-1 10:57 – 11:26
 C/G-1 11:30 – 12:42

 C/G-2 11:01 – 11:36
 L-2 11:40 – 12:05
 C/G-2 12:09 – 12:42

 C/G-3 11:01 – 12:13
 L-3 12:17 – 12:42
 D/H 12:46 – 1:58
 1:58 – 2:00

(Announcements/Dismissal)
 Or 2:00 – 3:00 (Long PM
 Assembly)

SHORT PM/FLEX @END OF DAY

A/E 8:25 – 9:49
 B/F 9:53 – 11:13
 C/G L-1 11:13 – 11:38
 C/G-1 11:42 – 1:02

 C/G-2 11:17 – 12:00
 L-2 12:00 – 12:25
 C/G-2 12:29 – 1:02

 C/G-3 11:17 – 12:37
 L-3 12:37 – 1:02
 D/H 1:06 – 2:26
 Flex 2:30 – 3:00 (30 min
 Flex/Assembly)

90 MINUTE DELAY

A/E 9:55 – 11:03
 C/G L-1 11:03 – 11:32
 C/G-1 11:36 – 12:42

 C/G-2 11:07 – 11:42
 L-2 11:42 – 12:07
 C/G-2 12:11 – 12:42

 C/G-3 11:07 – 12:12
 L-3 12:16 – 12:42
 B/F 12:46 – 1:51
 D/H 1:55 – 3:00

2 HOUR DELAY

A/E 10:25 – 11:27

 C/G L-1 11:27 – 11:52
 C/G-1 11:52 – 12:54

 C/G-2 11:31 – 12:01
 L-2 12:01 – 12:26
 C/G-2 12:30 – 12:54

 C/G-3 11:31 – 12:29
 L-3 12:29 – 12:54
 B/F 12:58 – 1:56
 D/H 2:00 – 2:58
 2:58 – 3:00
 (2 min. Announcements/Prayer)

Revised July 2009

SCHOOL SPIRIT

School Motto

To reach the heights, aim high

School Mascot

The Falcon

School Colors

Crimson and Gold

School Crest

The Mitre is for Bishop Fenwick.
 The Triangle symbolizes the Holy
 Trinity.
 The Cross stands for Christ.

Alma Mater

Praise and glory to thy name
 Honor to the school we claim
 Fenwick High we hail thee, cherish thee
 May our lives reflect thy noble aim,
 Keep us steadfast, firm and true
 That in all we say and do
 We will pledge our faith anew
 To the name of Fenwick.
 Chorus Fenwick High, our Alma Mater
 Inspiration of our youth
 Loyal hearts and voices praise thee
 Fount of learning and of truth.
 Lead the way that we may follow
 Neath thy crimson and thy gold
 Courage, honor, faith imparting
 Fenwick spirit brave and bold.