



**Bishop
Fenwick**
HIGH SCHOOL
Est. 1952

Student and Parent Handbook

2023-24

4855 State Route 122
Franklin, OH 45005

Telephone: 513-423-0723

Fax: 513-420-8690

www.fenwickfalcons.org

@BishopFenwick1



Updated: 9/9/2023

SPECIAL NOTE TO FAMILIES

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 subsidiary 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 Grievance Procedures on page 17. 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. Ongoing academic and discipline reports are available via your PlusPortals (Portals) account.

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 life-long learning and Christian formation of our students, thereby forming 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.

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BISHOP FENWICK HIGH SCHOOL

4855 State Route 122
Franklin, OH 45005

School Hours

8:20 a.m. – 3:00 p.m.

Office Hours

7:30 a.m. – 3:30 p.m.

Media Center

7:30 a.m. – 3:30 p.m.

Main Office

Phone:

Fax: (513) 420-8690

Student Attendance Hotline

(513) 423-0723 Option 2

Faculty and Staff Hotline

(513)

OR (513) 423-0723 ext. 1540

Admissions Office

(513) 428-0525

Advancement Office

(513) 727-1500

Athletic Office

(513) 423-0724



(513)

423-0723

804-3081

A Comprehensive list of [faculty and staff](#) for Bishop Fenwick High School, along with their credentials and contact information, can be found on our website.

Bishop Fenwick High School Administrative Team

Blane M. Collison
Principal / CEO

Jason A. Umberg, Sr.
Assistant Principal

Brenda Stier
Director of Finance and Operations

Vanessa Mosley
Director of Advancement

Tyler Miller
Director of Athletics

Kateri Richardson
Director of Campus Ministry

Chris Kemper
Director of Admissions, Advancement Team

School Motto

To Reach the Heights, Aim High!

School Crest

The Mitre is for Bishop Edward Fenwick

The Triangle Symbolizes the Holy Trinity

The Cross Stands for Christ

School Colors

Crimson and Gold

School Mascot

The Falcons

Fenwick Fight Song

Cheer, cheer for Old Fenwick High
Shout to the rafters, shout to the sky
With our colors crimson and gold
We will knock our opponents cold.
We fight 'em fair, boys, we fight 'em square
Here come the Falcons, better beware
We will win this game tonight
So come on you boys, let's fight!

Fenwick 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!

Recording of Fenwick Alma Mater available on the school website [HERE](#)



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School History

The “Bishop Fenwick Tradition” began over sixty years ago when the need for a Catholic high school in Middletown, Ohio 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 1872). In need of extensive repairs, the historic building was renovated by the faculty, parishioners, and prospective students. The school’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 on Manchester Road, was opened on November 20, 1962. Our present location, sixty acres of land located on State Route 122 in Franklin, Ohio, opened in September 2004.

Since that time, Bishop Fenwick High School’s reputation for excellence has also grown. In 1992, Bishop Fenwick High School was accredited for the first time by the North Central Association (now known as AdvancEd). In 2000, Bishop Fenwick also received accreditation from the Ohio Catholic Accreditation Association (now known as the Ohio Catholic Schools Accrediting Association). This accreditation was most recently renewed in 2022.

Bishop Fenwick High School has developed a reputation for academic excellence in an environment where students are challenged to reach their potential. The curriculum, spiritual guidance and extra/co-curricular activities provide a well-rounded education that prepares a Fenwick student for future successes. Today, Bishop Fenwick High School’s student body is a regional representation of more than 30 different zip codes.

Organization

Bishop Fenwick High School is an inter-parochial co-educational high school in the Archdiocese of Cincinnati. The administration 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 and the Ohio Catholic School Accrediting Association. It is approved and recognized as a senior high school whose students may apply for entrance into any college or university and are prepared to secure a position in the various fields of employment.

Mission Statement

Fenwick is a vibrant Catholic community of faith, learning and service at the heart of the Archdiocese of Cincinnati.

Vision Statement

Transforming student lives.

Statement of Purpose

Fenwick Built: To Learn, To Lead, To Love

Bishop Fenwick is an exceptional Catholic school driven by an essential purpose: to help students embrace their unique, God-given call to greatness. To be skilled, eager learners actively seeking knowledge and growing in wisdom. To be principled, moral leaders, serving others with compassion and zeal. To be joyful instruments of God's truth, beauty, and love in the world.

We ready students for the journey of learning and life, to face with faith and courage the challenges and opportunities that await them.

We do it with excellence and dedication, and in partnership with parents, by addressing the needs of the whole student, individuals with unique gifts and talents.

As a community of teachers and mentors, we bring all our learning, passion, and experience together to challenge and support them, embolden their faith, empower their voices, and inspire them to become who and what they are meant to be: **Built with Purpose.**

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 co/extra-curricular activities with the expectation 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 judgment 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 classes 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)

Student Services

Christian Formation: Campus Ministry

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.

Counseling

The school counselors utilize the ASCA model to support Fenwick's mission by providing services aimed at cultivating personal, social, and academic goals. The counselors support students in their quest to develop in all areas by individual counselor meetings, small group instruction, and classroom guidance lessons. They work to ensure that both families and faculty will be engaged and informed regarding guidance related activities and offerings. The school counselors work as members of a team aimed at serving the students along with parents, teachers, and staff.

Athletic Department

The goal of the Athletic Department is to provide a comprehensive education-based athletic program for our young men and women. Through a competitive freshman, junior varsity, and varsity, all students have the opportunity to participate in a team sport. Bishop Fenwick High School is a member of the Greater Catholic League (GCL) competing in the Co-Ed Division.

School Organizations

Board of Limited Jurisdiction

Based on the authority granted to the Board by the Archdiocese of Cincinnati, the Board is established to act as a decision-making group, responsible for the governance of the school in the best interests of the School and the Archdiocese.

Fenwick Association for Musical Arts (FAMA)

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

Fenwick Parent Association

The Fenwick Parent Association (FPA) mission is to provide parents with the opportunity to have gatherings and social activities that build a greater sense of community among the Fenwick parents.

The FPA functions to provide the following:

- Providing a network of support to help new families make the transition to Fenwick. Parents with a Freshman are encouraged to join the FPA to make contacts with current or past parents who can assist in the transition to Fenwick and helping families to navigate the landscape of having a high school aged student.
- Remain connected with families who have current students, as well as past parents through on-going social gatherings and functions.
- Provide support of time, talent, and treasure for school community engagements for parents to volunteer and strengthen Fenwick's network of support.

The FPA will have events planned throughout the year and will be under the direction of the Advancement Office. Interested parents who would like more information on the FPA should contact Andrea Wyatt in the Advancement Office at awyatt@fenwickfalcons.org

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. Student 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 co/extra-curricular activities in accordance with their time and abilities.
4. Parents/guardians are expected to meet their financial obligations in a timely manner, as scheduled.
5. Parents/guardians are expected to support the collaboration between school and family by checking Portals regularly, communicating with school personnel and scheduling/attending parent-teacher conferences.
6. Students are expected to put effort into their studies outside of school on a daily basis.

Bus Transportation

Edgewood	513-863-4692	Miamisburg	937-865-5282
Franklin	937-74308670	Middletown	513-420-4568
Lebanon	513-934-5838	Monroe	513-539-0324
Mason	513-398-6682	Springboro	937-748-4462
Madison	513-420-4779		

Terms and Conditions

The Bishop Fenwick High School Student-Parent Handbook cannot be designed to be an inclusive treatise of all acceptable and non-acceptable behaviors. Parents/guardians who cannot support the school's policies may be asked to withdraw their children from Bishop Fenwick High School. All interpretations of this handbook and school policies are the decision of the school administration and are final.

Principal's Right to Amend

The Principal, or his appointee, retains the right to amend this parent/student handbook for just cause. Parents and students will be given prompt notification if changes are made.

SCHOOL GUIDELINES FOR GOOD ORDER

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. "School hours" are defined as 7:30 a.m. – 3:30 p.m. on a regularly scheduled school day.

School Entry

All students are expected to enter the building **prior to the 8:20 warning bell** on school days. The point of entry for all students before school is the back entrance near the performing arts hallway. This door will be locked at 8:20, at which time all entry must be done through the front main entrance of the school. Students leaving the building during the day must first sign out in the main office and should exit through the doors at the front of the building.

Media Center and Cafeteria

Students who are in the school building during school hours, but outside the normal academic day (8:20-3:00), are expected to utilize the media center and cafeteria during these times. Students are encouraged to use the media center as a place for quiet work and studying. Access to the media center is a privilege for students. Students are expected to utilize the cafeteria for snacks/meals before or after the academic school day. Food and drink should not be taken to other parts of the building. As in any area of our campus, students are expected to leave the area as they found it, including putting chairs on tables and picking up garbage.

Students are not permitted to be in a classroom, gym, weight room, or any other area not mentioned above, **at any time** without the presence and permission of the teacher!

Lockers—Personal Property

Each student is assigned an academic locker at the beginning of the school year for bags, books, coats, and other personal property. The school will not accept responsibility for items, school owned or personal. Lockers with locks are expected to be locked at all times to help with the security of these items. Lockers will be checked at the end of the school year for any damage or writing within the lockers and students may be assessed a "cleaning fine" by the school. Students will be responsible to pay for any damage to lockers during their use. **No scotch tape or pinups are to be placed inside or outside of the lockers.** If there is an issue with a locker, please report it to the Assistant Principal. Bishop Fenwick High School is private property; therefore, the administration reserves the right to search students, their lockers, and personal property, including book bags, clothing, technological items (including, but not limited to cell phones, iPods, tablets, and laptops), and any vehicle, whether owned by the student or not, parked on Fenwick's property. The search will be made in circumstances where the school has a reasonable belief that a crime/violation has been or is in the process of being committed or where the school has reasonable cause to believe that the search is necessary to maintain school discipline or to enforce school policies. The student must comply, or the school will require that he/she be withdrawn from Fenwick by his/her parents/guardians. It should be understood that the school's purpose and desire in conducting a search is to investigate any suspicion and to protect the student population. This search may include, but is not limited to, the use of dogs in cooperation with local law enforcement personnel.

Students participating in co/extra-curricular activities may be given access to additional lockers/storage areas as available. These lockers/storage areas fall under the same policy as the academic lockers noted above.

Backpacks and other bags must be kept in the 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

taken to the school office to be put in the secured safe. Bishop Fenwick High School is not responsible for any lost or stolen items on school grounds, including school issued/loaned items or personal belongings.

For events, especially athletics, people from outside the Fenwick community have access to areas of the school such as locker rooms, classrooms, cafeteria, etc. Personal items should always be secured accordingly.

Lost and Found

Students should turn in all lost and found items to the main office. Found items will be held for a reasonable period of time before being donated.

Cafeteria/Lunch

Permission to leave the cafeteria during lunch bell **must be obtained from the staff proctor** in the lunchroom for that period. Dismissal from the cafeteria at the end of the lunch period will be directed by the proctor. Students will be served on a first come, first served basis.

Parking

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 who drive to school are required to purchase a parking permit. **ALL** cars must have a Bishop Fenwick High School parking permit (for the current school year) on display. The parking permit form, available on www.fenwickfalcons.org, must be completed by the parent and student. A copy of the student's driver license and car insurance MUST be submitted at the time of purchasing a parking permit.

Spaces in the school lot are assigned to the students during the month of August. Dates will be posted online. During the school year, students may purchase parking passes from the main office or by appointment with the Assistant Principal. Families will be billed for the cost of the permit via FACTS. Students must park in their assigned spot. Preference is given to seniors and juniors. Please see information regarding search of lockers--personal property.

The parking rate for the school year will be as follows:

- Permits purchased during the 1st quarter: \$100.00
- Permits purchased during the 2nd quarter: \$75.00
- Permits purchased during the 3rd quarter: \$50.00
- Permits purchased during the 4th quarter: \$25.00

Students and parents are expected to follow the school driving pattern before and after school.

Accidents/Insurance

Parents/Guardians are responsible for payment of any medical or hospital bills as a result of an accident or injury to the student while at school.

Cell Phones, Smart Watches and Other Electronic Devices

Students are not permitted to use their cell phone or smart watch in any fashion during their scheduled class periods, including study halls. This includes use of a cell phone or smart watch during class time in a classroom, hallway, restroom, locker room, cafeteria, or other area of the building during those times. Every classroom has a caddy or other location in plain sight for cell phones. Students are expected to put their phone in this location at the beginning of every class until the end of that class. Phones and smart watches which are seen to be used during class time may be confiscated for student/parent to pick up at the end of the day with demerits issued.

Headphones/earbuds are not permitted to be *worn* during class periods, whether actively being used or not. Teachers *may* require the use of audio devices for specific class-based tasks.

Other electronic devices which should not be used during the school day without prior permission include, but are not limited to, personal computers, handheld gaming devices, personal tablets/iPads, iPods/MP3 players, cameras, and video cameras. The school is not responsible for a student's personal cell phone or other electronic device. The recording of school personnel in or out of the classroom is not permitted. Violating this policy may result in disciplinary action up to expulsion.

Parents are asked to help maintain this policy by not calling or texting their students during the school day. Doing so could create a consequence for your student!

Telephones

Students may not use the telephone in the school office or the athletic office except with permission of office personnel. Students are expected to not use the phone during academic hours. In cases of emergencies, parents must go through the main office to contact students.

Dangerous Articles

All dangerous articles are strictly prohibited on school property AT ALL TIMES. This prohibition applies to weapons covered by the concealed carry permits, as well as to all weapons (or items intended to be used as weapons) of any kind.

Copy Machine and Printers

Students are not permitted personal use of the school copiers. When work is required to be printed, the teacher will inform students which printer to use, if there is a printer at school available.

Distribution of Literature/Handbills

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

Visitors

Prospective students and families are welcome to visit Bishop Fenwick High School during the school day. The admissions office must be contacted at least 48 hours in advance to make arrangements for the guest. Each guest will be assigned a Falcon Ambassador who will escort him/her during the visit.

All visitors, including contracted workers, during the academic day (8:25-3:00) are required to enter through the main entrance at the front of the school and stop by the main office to obtain a visitor pass. An electronic entry system is in place for school safety.

Bishop Fenwick High School uses an electronic system for visitor management. VisitU is set up in the main office on an iPad. Upon entering the building, ALL visitors should go to the main office and sign in using this device. The program uses direct input or can do a photo scan of a driving license or other state issued ID. Based on name and date of birth the system scans national offender databases before printing a visitor badge. This badge is required for any visitors in the building.

Students are NOT permitted to invite students from other schools to visit. Those wishing to visit with a teacher must do so at a time when the teacher can meet them in the main office. Lunch visits with current students are not allowed.

Policy Regarding Gender Identity

The following text is from the Catholic Conference of Ohio and has been adopted by the Archdiocese of Cincinnati.

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
 - What is the specific request of the student and/or parents?
 - Is the request in keeping with the teaching of the Catholic Church?
 - Is the school reasonably able to accommodate the request?

Smoke and Tobacco Free Campus

Bishop Fenwick High School has been a smoke free campus since 2004. While that has not changed, many changes in the tobacco industry have occurred. The following is to clearly define the meaning of a Smoke Free and Tobacco Free Campus. This policy applies to all staff, faculty, students, contractors, vendors, and guests on campus as well as at any Fenwick events off campus.

No smoking or use of tobacco products is permitted within the facilities or on the property of Bishop Fenwick High School, or at events sponsored by the school, at any time.

This policy defines **tobacco products** as including but not limited to cigarettes, cigars, pipes, water pipes (hookah), smokeless tobacco, chewing tobacco, snus, snuff, electronic cigarettes, and any non-FDA approved nicotine delivery device.

This policy defines **smoking** as inhaling, exhaling, burning, or heating any tobacco, plant, vapor or other substance intended for inhalation by any method, including but not limited to cigars, cigarettes, pipes, hookahs or electronic smoking devices such as e-cigarettes or vapes.

This policy defines **property** as the school's facilities "curb to curb," including offices, grounds, adjacent sidewalks, fields, and parking lots.

Grievance Procedures

Bishop Fenwick High School adheres to the principle of subsidiary 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. School Counselors can help a student initiate the next step of the process.
- 2) **Formal Meeting:** If the matter cannot be settled informally by the parties concerned, they should request a meeting with the teacher/coach and the department chair/athletic director. If this must be done during school hours, an appointment may be made for a time that will not interfere with the normal school routine.
- 3) **Administrative Meeting:** If the matter cannot be settled through an initial formal meeting, please request a meeting with the Assistant Principal. 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 Assistant Principal will assess the issues and make a final decision.
- 4) **Appeal to the Principal of Bishop Fenwick High School:** In rare cases that cannot 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.

EMERGENCY PROCEDURES

Bishop Fenwick High School takes the safety of its students, staff, and visitors very seriously. While we are constantly in communication with law enforcement and other safety officials to improve our procedures, below are the plans we currently have in place. Please know that communication from the school will be sent to families in the most efficient manner. Communication will typically be made to the primary parent listed in the system via text message with email follow-up when possible. **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 standby 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.

Lockdown

- 1) A lockdown is an extremely serious matter. It could be a matter of life or death.
- 2) A lockdown may occur in one of three variations:
 - a. **Level 1 Lockdown:** Secured in the building; No admittance to OR exit from the building.
 - b. **Level 2 Lockdown:** Secured in classrooms; No movement in hallways; No admittance to OR exit from the building.
 - c. **Level 3 Lockdown:** Secured in place; No movement within classroom or other spaces.
- 3) Students are expected to follow the lockdown plan of action. When a threat to student safety occurs, students are expected to follow instructions given by the teachers and administrators. Bishop Fenwick High School trains in ALICE Procedures of Alert, Lockdown, Inform, Counter and Evacuate.

Chemical Spill

- 1) Attend to any persons contaminated by chemicals by removing contaminated clothing, and when feasible, flush the affected body area with water.
- 2) Alert people in the immediate area. Avoid breathing vapors and quickly determine what chemical and the quantity of material have been spilled. Notify the laboratory supervisor and/or school administration.
- 3) Consult material safety data sheet (SDS) for hazardous properties, incompatibilities, and specific instructions for spill response; the following are general guidelines.
- 4) Don appropriate protective equipment (safety glasses, gloves, long sleeve lab coat).
- 5) If the spill involves a flammable liquid, turn off all ignition and heat sources.
- 6) Evacuate all personnel and close all doors leading to affected areas. Keep all personnel away from the affected area until the appropriate response team has been notified and arrives to evaluate the situation.

Reunification Site

In the case of any situation which would require an evacuation of Bishop Fenwick High School and its campus, families are asked to gather at the Atrium YMCA family center off Union Road. In any such situation, your cooperation with school personnel and legal authorities is of utmost importance. Procedures established in conjunction with local authorities and the State of Ohio will be followed.

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/text system, on the school website and on the local television and radio stations.

Parents hold the ultimate decision regarding their student's safety in transportation to and from school.

Remote Learning Plans

A remote learning plan is in place as part of the school's emergency management plan. *Remote learning will not be available as an individual option for students/family.* A student who is not physically in the classroom during the school day will be marked absent and will be expected to work with their teacher for completion of missed work.

Remote Learning may be required in the event of a school shut down, declared by local, state, or federal agencies. This could include weather-related issues making it unsafe to transport to school for one or more days. Bishop Fenwick High School's remote learning plan aims to keep the educational process moving forward with as much consistency as possible. The remote learning plan will only be activated if students and teachers have been given the opportunity to have their school items with them at home.

Short-term Remote Learning

In the event a short-term remote learning plan is required, the class rotation will continue as if school was in session in the building. An A Day will become a remote learning A Day, for instance, using the schedule below. All classes will meet remotely on these days with student attendance required—attendance will be taken. These sessions may be used for group instruction, assessment, and/or review and questions. Students should expect work for their classes on respective A/E Days and utilize the Fenwick issued technology to complete work in the time prescribed by the teacher.

Assignments from a previous class are due as prescribed by the teacher (i.e., if it is to be due by the beginning of a block, it should be submitted electronically by that time on a remote learning day.).

8:30am – Teachers will post all meeting times and links as well as assignments for the day into Portals by 8:30am on a remote learning day.

9:30-10:15am – A/E Block

10:30-11:15 – B/F Block

11:30-12:15 – C/G Block

12:30-1:15 – D/H Block

1:30-2:30 – Teachers will be available during this time for students to reach out with questions regarding class or assignments.

Long-term Remote Learning

In the event of the remote learning plan needing to be activated for a longer period (a full school week or more), the following plan will be used. This plan will continue with the A/E Day rotation. The A/E Day rotation will include weekly scheduled class sessions with each teacher which are required to be attended by the student—attendance will be taken. Each class will meet two times per week, with a minimum of one scheduled class virtual session to be held for each class—the teacher may require both to be attended. These sessions may be used for group instruction, assessment, and/or review and questions. Students should expect work for their classes on respective A/E Days whether their class meets on that day or not.

Each week, which would typically have five school days, will have Wednesday scheduled as a day for non-academic activities and office hours, to provide students and teachers time to work on assignments and connect for questions. Below is what a regular, five-day schedule will look like:

Monday = A/E Day	Tuesday = E/A Day	Wednesday	Thursday = A/E Day	Friday = E/A Day
A Day assignments from Thursday are due by 9:00am	E Day assignments from Friday are due by 9:00am	Flock Block Sessions and Campus Ministry Events may be scheduled as follows:	A Day assignments from Monday are due by 9:00am	E Day assignments from Tuesday are due by 9:00am
A Day assignments will be posted by all teachers prior to 8:30am in Portals	E Day assignments will be posted by all teachers prior to 8:30am in Portals	Grade 9 9:30-10:15	A Day assignments will be posted by all teachers prior to 8:30am in Portals	E Day assignments will be posted by all teachers prior to 8:30am in Portals
A Block 9:30-10:15	E Block 9:30-10:15	Grade 10 10:30-11:15	A Block 9:30-10:15	E Block 9:30-10:15
B Block 10:30-11:15	F Block 10:30-11:15	Grade 11 11:30-12:15	B Block 10:30-11:15	F Block 10:30-11:15
C Block 11:30-12:15	G Block 11:30-12:15	Grade 12 12:30-1:15	C Block 11:30-12:15	G Block 11:30-12:15
D Block 12:30-1:15	H Block 12:30-1:15		D Block 12:30-1:15	H Block 12:30-1:15
Office Hours 1:30-2:30	Office Hours 1:30-2:30	Teachers will be available 9:30-2:30 for communication and conferencing.	Office Hours 1:30-2:30	Office Hours 1:30-2:30
All assignments from today will be due by 9:00am on the following A Day	All assignments from today will be due by 9:00am on the following E Day		All assignments from today will be due by 9:00am on the following A Day	All assignments from today will be due by 9:00am on the following E Day

Any sessions scheduled by teachers during the assigned times are required unless otherwise stated by the teacher, with teachers required to hold at least one mandatory session for each class each week.

Expectations for Teachers During Remote Learning

Teachers will utilize Portals as the primary source of communicating assignments and will use Office 365 applications whenever possible for conducting class activities/assessments.

Teachers will follow requested formatting and posting of assignments using Portals, including times of posting and method of posting.

Teachers will keep an updated Class Summary page on Portals for each class which should include a minimum of an up-to-date weekly agenda.

Teachers will follow the above A/E Schedule for posting and accepting work:

- Teachers will post assignment information and links to assignments in the Class Summary section of the class page in Portals by 8:30am on the day of class.
- Teachers will post assignments, attached to their due dates, in the Portals calendar by 8:30am on the day of class.
- For long term remote learning, all assignments will be due at 9:00am on an assigned A/E Day. Generally, assignments will be due 9:00am the next day on which they have that class, but long-term assignments may require due dates to be completed further along in the quarter.

Teachers will be available to be reached via email for questions and conferencing 9:00am – 2:30pm each school day, Monday-Friday when not doing a live lesson with a class.

Teachers will respond to all email and phone communication within 24 *business* hours of receipt.

Teachers will take and report attendance for required virtual sessions.

Teachers will provide meaningful feedback to students in a timely manner.

Teachers will keep gradebooks up to date on a weekly basis.

Teachers will communicate to the student with email copied to parents:

- When a student has missed a scheduled virtual session.
- When a student has missed an agreed upon conference call with a teacher.
- When a student has more than 1 missing assignment in a week.
- When a student's quarter grade drops by two or more letter grades.

Expectations for Students During Remote Learning

Students will maintain a regular work schedule during the day, beginning with checking Portals at 8:30am and attending their TEAMS meetings by class starting at 9:30am.

Students will check their Outlook email AND messages in Portals regularly throughout the day.

Students will communicate with teachers regarding class as much as possible during the hours of 9:00-2:30, Monday-Friday. Students will understand that a response from their teachers is expected within a 24-*business* hour period of time.

Students will maintain a workspace that promotes focus on schoolwork.

Students will prepare to spend an amount of time approximately close to the time they would spend in class and doing homework each day of school.

Students will take responsibility for their learning, including completion of work and communicating with teachers.

Students will reach out to their counselors when having difficulty with time management and stress management.

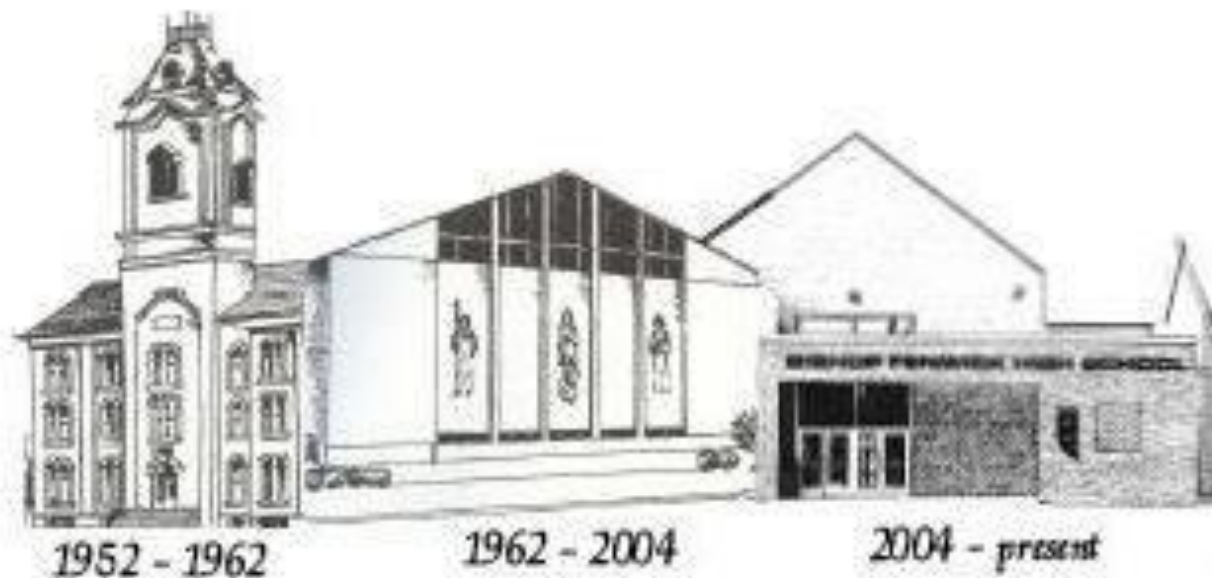
Students will complete ALL work on their own and will not share work with others. This includes not discussing assessments, not sharing answers to “help” a classmate, and not participating in group chats related to schoolwork.

Academic Integrity is expected at all times!

DAILY BELL SCHEDULES

Bishop Fenwick High School operates on the A/E or alternating day block schedule, where students take one set of four classes on A day and a set of four different classes on E day. Full-credit classes meet for the entire year for approximately 75 minutes on alternating days. Half-credit classes meet for one semester on alternating days for approximately 75 minutes. Quarter-credit classes meet for one semester on alternating days for approximately 42.5 minutes with study hall for the other 42.5 minutes of the block. While special circumstances can arise and create a need for a new block schedule on any given day, on page 24 you will find the different daily schedules that are anticipated to be used during the 2023-24 school year.

Unless otherwise indicated by the school administration, an A day will always be followed by an E day and vice versa. This means that if an E day is supposed to occur, but that day of school is canceled for some reason, such as weather, the next day in which school is in session will be an E day for students.



REGULAR Schedule		
Announcements & Attendance	8:25-8:30	
A/E	8:30-9:42	
B/F	9:48-11:02	
FLOCK BLOCK	11:08-11:48	
C/G	Lunch 1	11:48-12:15
	Class	12:19-1:37
	Class	11:54-12:35
	Lunch 2	12:35-1:00
	Class	1:04-1:37
	Class	11:54-1:12
	Lunch 3	1:12-1:37
	Class	1:12-1:37
D/H	1:43-2:55	
Announcements & Dismissal	2:55-3:00	

90 Minute Delay Schedule - NO FLOCK		
Announcements & Attendance	9:55-10:00	
A/E	10:00-11:03	
C/G	Lunch 1	11:03-11:30
	Class	11:34-12:32
	Class	11:09-11:38
	Lunch 2	11:38-12:03
	Class	12:07-12:32
	Class	11:09-12:07
	Lunch 3	12:07-12:32
	Class	12:07-12:32
B/F	12:38-1:41	
D/H	1:47-2:55	
Announcements & Dismissal	2:55-3:00	

Early Dismiss / Long PM Assembly Schedule		
Announcements & Attendance	8:25-8:30	
A/E	8:30-9:39	
B/F	9:45-10:54	
C/G	Lunch 1	10:54-11:21
	Class	11:25-12:40
	Class	11:00-11:35
	Lunch 2	11:35-12:00
	Class	12:04-12:40
	Class	11:00-12:15
	Lunch 3	12:15-12:40
	Class	12:15-12:40
D/H	12:46-1:57	
Announcements & Dismissal	1:57-2:00	
Assembly or Dismissal	2:00-3:00	

MASS Schedule / AM Assembly Schedule		
Announcements & Attendance	8:25-8:30	
A/E	8:30-9:42	
B/F	9:48-10:59	
Flock → Assembly	11:05-11:55	
C/G	Lunch 1	11:55-12:22
	Class	12:26-1:40
	Class	12:01-12:40
	Lunch 2	12:40-1:05
	Class	1:09-1:40
	Class	12:01-1:15
	Lunch 3	1:15-1:40
	Class	1:15-1:40
D/H	1:48-2:57	
Announcements & Dismissal	2:57-3:00	

NO FLOCK BLOCK Schedule		
Announcements & Attendance	8:25-8:30	
A/E	8:30-9:55	
B/F	10:01-11:26	
C/G	Lunch 1	11:26-11:53
	Class	11:57-1:22
	Class	11:32-12:11
	Lunch 2	12:11-12:36
	Class	12:40-1:22
	Class	11:32-12:57
	Lunch 3	12:57-1:22
	Class	12:57-1:22
D/H	1:28-2:55	
Announcements & Dismissal	2:55-3:00	

End-of-Day Flock Block Schedule		
Announcements & Attendance	8:25-8:30	
A/E	8:30-9:45	
B/F	9:51-11:06	
C/G	Lunch 1	11:06-11:31
	Class	11:35-12:54
	Class	11:12-11:41
	Lunch 2	11:41-12:06
	Class	12:10-12:54
	Class	11:12-12:29
	Lunch 3	12:29-12:54
	Class	12:29-12:54
D/H	1:00-2:15	
Announcements & Dismissal	2:15-2:18	
Flock/Assembly	2:18-3:00	

FINANCIAL POLICIES

Bishop Fenwick High School—Value and Excellence in Education

At Bishop Fenwick High School, we understand that choosing a private parochial high school is a major financial decision for families. For that reason, we continually work very hard to keep our tuition and fees as low as possible. We are aggressively seeking new ways to increase available tuition assistance through scholarships, grants, more strategic community building and fundraising, and financial aid. We encourage you to talk with us and let us help you find the best financial solutions that match your family's needs. We want your child to be part of the Falcon Tradition and the Bishop Fenwick High School Family.

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

Registration and Fee

All paperwork and instructions for completing registration can be obtained from our Office of Admissions directly at 513-428-0525. In addition, a completed Tuition Payment Agreement is required; this is completed online for returning students in conjunction with their re-enrollment registration.

For returning students, the registration form and \$400 registration fee is to be completed online prior to the January Registration Day Deadline. All prior financial obligations must be met. For incoming students, please refer to the Admissions Policy beginning on page 27 of this handbook.

Tuition and Fees

Tuition for the school year is reviewed and updated each year and can be found on the school webpage under Admissions/Tuition and Fees. Additional fees for parking passes, athletic and band participation, Advanced Placement (AP) exams, and other charges will be billed to students via FACTS tuition management. **Students taking AP courses are required to take, and pay for, the exam.** The fee for the AP course is intended to cover the cost of the test for the course and will be set once the test price is known (\$95 in 2017-18). Charges will be put on the FACTS account for any student enrolled in an AP course on September 1 of the academic year. Families will be notified of any additional academic related fees (course materials, field trips, etc.) in a timely manner. Students are responsible for the condition as well as the return of the textbooks assigned to them. *Appropriate assessments for lost or damaged texts are made at the end of the school year and billed to your FACTS account.*

All tuition and fees are to be paid according to the payment schedule published at the time of registration. FACTS tuition management will be utilized as our outsourced tuition management service for all tuition payments including Pay-In-Full accounts. Students new to Bishop Fenwick High School will need to enroll online by May 1st for the following school year. Current FACTS account holders with returning students will automatically be re-enrolled. All payment arrangements will be completed using the services of FACTS by automatic withdrawal from a checking account, saving account, or charged to a major credit card. Currently there are two payment options available through FACTS:

- 1) The entire tuition amount is withdrawn or charged on June 20th earning an early pay discount of \$250
- 2) 12 equal installments withdrawn or charged on the 20th of the month beginning June 20th and through May 20th

Students with a tuition balance or outstanding fees or fines at the end of the semester will not receive report cards or transcripts, nor will they be allowed to return to Bishop Fenwick the following semester. Transcripts, diplomas, and report cards will be released when

full payment has been made. In addition, students who are behind in payments may not be permitted to participate in co/extra-curricular activities until the balance is current.

If there are unforeseen circumstances that prevent making tuition payments on these due dates, please contact the Director of Finance at (513) 423-0723 ext204 at least 10 days prior to the 20th of each month in order to avoid bank and late charges.

Tuition Assistance

Bishop Fenwick High School offers a tuition assistance program for qualifying families. Financial need evaluations are conducted through FACTS Grant and Aid Services. Because the amount of tuition assistance is limited, grants are awarded based on need. Parents can access the online link to the FACTS Grant and Aid application through our website under Admissions/Tuition Assistance. The online FACTS application must be submitted by the date established in November to be considered for tuition assistance.

Tuition Refund

Should circumstances cause your student to withdraw from Fenwick for any reason, Fenwick will refund the pro-rated tuition per semester. In order to receive a full refund, withdrawal from Fenwick must be made prior to July 1 of the calendar year. In order to receive a refund for the 2nd semester tuition, withdrawal from Fenwick must be made by December 15 of the calendar year. All fees are non-refundable (technology & general fee, non-catholic parishioner fee and all retreat fees). Transcripts and report cards will be held for non-payment of tuition and fees.

MySchoolAccount.com

Bishop Fenwick High School uses a computerized system for purchasing lunches, called MySchoolAccount. This is a comprehensive school lunch program that allows students to charge their lunch time purchases to an account that has pre-deposited funds available. All students are assigned a MySchoolAccount with a PIN. If a student has deposited funds on their account, they will be able to charge their lunch time purchases. The parent portal, myschoolaccount.com, can be used to see all activity on the account in addition to setting lunch time parameters for spending. Funds can be added via credit card or check online with a convenience fee applied or via cash/check or credit at the school cafeteria.

Free and Reduce Lunch

Bishop Fenwick High School does **NOT** participate in a free and reduced lunch program.

Athletic/Band Participation Fees

Participation fees are required for student athletes and band members to participate in our programs. The administration of each program will set payment due dates seasonally. Participation fees will be billed via the FACTS billing program as follows: Fall participation will have an October payment; Winter participation will have a January payment; Spring participation will have an April payment. The fee amounts are as follows:

\$300 Participation Fee per Activity

ADMISSIONS POLICIES

Non-Discrimination Policy

Bishop Fenwick High School, as an equal opportunity institution, shall at no time discriminate against any person on the grounds of race, color, religion, national origin or ancestry, age, sex, marital status, or disability (if otherwise qualified); or any other status protected under federal, state, or local law; nor shall Bishop Fenwick High School suffer such discrimination by its agents in the conduct of its affairs.

Consistent with this policy of nondiscrimination, Bishop Fenwick High School will provide reasonable accommodation to a qualified individual with a disability, consistent with legal requirements, who has made the school aware of his/her disability, provided that such accommodation does not constitute an undue hardship on the school. Employees with a disability who believe they need reasonable accommodation to perform the essential functions of their job should contact the Director of Finance.

Admission Policy

The final decision for allowing students to enroll at Bishop Fenwick High School is the responsibility of the Principal. Students at Bishop Fenwick High School 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.

Only students for whom Bishop Fenwick High School have an appropriate academic program will be accepted. This will be determined by a review of the student's application for admission, placement test scores, grade school records and teacher recommendations.

Please refer to www.fenwickfalcons.org for detailed admissions information

Part-Time Students

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

Early Graduation

Bishop Fenwick High is a traditional four-year high school. Early graduation, prior to the end of their eighth high school semester, is not an option.

Adult-Age Students

All Bishop Fenwick High School students must reside with a parent or guardian, regardless of age of the student. We reserve the right to expect parent/guardian permission, signatures, etc. for adult-age students unless some prior arrangements have been made with the principal.

Transfer Students

Transfer students should contact our Admissions Office to begin the transfer process. No student will be admitted to Bishop Fenwick High School as a transfer student unless a record of accomplished work in schools previously attended is given to and reviewed by the Principal and/or counselor along with a completed online Application for Admission. Prior to acceptance, transfer students will be interviewed by the Principal. Transfer students will be accepted on a first-come, first-served basis provided there is space available and an appropriate academic program in the respected grade.

Students who transfer to Fenwick will be placed in courses that seem appropriate in the light of their school records. The counselor and Assistant Principal oversee placement of students.

In general, only transfer students new to the geographical area of Bishop Fenwick High School will be considered for admittance to grade twelve.

Withdrawals

Withdrawal of a student on a permanent basis is a formal procedure. Parent/Guardians must contact the Office of Admissions 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 Records form is signed by the parent/guardian
- 2) All school property is returned, and all financial obligations are met
- 3) An exit interview has been completed
- 4) Request for Records must be sent to Fenwick by the transferring school, with parent signature, for Fenwick records to be released to the new school

The Office of Admissions will inform teachers and the School Counselor when a student withdraws on a permanent basis. It is the responsibility of the student to clean his/her locker of all personal belongings on his/her last day of school.

ATTENDANCE POLICIES

Daily attendance at Bishop Fenwick High School is an **expectation**. Doctor's appointments should be made before or after school hours. Parent/Guardian's full cooperation in this regard is appreciated. When out due to an excused absence, the student must assume total responsibility for all work missed. It is his/her responsibility to contact individual teachers in order to make up all tests, quizzes, and assignments in a timely fashion as agreed upon **in advance** with the teacher.

Absence Procedures

Following are school procedures (in compliance with State Law) for student absences:

- When a student is absent from school for any reason, his or her parent/guardian (for all students, regardless of age) is to **call** the attendance hotline (513-423-0723 and press 2 for attendance) prior to 8:30 on the day of the absence. Attendance must be reported to the school via the attendance hotline—please do not send an email. ***An absence lasting more than one day is to be reported each day.***
- **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 upon the child's return to school.** Consecutive absences of more than three days due to illness require a doctor's note upon return. 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. If there is no contact with a parent or a note is not presented to the main office, the absence will be considered unexcused.

Notification from parent/guardian is not needed when a student is missing school for a Fenwick retreat, Fenwick athletic event, or Fenwick field trip. For all other absences, it is the responsibility of the parent/guardian (for all students, regardless of age) to leave a message on the attendance hotline prior to 8:30 a.m. on the day of the absence.

Early Dismissals

Planned Dismissals

Students are not permitted to leave the building, even to go to their car to get something, without permission from the main office staff. Students (regardless of age) may not leave the school grounds during the school day without a dismissal phone call from a parent/guardian (prior to 8:30 a.m.) without EXPLICIT permission from the Assistant Principal or other administrator.

Students who have valid reasons to leave school before the end of the school day must do the following:

- Parent/guardian (for all students, regardless of age) must call the attendance hotline prior to 8:30 a.m. on the day of the dismissal.
- The student will receive an early dismissal pass via e-hallpass to be approved by the teacher at the time of dismissal. The student must then sign out at the main office ***after confirming the dismissal with an office staff member (a student should never leave the building without confirmation from an adult in the office).***
- If the student returns to school that same day, he/she must sign in at the main office and receive a return to class slip upon return.

Dismissal without notice (from a parent/guardian via the attendance hotline) is a disruption to the order of the school day. Request for an early dismissal without a phone call prior to 8:30 a.m. on the day of the dismissal may require waiting until the end of the current class bell for the student to be dismissed.

NOTE: Students leaving school due to doctor or dental appointments are required to bring a note from the doctor or dentist upon return to school for the absence to be excused as legitimate.

Dismissal Due to Illness

A student leaving early due to illness must see the school nurse before permission to leave early is given. Permission to leave due to illness will be at the discretion of the school nurse, a licensed medical professional. If the school nurse approves the student's dismissal due to illness, a parent/guardian will be notified to make arrangements for the student to go home. Bishop Fenwick High School has no facilities where ill students can remain at school.

Absence Due to Fenwick Activity

Absences due to school field trips, retreats or special in-school programs or participation in school-sponsored activities are not recorded as absences and are automatically excused. Classwork not completed because of such absences may affect a student's grade. It is the responsibility of the student to contact his/her teachers in a timely manner 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 make-up work must be made beforehand.

Punctuality

It is the student's responsibility, along with his/her parents/guardians, to arrive at school on time each day. Students must report to their first class when the bell rings at 8:20 and be seated in the classroom prior to the 8:25 bell. Students failing to do so by the 8:25 bell should report to the main office to receive a tardy slip.

Students MUST remain in the school building (or with their appropriate classroom teacher when the course requires leaving the building) at all times. Permission to leave the building must be given through the school office. Students leaving school early for the day must confirm the early dismissal with the main office and sign out before doing so.

If a student is going to be late, it is the **responsibility of the parent to call** (*for all students, regardless of age*) the main office by **8:30 a.m.** or the student tardy will be considered unexcused. All students will receive two unexcused tardies per semester. **After school detentions will be issued** for each unexcused tardy thereafter (see discipline policies starting on page 69). Throughout the school day, students are expected to be in each class and seated prior to the tardy bell. Teachers may issue demerits or other appropriate consequences for individual class tardiness. Habitual or excessive tardiness to class may be referred to the Assistant Principal.

Attendance Policy

Ohio House Bill 410 looks at how many hours, rather than school days, a student misses in determining absenteeism. The state now has a three-tier approach to absenteeism, which can be seen in the table below:

	Excessive Absences	Chronic Absenteeism	Habitual Truancy
Hours per School Year	65 <i>with or without</i> legitimate excuse	10% (104) <i>with or without</i> legitimate excuse	72 <i>without</i> legitimate excuse
Hours per School Month	38 <i>with or without</i> legitimate excuse		42 <i>without</i> legitimate excuse
Consecutive Hours			30 <i>without</i> legitimate excuse

The Fenwick school day is 6.5 hours long. The following chart relates the above chart based on hours with how Fenwick will apply this to days:

	Excessive Absences	Chronic Absenteeism	Habitual Truancy
Days per School Year	10 <i>with or without</i> legitimate excuse	10% (16) <i>with or without</i> legitimate excuse	11 <i>without</i> legitimate excuse
Days per School Month	6 <i>with or without</i> legitimate excuse	6 <i>with or without</i> legitimate excuse	7 <i>without</i> legitimate excuse
Consecutive Days			5 <i>without</i> legitimate excuse

Consequences for Excessive Tardies or Absences

Bishop Fenwick High School's curriculum is attendance based. Each student is expected to be in attendance on every school day, during every class period, except due to illness, death in the family, or family emergencies.

Excessive Absenteeism

The family will be sent electronic notice that their child's absenteeism is negatively impacting his/her educational experience.

Chronic Absenteeism

The family will be sent written notice that an absence intervention team (consisting of administrator, counselor, teacher, student, and parent/guardian) will need to meet. During this meeting a plan of action will be put into place to be followed. Failure to follow this plan will escalate the situation to "Habitual Truancy."

Habitual Truancy

At this point, the plan put in place by the absence intervention team has not worked. Communication will be made with the family that the child will be reported as truant to law enforcement. The family may be asked to withdraw the student from Bishop Fenwick High School, or the student may be asked to not return the following semester.

Exam exemptions for students grades 9-12 will be impacted by the number of absences from class —Students who are absent from a class more than 5 times in a semester will be required to take the exam for that class, without opportunity for exemption.

****Absences due to family emergency, long-term illness with medical documentation, official college visits with required documentation, and official Fenwick sponsored events (Fenwick athletics/activities, retreats, and field trips only) will not count against the student's exemptions.***

Legitimate Excuse for Absence

Please note that legitimate excuses DO factor into the categories of excessive and chronic absenteeism at the discretion of the administration. There is, however, a provision for extended illnesses where hospital instruction is provided.

A legitimate excuse for an absence or tardy must meet the following:

- 1) Called in by 8:30 am by a parent/guardian (for all students, regardless of age)
-AND ONE OF THE FOLLOWING-
 - a. Sickness
 - i. A parent/guardian phone call to the attendance hotline will suffice as legitimate for up to three days.
 - ii. If out for more than three consecutive days, a note from the doctor must be turned in upon return.
 - b. Court
 - i. Legal note upon return will suffice as legitimate.
 - c. Family Emergency, such as
 - i. Funeral.
 - ii. Medical emergency.
 - d. Fenwick Sponsored Activities

The following are *examples* of excuses which are **NOT** legitimate:

- Absence without the appropriate note upon return
- Vacations
- Travel for Non-Fenwick activities
- Out of school suspensions
- Non-medical appointments (i.e., driver ed training, service hour completion)

Teachers are NOT required to provide work in advance of planned absences.

Teachers are NOT required to provide makeup work in the case of an unexcused absence.

Attendance secretaries will not be expected to accept documentation that is not submitted in a timely fashion (same day, or next school day in attendance) or to go back and change an absence/tardy from unexcused to legitimate/excused.

Participation Based on Attendance

Participation in school-sponsored activities is the only exception to this policy.

8:25	–	10:00	=	Tardy	(1.5	hours)
10:00	–	12:00	=	½ day absent	(3.5	hours)
After 12:00 = 1 day absent (6.5 hours)						

To be eligible for participation in athletics or other co/extra-curriculars, including practices after school, games, dances, or other school sponsored events, a student must sign in by 10:00 a.m. 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 Assistant Principal and the Athletic Director. A student who leaves school early due to illness may NOT participate in after school activities.

Tardy to Class

Students are considered tardy when they arrive to a class after the tardy bell rings, without a pass from a teacher or other school staff member. A student missing twenty minutes or more of any single class without appropriate approval will be considered absent from that class. Students who are absent from a class more than 6 times in a year (for full year courses) or 3 times in a semester (for semester courses) will be required to take the exam for that class, without opportunity for exemption.

Long Term Illness

In the case of a prolonged absence (due to injury or other serious medical condition) it is the responsibility of the family to communicate with the Assistant Principal. The teachers and counselor will work with the family to develop a mutually agreed upon plan (including a timeline for completion) to make up any missed work. This plan will be approved by the Assistant Principal. Any changes to this plan must be approved by the Assistant Principal. The process for reintegration of a student following an extended leave of absence due to medical/personal reasons will be addressed in a meeting with an administrator, counselor, parents, and student. A reintegration contract may be created and signed by necessary participants.

If an internal school plan is not possible, other educational options should be explored.

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 and should be taken prior to 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 and signed by a parent.
- 2) The student obtains the signature of each of his/her teachers and returns the form to their counselor **one week in advance of the visit.**
- 3) Upon return from the visit, the student must submit, to the main office, verification of 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 not be counted as excused absences.

Field Trips

Field trips are a privilege, not a right. Academic eligibility, a good attendance record and being up to date on service requirements are required for student participation in trips and activities that involve absence from school. Student participation does NOT exempt them from assignments/homework which must be turned in. Students who fail to submit the proper permission form provided by the teachers will not be allowed to participate. Telephone calls will not be accepted in lieu of proper forms. Forms are available on the school website.

Students must wear their uniforms during any school day field trip unless otherwise instructed by the teacher, with permission of the Assistant Principal.

Leaving School During the Day

Students are not permitted to leave the building, even to go to their car to get something, without permission from the main office. Students may not leave the school grounds without EXPLICIT permission from the Assistant Principal or other administrator. **Early dismissal of a student must be requested by a parent/guardian, in writing. This written permission must include the exact time of leaving and needs to be delivered by the student to the main office at the beginning of the school 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 High School has no facilities where ill students can remain at school.

To be eligible for participation in athletics or other co/extra-curriculars, including practices after school, games, dances, or other school sponsored events, a student must sign in by 10:00 a.m. 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 Assistant Principal and the Athletic Director. A student who leaves school early due to illness may NOT participate in after school activities.

Remote Learning

A remote learning plan is in place as part of the school's emergency management plan. Remote learning will **not** be available as an individual option for students/family. A student who is not physically in the classroom during a school day will be marked absent and will be expected to work with their teacher for completion of work missed while out.

ACADEMIC POLICIES

State of Ohio Graduation Requirements Class of 2023 and Beyond

(1) **Cover the Basics:** 26 credits are required for graduation from Bishop Fenwick High School in specified subjects:

Religion	1 credit/year at BFHS	English Language Arts	4 credits
Mathematics	4 credits	Science	3 credits
Social Studies	3.5 credits	World Languages	2 credits (same language)
Fine Arts	1 credit	Technology	1 credit
PE/Health	1 credit	Electives	2.5 credits

AND

(2) **Show Competency:** Bishop Fenwick High School students will earn a passing score, based on the requirements of the State of Ohio, on the IOWA test in the areas of Algebra I and English II. Students who do not receive a passing score on the test will be offered additional opportunities to test, and additional support after a second attempt.

Students will complete their required courses and take the standardized tests required by the state. They will now demonstrate competency in the foundational areas of English Language Arts and Mathematics. Students also will demonstrate readiness for their post-high school paths by earning two diploma seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, social and emotional competencies, and leadership and reasoning skills (Page 2 of “Ohio’s Long-term Graduation Requirements” document linked above).

Testing Requirement

Bishop Fenwick High School, through approval by the state Board of Education and Ohio Revised Code 3301.0712, will continue to administer the IOWA E battery of tests to all students in grade 9. These tests will cover the seven required end-of-course test content areas of Algebra I, Geometry, English I, English II, Biology, American Government, and American History.

Bishop Fenwick High School will continue to administer the required state-funded ACT or SAT (Fenwick administers the ACT) to all juniors during the spring of their junior year.

AND

(3) ***Show Readiness:** Bishop Fenwick High School students will earn a minimum of two of the following diploma seals. These seals show the student has demonstrated academic, technical, and professional skills and knowledge that align to passions, interests, and planned next steps after high school.

OhioMeansJobs Readiness Seal (Ohio)	Military Enlistment Seal (Ohio)	Honors Diploma Seal (Ohio)
Citizenship Seal (Ohio)	Science Seal (Ohio)	Technology Seal (Ohio)
Seal of Biliteracy (Ohio)		
Community Service Seal (Local)	Fine/Performing Arts Seal (Local)	Student Engagement Seal (Local)

Students will demonstrate readiness by earning **at least two diploma seals, one of which must be state defined. Seals help students develop an array of critical skills that are valuable to them as they transition to the next steps after high school.*

Additional information regarding these requirements, as well as more in-depth information on the following available graduation Diploma Seals can be found through **Ohio's Long-term Graduation Requirements**.

Available Diploma Seals

State-Defined Honors Diploma Seal	Requirements for a Bishop Fenwick High School Student	
Honors Diploma Seal – Academic <i>Must meet all but one of the criteria</i>	Subject Graduation Credit Requirements Science Social Studies World Languages GPA ACT/SAT Score	Criteria with these added criteria + 1 credit + .5 credit + 1 credit, same language Unweighted 3.5 on 4.0 scale 27 ACT / 1280 SAT
Honors Diploma Seal – STEM <i>Must meet all but one of the criteria</i>	Subject Graduation Credit Requirements Mathematics Science World Languages Electives GPA ACT/SAT Score Field Experience Portfolio	Criteria with these added criteria + 1 credit + 2 credits + 1 credit, same language Minimum of 2 credits focused on STEM Unweighted 3.5 on 4.0 scale 27 ACT / 1280 SAT Complete and document field experiences Develop a comprehensive portfolio
Honors Diploma Seal – Arts <i>Must meet all but one of these criteria</i>	Subject Graduation Credit Requirements World Languages Fine Arts GPA ACT/SAT Score Field Experience Portfolio	Criteria with these added criteria + 1 credit, same language Minimum 4 credits focused on arts Unweighted 3.5 on 4.0 scale 27 ACT / 1280 SAT Complete and document field experiences Develop a comprehensive portfolio
Honors Diploma Seal – Social Science and Civic Engagement <i>Must meet all but one of the criteria</i>	Subject Graduation Credit Requirements Social Studies World Languages Electives GPA ACT/SAT Score Field Experience Portfolio	Criteria with these added criteria + 1.5 credit + 1 credit, same language Minimum 3 credits focused on social science and/or civics Unweighted 3.5 on 4.0 scale 27 ACT / 1280 SAT Complete and document field experiences Develop a comprehensive portfolio

State-Defined Diploma Seals	Requirements for a Bishop Fenwick High School Student
Military Enlistment Seal	Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces: <ul style="list-style-type: none"> - Army - Air Force - Navy - Marine Corps - Coast Guard
Technology Seal	Complete a technology course that meets criteria established by the Ohio Department of Education; OR Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program. The school will use discretion in pre-approval of appropriate college-level technology courses which: <ul style="list-style-type: none"> - Address technology knowledge and skills critical to college and workforce readiness. OR <ul style="list-style-type: none"> - Engage students in applying technology tools and processes in real-world situations to effectively design solutions, solve problems and accomplish goals. OR <ul style="list-style-type: none"> - Engage students in critical analysis of the impact of technology development and use, including ethical, legal, and global impacts.
Industry-Recognized Credential Seal	Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field
Citizenship Seal	Earn a score of proficient or higher on both the American History and the American Government sections of the IOWA E test; OR Earn a course grade of “B” or higher in a course in US History <i>and</i> American Government. OR Earn a score that is at least equivalent to proficient on the Advanced Placement Exams in US History <i>and</i> US Government and Politics; OR Earn a final course grade that is equivalent to a “B” or higher in appropriate classes taken through the College Credit Plus program including courses in American history and American government.
State Seal of Biliteracy	Meet the requirements and criteria, including proficiency requirements on assessments in a world language and English. <ul style="list-style-type: none"> - English Language Proficiency will be demonstrated through proficiency in English II per the graduation requirement <i>or</i> through a remediation-free score on the English and Reading sections of the ACT or SAT AND Proficiency in World Language(s) through a score of 4 or higher on an Advanced Placement foreign language and culture exam. A student must indicate their intentions to earn the Ohio Seal of Biliteracy before graduation and the seal will be awarded to the transcript after the school has received and verified official scores.
College-Ready Seal	To earn the college and career readiness seal, a student must earn remediation-free scores on the ACT or SAT test.
Science Seal	Earning a score of proficient or higher in the content area of biology through the IOWA E test OR Earn a final course grade of “B” or higher in any grade 11 or 12 advanced science course (AP Biology, any chemistry, any physics, geology, physiology, zoology) OR Earn a score of 2 or higher on the AP Biology or AP Physics exam OR Earn a final course grade that is equivalent to a “B” or higher in any three-credit hour College Credit Plus science course, including CCP Chemistry I and CCP Chemistry II offered at Fenwick.

Fenwick-Defined Diploma Seal	Requirements for a Bishop Fenwick High School Student						
Fenwick Community Service Seal	Meet Fenwick’s service requirements for graduation AND Complete 50+ hours of service above and beyond the requirement for graduation. OR Intern with a specific agency for a minimum of one semester (20 weeks).						
Fenwick Fine and Performing Arts Seal	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><u>Subject</u></td> <td style="width: 50%;"><u>Criteria</u></td> </tr> <tr> <td>Fine Arts</td> <td>Minimum 4 credits</td> </tr> <tr> <td>Field Experience</td> <td>Complete and document field experience</td> </tr> </table>	<u>Subject</u>	<u>Criteria</u>	Fine Arts	Minimum 4 credits	Field Experience	Complete and document field experience
<u>Subject</u>	<u>Criteria</u>						
Fine Arts	Minimum 4 credits						
Field Experience	Complete and document field experience						
Fenwick Student Engagement Seal	<p>To show well rounded engagement as a student, a student must meet three of the following requirements to earn this seal. One of the requirements must come from each of the Physical and Community/Leadership columns with the third coming from either.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Physical Activity 2 or more seasons of athletic participation 2 or more seasons of marching band participation Performing Cast member in 2 or more theater productions Actively participate for 2 or more years in the Fenwick Equestrian Club Actively participate for 2 or more years in the Fenwick Ski/Snowboard Club 2 or more seasons as a player in the Fenwick Intramural Basketball program </td> <td style="width: 50%; vertical-align: top;"> Community/Leadership Actively participate for 2 or more years in a Fenwick sponsored club Actively participate for 1 or more years in the Fenwick Peer Tutoring Program as a tutor Actively participate for 1 or more years in the Fenwick Ambassador Program Actively participate for 2 or more years in Student Council Named an official team captain for 1 or more athletic seasons Elected as an officer for 1 or more Fenwick clubs/organizations 2 or more theater productions as a crew member </td> </tr> </table>	Physical Activity 2 or more seasons of athletic participation 2 or more seasons of marching band participation Performing Cast member in 2 or more theater productions Actively participate for 2 or more years in the Fenwick Equestrian Club Actively participate for 2 or more years in the Fenwick Ski/Snowboard Club 2 or more seasons as a player in the Fenwick Intramural Basketball program	Community/Leadership Actively participate for 2 or more years in a Fenwick sponsored club Actively participate for 1 or more years in the Fenwick Peer Tutoring Program as a tutor Actively participate for 1 or more years in the Fenwick Ambassador Program Actively participate for 2 or more years in Student Council Named an official team captain for 1 or more athletic seasons Elected as an officer for 1 or more Fenwick clubs/organizations 2 or more theater productions as a crew member				
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Interpreting Grades

Bishop Fenwick High School uses a 7-point grading scale.

A	93-100
B	85-92
C	77-84
D	70-76
F	Less than 70

Bishop Fenwick High School reports the Cumulative Scholastic Average of students via all transcripts. The Cumulative Scholastic Average is the average earned by a student on a scale of 0-100 without attachment of letter grade. This calculation removes the concern of different grading scales used by other schools.

Interim reports are posted in Portals halfway through each quarter. Dates for interims will be published on the school calendar. Eligibility for all co-curriculars, including athletics, may be lost, or gained (provided State minimum requirements are maintained) on the basis of interims.

Bishop Fenwick High School rewards credit by semester. Semester averages are computed as follows:

40% quarter grade

40% quarter grade

20% semester exam

100% semester average

All courses are taught at the college preparatory level. Students are not ranked. Bishop Fenwick High School uses a numeric percentage for the unweighted scholastic average. To calculate the GPA on a 4-point scale, final course grades are converted using the following equivalents. Weighted GPAs are adjusted by adding 0.5 for honors courses and 1.0 for AP. CCP Course weights are determined by content area.

Scholastic Average (unweighted)	4.0 GPA Equivalent (unweighted)	Scholastic Average (unweighted)	4.0 GPA Equivalent (unweighted)
93 – 100	4.000	81	2.500
92	3.875	80	2.375
91	3.750	79	2.250
90	3.624	78	2.125
89	3.500	77	2.000
88	3.375	76	1.858
87	3.250	75	1.715
86	3.125	74	1.572
85	3.000	73	1.429
84	2.875	72	1.286
83	2.750	71	1.143
82	2.625	70	1.000

Advance Placement (AP)

AP English
AP Precalculus
AP Calculus A/B
AP Statistics
AP Biology
AP Physics 1
AP US History
AP US Government and Politics
AP World History
AP Spanish Language Culture
AP Latin
AP Psychology
AP Computer Science Principles
AP Studio Art

College Credit Plus (CCP)

Chemistry I (*Sinclair*)
Chemistry II (*Sinclair*)
Cultural Anthropology (*Sinclair*)
Intro to Education (*Sinclair*)
Composition I (*Sinclair*)
Composition II (*Sinclair*)

Honors

Honors English I, II, III
Honors French III, IV
Honors Latin III, IV
Honors Spanish II, III, IV
Honors Biology
Honors Physical Science
Honors Geometry
Honors Algebra II
Honors Band
Honors Music Theory

** Online CCP courses are offered through Sinclair Community College and other local universities. A student who has been granted CCP credits from the State of Ohio may use a study hall block to complete work for any online college course offered by local universities as CCP credit. Courses taken online for college credit during study hall may not replace a Fenwick required course. More information on College Credit Plus is available in the Course of Studies.*

College Admission

Most state/private universities recommend or require the following units of high school study. Students should refer to college websites to understand any requirements for ACT/SAT testing.

4	English	4	Mathematics
3	Sciences	3	Social Studies
2-3	World Languages	1	Fine Arts (Visual or Performance)

High School Classes in Grade School

To earn a Fenwick diploma, students must accumulate 26 credits and fulfill state testing requirements (points). Credits are earned by completing required coursework and are not based on the outcome of end-of-course exams.

Students may enter Fenwick already having taken high school courses at the grade school level. For credit to be awarded, courses taught at the grade school level must meet the following requirements:

- 1) Courses must follow the appropriate curriculum standards for a high school level course.
- 2) Courses must use high school level materials (texts, assessments, etc.).
- 3) Courses must be taught by an appropriately licensed teacher.

Credit: Previously earned high school credit will be indicated on an official transcript from the granting institution/district. Earned credit remains with the student and will be reflected on the student's official high school transcript. For those students entering Fenwick from a non-public school (or a school that does not issue credit on an official high school transcript), upon completion of a 2nd tier class, credit will be awarded retroactively for the entry level course taken prior to enrollment at Fenwick. Credit is not based upon completion of, or score on, the state's end-of-course exams nor will credit determine course placement at Fenwick.

Required Courses: Regardless of courses taken, or credit earned prior to enrollment at Fenwick, there are some courses which are found to be an integral part of a Bishop Fenwick education. Though students may have previous experience with a course prior to freshman year, he/she may be required to complete coursework with a different scope and content while attending Fenwick as part of requirements for earning a diploma.

Placement: The goal of Bishop Fenwick High School is to place students in the classes which will lead them to the highest level of success. Initial placement is based upon the High School Placement Test scores as well as documentation provided by the student's grade school. Students wishing to move ahead in the sequence of courses in the areas of Math and World Languages will be given the opportunity to take a placement test in those specific areas in the spring. Freshman placement in the 2nd level of a language or in Geometry instead of Algebra 1 is based solely on this Fenwick specific placement test. Students who have prior experience in the subject (for example, Algebra 1) but do not place into the next level via this placement test may be put into an accelerated version of the content (for example, Accelerated Algebra 1).

End-of-Course Exams: All scores earned on high school level end-of-course exams through the State of Ohio will remain with the student records.

Scheduling

The program for each freshman is determined through grade school/junior high achievement and the results of the High School Placement Test (HSPT). Each year, the individual student's program is reviewed, evaluated, and directed according to his/her abilities, grades, and interests. Grade placement requirements are as follows:

Freshmen—A committee composed of the Assistant Principal, 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.

Sophomores, Juniors, and Seniors—Scheduling for many subjects is based on course prerequisites and departmental recommendations. Each year, the individual student's program is reviewed, evaluated, and directed according to his/her abilities, grades, and interests. The student plans a list of course requests for the following school year and submits it on Portals. Academic Departments review the student's request for final approval.

During the fourth quarter of each school year, the assistant principal and counselors confer with the head of each department (as needed) to confirm placement of students.

Certain upper-level courses demand that a particular average in the lower-level courses of the same field is attained.

In order to schedule an honors course, the student must have permission from the teacher.

The Assistant Principal oversees the student scheduling process.

Schedule Change Policy

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 not possible to change/drop a course.

- Student initiated schedule changes will only be considered during the first **five** school days. Students must complete and submit a Schedule Change Request Form, which can be found in this student handbook.
- Withdrawal from a course will not be honored after the first **five** days of a class without the recommendation of the classroom teacher, the counselor, and the approval of the parent AND the Assistant Principal. *Dissatisfaction with grades or teacher is **not** justification for dropping a class.* For consideration of a change due to placement concern, the student must have met with the teacher *at least* three times outside the classroom to seek help and guidance. Any withdrawal made before first quarter interims (3 weeks for semester-long courses) will be recorded as a Withdrawn (W) on the report card and transcript. A course dropped after interims (3 weeks for semester-long courses) may be shown as a Withdrawn/Failing (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 counselor and the approval of the parent AND the Assistant Principal. For a change due to placement concern to be considered, the student must have met with the teacher *at least* three times outside the classroom to seek help and guidance.
- 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.

A \$25 schedule change service fee will be applied to the student's FACTS account for student/parent-initiated schedule changes.

Full Year Course Requirements

Students who are enrolled in a full year course and fail one semester may still earn credit for that course if the average of the two semesters equates to a passing grade.

Audit Policy

Audits will be approved **only under unusual circumstances**. Students auditing a course will be required to do all work, tests, etc. An audit form requiring signatures from the assistant principal, teacher, parent, and student must be completed. Students with a grade of 70 (D) or lower, under unusual circumstances, might be granted permission to repeat the course, but the original grade will stand.

Cancellation Of Courses

An elective class may not be offered in a given year or semester if low enrollment in the class or staffing shortage warrants its cancellation.

Awarding Credit

Credit is awarded at the end of each semester based on successful completion of courses.

College Prep Curriculum

Bishop Fenwick High School offers three levels of college preparatory classes intended to challenge the student and help them reach their highest potential. Class placement is based on several factors, including standardized tests, department recommendations, and information received from previous schools for new students. Returning students are placed in courses based upon pre-requisite completion and department recommendation. Students may be scheduled into different college prep level courses based on their specific skill sets in that area.

College Prep courses are provided for students who achieve better in a slower paced, more differentiated environment.

Accelerated College Prep courses are provided for the majority of our students at Bishop Fenwick High School.

Honors/Advanced College Prep courses are provided for students with advanced ability in a particular subject area. These courses have a higher level of demand on the students, require more self-guided reading, and (in the case of AP and CCP courses) are taught at a college level.

Advanced Placement (AP) Courses

Students must have the recommendation of the department(s) to enroll in an Advanced Placement course. Students who elect to take AP courses will be billed an additional amount for the AP exam in May. 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 and are responsible for the fee.** The fee for the AP course is intended to cover the cost of the test for the course and will be set once the test price is known (\$100 in 2023-24). Charges will be billed to the FACTS account for any student enrolled in an AP course on September 1 of the academic year. ***Students who take an AP course at Fenwick and fail to complete the AP Exam will pay the full fee AND will receive a zero (0) for their semester exam of the class.***

College Credit Plus (CCP)

College Credit Plus (CCP) is an approved program by the Ohio Legislature whereby students can earn high school and college credit(s) while at Fenwick. A minimum of three college hours will translate to one high school credit. The weight of the high school credit is based on the department of the course at the college level and course offerings in that subject at the high school level. Click [HERE](#) for information from the State of Ohio regarding the CCP program.

Bishop Fenwick High School believes very strongly in the education we provide our students. Through the state's initiative, more and more students have been reaching out to local colleges to take courses through the CCP Program. Through a relationship with Sinclair Community College, Fenwick has added CCP options to the offerings on campus. Fenwick offers several CCP courses taught by Fenwick faculty, at Fenwick High School (including CCP Chemistry I, CCP Chemistry II, CCP Composition I, CCP Composition II, CCP Intro to Cultural Anthropology, CCP Intro to Education). Additionally, Fenwick promotes on-line courses through any Ohio university with a CCP program. These courses allow students to do their coursework during a study hall while being present on Fenwick's campus, monitored by Fenwick faculty. Students interested in on-line CCP courses will have a study hall in their schedule for the completion of on-line coursework. This is a great opportunity for students to explore or go further in depth with topics that interest them, even if there is not enough interest to fill a classroom. There are also options for students to take CCP classes off campus throughout the year through any local college or university.

Bishop Fenwick High School reserves the right to deny request for an off-campus CCP class to fulfill a Fenwick graduation requirement. The process for taking CCP courses begins in January, and involves firm deadlines set by the State of Ohio and partnering institutions. Interested students and parents should attend a CCP information session scheduled by the school counselors.

Credit Flexibility

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 High 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 Application Form to the Assistant Principal by April 20;
- Obtain the approval of the school for the proposal;
- Demonstrate mastery in the proposed area of study.

The Assistant Principal 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 to the Principal. The Principal's decision is final.

When the student completes his/her work and demonstrates mastery, the credit will be posted on the Bishop Fenwick High School transcript but will **not** factor into GPA calculation.

Students who have been awarded high school credit for work done prior to coming to Fenwick *may* be required to take a similar course at Fenwick to assure appropriate mastery within the established norms of the Bishop Fenwick High School curriculum. Work done for high school credit prior to attending Fenwick will NOT be included in GPA.

Honor Roll

Requirements for listing on the Honor Roll are:

First Honors:	Weighted	Average	≥	3.75
Second Honors:	Weighted Average ≥ 3.25			

A student may **not** receive a grade below 70 and still make Honor Roll. Attendance will be reviewed before Honor Roll selection is finalized.

Class Rank and Valedictorian/Salutatorian

Bishop Fenwick High School does not provide class rank because of the relatively homogeneous abilities within a selective population. Students continuously enrolled for five semesters with the highest GPA following 3rd quarter of senior year will be named valedictorian and with the second highest weighted GPA will be named salutatorian. All students continuously enrolled for five semesters whose cumulative GPA is 4.25 or higher at the end of the 3rd quarter will be recognized as a Bishop Fenwick Scholar.

National Honor Society

Students are determined *eligible* for the National Honor Society (NHS) following the first quarter of their junior year based upon the following criteria:

- Weighted GPA of 3.5 or higher

Decisions on acceptance will be determined by an appointed faculty counsel based on the student's academic, attendance, and discipline records, the application, participation within the Bishop Fenwick community, completion of service requirements, signs of leadership, and teacher input in regard to the standards held by the National Honor Society. Decisions made by the faculty counsel are final.

To remain in good standing as a member of the NHS, students will work with the faculty moderator to uphold the responsibilities that accompany the honor.

Fenwick Pro Merito Award

Pro Merito medals are awarded to those students who have achieved straight A's for all four quarters for the previous school year. Medals are awarded as Bronze (first time recipient), Silver (second time recipient) and Gold (third time recipient). Seniors who have achieved straight A's for all four quarters of freshman, sophomore and junior year as well as the first three quarters of senior year will be awarded the Crimson Pro Merito Award.

Report Cards and Interim Reports of Academic Progress

Teachers inform parents of their child's progress with the quarterly report cards. Report cards are emailed to the primary parent account that is provided on the registration form. Progress interims are posted on Portals at mid-quarter. Parents are encouraged to reach out to their child's teachers throughout the year. Formal parent-teacher conferences take place during the first and third quarters. Parents are urged to remain informed of their child's progress throughout the year by utilizing Portals, the primary mode of communication from teachers and staff to your family.

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.

PlusPortals

Bishop Fenwick High School uses a web-based program called PlusPortals (Portals). This program allows parents to check their child's latest grades, receive email alerts when new grades are posted, and receive emails with school or class information. Parents and students will receive an email with activation information prior to the beginning of the school year. These accounts will remain operational for all four years at Bishop Fenwick High School. There is a link to Portals from the school website. It is expected that this resource will be used as a primary tool in forming and maintaining a partnership between parents and the school! Communication of grades, student struggles, discipline concerns, etc. will be communicated through the Portals system.

Homework Policy

Students are expected to do work outside class for each academic subject. Teachers will use several different methods to communicate, collect, and grade assignments in their courses. It is the student's responsibility to bring issues related to technology to the attention of the teacher, The F.I.T. Help Desk, or the IT Coordinator as soon as the problem arises. Students must realize that written homework is not the only kind of work that requires attention. Students are expected to review class activities each day, whether or not work is assigned. Each teacher may hold different homework policies/expectations. Homework/assignments/assessments will be communicated from teachers to students/parents via Portals as well as other programs such as Microsoft 365 and OneNote based on teacher preference.

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

Summer Work

Summer work completion may be required for some courses. The purpose of this work is typically to reactivate prior knowledge and continue practice of reading and writing skills. In some cases, summer work is utilized as a pre-assessment tool. AP and other advanced courses may require summer work to help cover materials due to the AP testing in April/May, prior to the end of the school year.

Work assigned over the summer is considered **required** work. Due dates are determined by the teacher and communication between the student and the teacher is highly encouraged. Summer assignments will be graded as part of the first quarter work, equal to no more than 15% of the first quarter grade.

Exam Policy

Semester comprehensive exams are administered in all year-long and required courses following the 2nd and 4th grade 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 any combination of comprehensive examination, project, presentation, performance, group assignment, etc. All examinations are to be taken at their scheduled time. Exams may not be taken early. 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 Assistant Principal. A parent or guardian must call the Assistant Principal on the morning of the exam. Special arrangements will then be made for taking the exam.

Students may be exempt from final exams in year-long and required courses. In order for a student to be exempt, 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 Assistant Principal two 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. Exemptions may **only** take place for final exams (following the 4th quarter). *Students should consider 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.*

Exam exemptions may be impacted by the number of absences from class —Students who are absent from a class more than 5 times in a semester will be required to take the exam for that class, without opportunity for exemption.

****Absences due to family emergency, long-term illness, and official Fenwick sponsored events (Fenwick athletics/activities and field trips only) will not count against the student’s exemptions.***

Senior exams at the end of the 2nd semester will take place in the last class period for each course.

Academic Integrity

Academic integrity is a serious expectation and dishonesty will not be tolerated. Cheating, attempted cheating, and plagiarism are offenses which violate the spirit of trust and respect among members of the school community while going against our formational Talon of Integrity.

Cheating is using any means to complete homework, projects, quizzes, or tests that are not primarily reliant on the individual student's own effort and knowledge. Such means include but are not limited to the following: copying another student's homework, using a device such as a phone to obtain answers during a quiz or test, creating and/or using a "cheat sheet" during a quiz or test, looking at another student's work during a quiz or test, providing answers to another student, having someone else complete your homework or a project for the student who has been assigned the work.

Cheating is punishable by the following:

- An automatic "0" for the assignment (homework, project, quiz, test, etc.).
- Teacher contacting the student's parents.
- 3-9 demerits, at the teacher's discretion.
- Possible conference between the assistant principal and the student.
- Second and subsequent offenses require a conference with teacher, student, parents, and administrators and may result in the above consequences up to suspension or expulsion.

Plagiarism is the presentation of work that is not one's own, original work. This includes but is not limited to the following: intentionally or unintentionally copying the words and phrasing of a source without attribution in an essay or research paper, copying another student's written answer for free response homework questions, submitting a former student's (including a sibling's) written work as your own, purchasing from the internet or elsewhere an essay and submitting it for a grade, copyright infractions with visual and audio materials.

Plagiarism is punishable by the following:

- An automatic "0" for the assignment.
- Teacher contacting the student's parents.
- 3-9 demerits, at the teacher's discretion.
- Possible conference between the assistant principal and the student.
- Second and subsequent offenses require a conference with teacher, student, parents, and administrators and may result in the above consequences up to suspension or expulsion.

In the case of plagiarism, teachers may permit a first-time offender, especially if the teacher believes the offense to be unintentional, to rewrite and resubmit work for a reduced grade.

Academic Integrity is expected at all times! See below for some basic guidelines.

- During quiz/test/exam keep your **eyes on your work and only your work**. This includes not looking at the work of others, not looking at resources on a computer, etc. This includes being dishonest when doing work and utilizing resources/technology not expressly permitted by the teacher for the specific work.
- **Protect your work** from others who may be trying to see it.
- Level the playing field by **reporting academic misconduct** to the teacher. You can do this in a subtle manner with a quick email to your teacher.
- **Do not alter** electronic assignments/assessments to remove questions or change any part of an assignment.
- **Do not share information from a quiz/test/exam** with other students after you have taken the assessment.
- **Do not copy answers** from another source—online, book, or friend.
- Helping another student with a problem entails walking through and allowing them to do the work while guiding them. **Showing another student an answer violates the ideal of academic integrity.**
- Working together on assignment, when specifically designated as an option by a teacher, means you may **collaborate prior to putting the answers in your own words**. Turning in one copy or turning in multiple copies with identical answers violates the ideal of academic integrity.
- Peer editing is a great way to learn and to perfect your writing. Peer editing should result in dialog which the writer can use for making adjustments. At no time should a peer editor re-write something for you or give you edits in such a way that it **takes away your voice as the writer**.

**This policy is not all inclusive. Discretion of teacher and administration may apply. Any warnings given will be documented in the student's file.*

Academic Support

Bishop Fenwick is committed to the academic success of all students. PlusPortals (Portals) is used as a means for constant, multi-directional flow of information between the school and the family. There are a number of options available at school when students are struggling academically.

Fenwick teachers will meet with individual students before and after school when possible—it is best to make an appointment whenever possible. Students achieving at or below a 77 (2.0) average may be required to attend one of the Academic Support programs available, including scheduled meetings with teachers.

Academic tutoring is available to freshman and sophomores for required non-honors courses through the Fenwick Peer Tutoring Program. Students may request a peer tutor through their teacher or their counselor. More information on peer tutoring can be found in the next section.

Peer Tutoring Program

The transition to high school can be challenging. The Fenwick Peer Tutoring Program can help a student with the transition when they are struggling in a freshman or sophomore required course that is not at the honors or accelerated level. Here are a few details about how to qualify for the program, and requirements to continue in the program once a tutor is assigned.

- 1) Peer tutoring is provided for freshmen and sophomores struggling in a required year-long course that is not honors or accelerated.
- 2) To qualify for a peer tutor, a student must meet the following requirements:
 - a. Follow directions and complete assigned work in class. Ask questions when needed.
 - b. Complete assigned homework to the best of your ability. Ask questions when needed.
 - c. Meet with the teacher before or after school and/or in flock block to receive help with things you do not understand.
 - d. After completing the above steps (a-c) for at least the first half of quarter 1 (through mid-term parent-teacher conferences), a student or their parent can request a tutor by talking with the teacher or counselor.
 - e. A tutor can be assigned later in the course if the student begins to struggle, as long as conditions a-c are being met.
 - f. A peer tutor will not be assigned if the student is not completed steps a-c above.
- 3) When a peer tutor is assigned, the student and parent will sign a form agreeing to the student's requirements to maintain the tutor. Those requirements are:
 - a. Continuing to follow directions and complete assigned work in class, completed assigned homework to the best of your ability, ask questions when needed, and meet with the teacher before and/or after school in addition to tutoring if needed.
 - b. Attend tutoring each Wednesday flock block and be an active participant in the entire 40-minute session (Missing all or part of a tutoring session is permitted in these limited circumstances: excused absences from school; making up a quiz/test after an absence; attending a meeting requested by a teacher).
 - c. Do not disrupt others in the tutoring room in Wednesday flock block.
 - d. A student who misses 3 tutoring sessions without one of the excused reasons described (part b above) will be dismissed from the program and will not be able to reapply during that school year.
 - e. A student who does not fulfill classroom requirements (part a above), or who disrupts students in tutoring (part c above) will be dismissed from the program and will not be able to reapply during that school year.
- 4) If a student misses a Wednesday flock tutoring session, it may be possible to reschedule on Monday or Tuesday flock, or before or after school, depending on the availability of the student and the tutor.
- 5) Peer tutoring normally occurs one session per week.

Failures

Each student's progress will be evaluated at the end of each quarter. If a student has a failing grade, in two or more academic subjects (including religion), he/she may be placed on Academic Probation or asked to leave Bishop Fenwick High School. Academic Probation means that the student's grades, effort, and attendance will be carefully monitored. The Assistant Principal will develop an academic contract to be signed by the parent and student.

Failures in required courses must be made up at the earliest possible date through credit recovery. Credit recovery for most courses must be done via on-line options or through local public schools. For required, sequential courses, credit recovery must be completed prior to the first school day of the new academic year.

Students who fail more than two courses for the year may be asked not to return the following school year.

The final decision on these matters will be made by the Principal who will consult the teachers concerned, counselor and the Assistant Principal.

Summer School/Credit Recovery

Ordinarily, students may not take required courses in summer school or online classes unless they have failed the course during the regular school year (the failing grade is counted in the GPA).

Students who take a summer school course may have credit from any accredited high school program transferred to Fenwick. Summer school and online courses provide students with the opportunity to take enrichment courses, improve achievement, develop skills, and recover credit in courses that were failed or only partially completed.

If a student wishes to recover credit through private tutoring, the tutor must be a state-certified teacher. An independent study contract must be arranged by the assistant principal.

Summer school courses (enrichment or remedial, including PE) or any make-up courses are not averaged in the GPA. **Credit** is awarded for a successful recovery course, but the grade is not included in the GPA.

Work While on Retreat

Students participating in the formal retreat program at Bishop Fenwick High School will have the same number of days missed for participating in a retreat to make up work, tests, quizzes, projects, and assignments, as they spent on the retreat.

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) has not been resolved.

International Students

International students seeking enrollment should contact our Admissions Office. Enrollment at Bishop Fenwick High School will be classified as either Cultural Enrichment students or Diploma Seeking.

Cultural Enrichment students may be enrolled at Bishop Fenwick High School for a maximum of one academic year. Upon completion of that year, they will receive a Certificate of Attendance. These students will not be accepted mid-year and are responsible for all tuition and fees. Cultural Enrichment students may receive a grade of a Pass/Fail at the teacher's discretion.

Diploma Seeking students enrolled at Bishop Fenwick High School must be proficient in speaking, writing, and reading English. They must attend Fenwick for a minimum of two years and are responsible for all required academic standards, graduation requirements, tuition, and fees. These students will not be accepted mid-year and all grades will be reported as a letter grade – a grade of Pass/Fail is not an option for a Diploma Seeking student.

UNIFORM POLICIES

A recognizable school uniform identifies students as belonging to the Bishop Fenwick community. Through the appearance of 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 his/her 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.

Fenwick 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 school administration.

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 throughout the academic portion of the day.

Uniform Vendors

The school's Falcon Spirit Shop is open during school lunch periods and during special school events. School uniform tops, spirit wear and other Fenwick items are available for purchase within the store.

Daily Uniform

Shirts: Approved uniform shirts are only available through the Fenwick Spirit Shop. All shirts must be properly fitted so that they tuck into the pants and must be worn completely tucked in at all times during the school day. Shirts must be neat, clean, and free of rips, tears, and holes. Uniform tops are available for purchase from the Fenwick Spirit Shop. One of these approved collared shirts **must be worn** each day unless otherwise announced by the administration:

- 1) Red short-sleeve or long sleeve polo shirt with Fenwick crest
- 2) Anthracite Gray short-sleeve polo shirt with Fenwick crest
- 3) Gold short-sleeve polo shirt with Fenwick crest
- 4) Red or White twill button-down collar dress shirt with Fenwick crest

Outerwear: Fenwick provides students with multiple options for outerwear to meet the comfort and style preferences of each student. An approved outerwear item can be worn **in addition to** the polo shirt or dress shirt, but not in place of it. Approved items are only available at the Fenwick Spirit Shop.

- 1) Black quarter-zip
- 2) Red quarter-zip (NEW 2023—see Falcon Spirit Shop for this item)
- 3) Gray quarter-zip
- 4) Red, Black, or Gray crew neck

Other Fenwick sweatshirts/jackets/fleeces, purchased as part of past uniforms or through the Falcon Spirit Shop, are NOT permitted during the school day!

Students may wear short or long-sleeved shirts under their uniform shirt. These undershirts should be of solid color and there must be NO VISIBLE PRINT. *Hoods are not permitted.* All shirts, including undershirts, are to be in acceptable condition as deemed by the school administration.

Pants/Skort: Male students are expected to wear **traditional khaki color (beige/tan)** casual/dress pants. Pants do not need to be of a specific brand but must meet the following requirements:

- Must be traditional khaki (beige/tan) in color.
- Must have belt loops (with belt worn); no elastic or drawstring waists.
- No cargo/leg pockets.
- No patch pockets.
- No denim material.
- No rivets or other decorative metal/gems/stitching.
- No Joggers (elastic hemmed).
- No excessive/large logos (Brand or otherwise).
- Khaki colored leggings/jeggings are NOT allowed.

Appropriate pants, meeting the above standards, may be of any brand. Approved pants are also available through Fenwick’s uniform partner, Tommy Hilfiger School Uniforms [CLICK HERE](#).

Female students should adhere to the above guidelines for pants. They also have the option of a beige/tan uniform skort which must be purchased from our uniform provider, Tommy Hilfiger School Uniforms [CLICK HERE](#). **Skorts must be worn around the waist and may not be rolled. There is to be no alteration made to the length of the skort.** When worn properly, the skort length should not be shorter than the student’s fingertips when standing with arm extended. Solid black or white tights extending to or beyond the ankle may be worn with the skort.

For all students, pants are to be always worn at or above waist level. Under garments (including athletic shorts) should not be visible at any time, including days when the Fenwick uniform is not in effect.

Examples of Acceptable Traditional Khaki (Beige/Tan) Color



Belts: Belts are to be worn with all uniform pants with belt loops. The belt must be clearly visible; therefore, the shirt must be completely tucked into the pants. Belts should be of a color, size, material, and style fitting with business-casual attire.

Footwear: Defining appropriate footwear is based on common lab safety expectations, expectations of a business casual environment, and to prevent injury or property damage. Students are required to wear socks which are visible above the shoe except for females wearing dress shoes. Socks are expected to be appropriate in nature for a school setting.

Shoes must be closed toe, closed heel and have a hard sole. Shoes must be of a 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 and must be worn in the condition they were purchased (not colored or written on). Shoes that have the appearance of house slippers, moccasins or sandals are not permitted.

Headwear: Caps, hoods, bandanas, scarves, and other items covering the head or neck may not be worn in the building at any time during the school day. This includes students who have signed out but have not left the building. Hats worn in the building will be confiscated. Female students can wear modest hairbands while male students are prohibited from wearing any such hairbands/accessories. Modesty will be determined by school administration.

Cold Weather: When appropriate, coats/jackets/boots 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. This includes all non-uniform items such as jackets, coats, hooded sweatshirts, fleeces, etc.

Hair: Hairstyles, haircuts, and coloring of hair deemed inappropriate by school administration, based on a business-like atmosphere, are prohibited. Hair must be neatly groomed and conservative in nature. Male's hair cannot be below the eyebrows or past the bottom of the shirt collar.

Facial hair is not permitted. All males are required to be clean-shaven during the school day **and** when representing Fenwick in any extracurricular event.

Jewelry: No facial or visible body piercings other than females who have their ears pierced. Band-aids may not be worn to cover up body piercing. This applies during school hours and when representing Fenwick in an extracurricular event.

For boys, pierced jewelry is *not permitted*.

Tattoos: No visible tattoos. Tattoos must be covered up during school hours **and** when representing Fenwick in an extracurricular event.

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

Accessories: Clothing Accessories, patches, insignias, stickers, buttons, jewelry, or other items that include obscene, violent, tobacco, drug or alcohol related writing, images or symbolism, or anything against the standards of the Catholic church are not permitted.

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, etc.) Examples: frayed hems, holes or tears in clothing, low-riding pants, shirts tied at the waist, off-the-shoulder/open shoulder tops, etc. are not permitted.

Spirit Day

Every Friday during the school year, unless otherwise announced, is designated as a “Spirit Day” at Fenwick. While all uniform policies are in place, students are given the opportunity to express additional school pride on these days through the wearing of spirit shirts. Spirit days are NOT “Dress down” days—they are days when students are permitted to show spirit and pride in Fenwick and the individual Fenwick activities they participate in.

On spirit days, students are permitted to wear Fenwick spirit shirts approved by school administration and purchased through clubs, teams, or the Falcon Fan Store. Shirts approved for spirit days must show Fenwick pride in an obvious and visible manner through color, words, and images. Shirts are to be red, gold, black, white, or grey in color and include writing and images which show FENWICK spirit (shirts from individual or team events in which Fenwick students participated are NOT Fenwick spirit shirts!)

In addition to clubs and other Fenwick organizations, the Falcon Fan Store has a variety of options to purchase 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 Fenwick clothing sold in the Falcon Fan Store or by other vendors, intramural basketball jerseys, and *some* club/team shirts from previous years).

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 Fenwick uniform attire. When weeks end on a day other than Friday, there will be NO spirit day for that week unless previously approved and announced by the school administration.

Dress-up Uniform for 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. These expectations should be followed for all events when the student is a representative of the school, including formal banquets, award ceremonies, etc. On dress-up days, students are expected to wear dress clothes which are in good taste and modest.

Females:

- Tops are required to have a modest neckline.
- If a button-up style, only the top button may be opened.
- Any tops worn un-tucked must hit at least 3 inches below the waistline.
- All tops must have at least a ¼ sleeve (no open shoulders).
- Dresses and skirts must be of a length that extends at least extended fingertips when standing.
 - If leggings are worn, the top layer must extend to fingertip length when standing.
- Printed clothing is not permitted.
- Appropriate dress shoes are required (must be closed toe and closed heel and have no more than ½ inch heel for safety purposes).
- Apparel deemed inappropriate in style or fit by school administration is prohibited.
- ***Modesty is expected!***

Males:

- Shirts are required to have a fold-down collar (the 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.

*If the appropriateness of a piece of clothing is in question, do not wear it OR bring it to the attention of school administration beforehand.

Dress-up Uniform is in effect for the following events during the 2019-20 school year (in addition to any others announced by the administration) and violators of dress up day will be sent home to change:

- Picture Day.
- All award ceremonies held outside the school day.

Out of Uniform Days

With notice, the administration may declare a school day as a "Out of Uniform Day." Participation may be based on making a small donation to a particular group, club, or other organization of the school's choosing.

Students are permitted to wear apparel considered appropriate, reflecting ideas consistent with, and promoting the environment of a good Catholic education. Examples of inappropriate apparel includes, but are not limited to: halters, midriff tops, spaghetti strap or strapless tops, "cold shoulder" tops, revealing or mesh material, sleeveless jerseys/shirts.

Shirts and tops must extend past the waistband with arms lifted and must have neck lines which are high enough to cover all cleavage. Tight fitting tops are not permitted.

Torn or tattered clothing, manufactured or otherwise, is not to be worn.

Footwear is the same as uniform unless otherwise addressed.

If shorts are permitted during a school day (granted by administration), the shorts may not be tight fitting and must extend past the fingertips with arms fully extended at the student's side.

If yoga pants/leggings are permitted during a school day (granted by administration), a long t-shirt or sweatshirt must be worn. The top must be long enough to reach the bottom of the student's finger tips with arms fully extended at their side.

Dress Code, Student Cheering, Behavior at Athletic Events

As a Catholic institution, Bishop Fenwick High School is committed to upholding Christian values in all situations. These values are rooted in the Gospel because it is the Gospel of Christ that gives the school its identity. The dignity of the person, personal integrity, responsibility, and community are key concepts, which are in keeping with the Gospel message.

It is with these words in mind that Bishop Fenwick High School has implemented a policy governing student dress, behavior and cheering at all athletic events. It is the intention of this administration that restrictions be placed on acceptable types of cheers, dress and language in our student cheering sections.

Student dress at athletic events must be generally acceptable to wear at school on a Spirit Day or Dress Down Day. Students may wear Fenwick shirts, sweatshirts, or jackets with jeans, shorts, or sweatpants. Non-Fenwick clothing is permitted as long as it does not contain any inappropriate logos, messages, or profanity. Shirts must be worn at all times by both male and female students/guests. Bare midriffs are not permitted at any Fenwick events. All clothing should be modest in fit, style, and cut.

Cheering Guidelines: The following cheers, references and language will not be tolerated. If you lack the self-control to abide by these regulations, please reconsider attendance at athletic events:

- 1) No cheers that include personal attacks.
- 2) No singling out of an individual for any reason.
- 3) No socio-economic cheers.
- 4) No racial cheers or any kind of insinuation.
- 5) No statements regarding sexual orientation.
- 6) No cheers that *could be* considered offensive.
- 7) The use of foul language is prohibited at all events including the word "suck."
- 8) Cheer for Bishop Fenwick High School!

Dance Guidelines

Dances 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 High School while in attendance and that any violations of the Discipline System will result in disciplinary action. Guests from other schools will be expected to follow all these guidelines.

It is understood that much of what we stand for as a Catholic institution can be considered counter-cultural in terms of what society considers acceptable at such social events. 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 modest in style, cut, and fit and appropriate with no vulgar or suggestive language or advertisements of tobacco, alcohol, or drugs. The school moderators in charge of the event will make the final judgment on the appropriateness of any mode of student dress, but here are some guidelines to go by:
 - If formal, backless dresses should not be open below the waist.
 - Strapless dresses ARE permitted if all other criteria are met.
 - NO plunging necklines.
 - No bare midriffs, two-piece dresses, or cut-outs on the dress—**NOT even on the sides!** Cut outs will be covered with material if deemed necessary.
 - Dress length should be at least mid-thigh or longer.
 - Anyone wearing a dress that is deemed inappropriate will be asked to leave at the moderator's discretion.
 - Males are expected to be in appropriate formal attire—and remain in formal attire for the duration of the event.
 - If your appearance is questionable, you will be asked to put on something to cover up, or in extreme cases, asked to leave.
- Students who dance must do so in a modest and non-suggestive way. Dancing which the administration of Bishop Fenwick High School 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 upon a second offense. Front to back contact (grinding) is an example of inappropriate dancing and will not be tolerated.

Bishop Fenwick High School's annual prom is an event intended for juniors and seniors at Fenwick. All students, including guests from outside of Fenwick, must be no younger than a high school junior and no older than 1 year removed from high school. A guest form will be required for any attendee who is not a Fenwick student.

Senior Portraits

All seniors are expected to get their senior portraits taken at Easterling Studios, Dayton, Ohio. Bishop Fenwick has an exclusive contract with Easterling Studios in which we agree to accept only senior portraits taken by them for our yearbook. Please keep in mind the dress code for portraits which is: Males—sport coat, dress shirt, and tie. Hair/Facial Hair policies must be followed. Females—a dressy shirt, blouse, sweater, or dress with a modest neckline and sleeves, or the traditional black drape provided by Easterling Studios; shoulders must be covered.

DISCIPLINE POLICIES

CODE OF CONDUCT

In cooperation with students' families, Bishop Fenwick High School aims to nurture the development of Christian values, attitude, and behavior. 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, (i.e., pornography, bullying) because they violate Christian values or undermine the orderly atmosphere necessary in a school.

STANDARD OF ETHICAL BEHAVIOR

The Bishop Fenwick community will boldly demonstrate Christ-like behaviors by collectively acting with integrity.

Fenwick Integrity=Fenwick Pride

Fenwick Pride is being honest in word and action.

Fenwick Pride is taking responsibility for one's actions.

Fenwick Pride is behaving with compassion and respect.

Fenwick Pride is doing small acts with great love.

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, always. 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's dismissal. Such actions and all punishments will be determined by the Administration.*

Responsibility to Report

Students play an important role in maintaining a safe and comfortable environment for the entire school community. Remaining silent when one knows of threats of any kind, i.e., physical, building, verbal, electronic, etc. is not acceptable. Someone ultimately could be injured, and/or costly physical destruction could occur. Students and parents are encouraged to communicate such information with a school representative. Students and parents may also anonymously report any such incident to the school's main office or school administration. **If you see something, say something!**

A false report will result in a violation of our student code of conduct and discipline will be issued.

Harassment Policy

Our Christian faith embraces each individual as a gift from God, worthy of love and respect. Therefore, any form of harassment, intimidation, bullying and cyber bullying, regardless of where, how, or when it takes place, is expressly forbidden. This includes, but is not limited to, race, gender, religious belief, nationality, disability, sexual orientation. Fenwick's internet and computer system may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed (electronically) by each student and on file with the school. Bishop Fenwick High School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off school grounds and outside school hours. Bishop Fenwick High School will have zero tolerance for threatening behaviors, words, or actions!

Definition of Terms

"Electronic act" means an act committed through the use of a cellular telephone, computer, page, personal communication device, or other electronic communication device.

"Harassment, intimidation, or bullying" means either of the following:

- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - o Causes mental or physical harm to the other student; and
 - o Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student
- Violence within a dating relationship

"Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by internet, social media/network, blog, cell phone, personal digital assistants, wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:

- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the school will make this determination utilizing its sole and absolute educational discretion and judgement.

Types of Conduct

Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

- Engaging in unsolicited and offensive or insulting behavior;
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”). Examples of cyber-bullying include, but are not limited to, the following:
 - Posting slurs on the Internet, websites, blogs, or social media/networks;
 - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
 - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
 - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students

Complaints

Formal Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints

Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

School Personnel Responsibilities

Teachers and Other School Staff

- Teachers and other School staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the principal or his/her designee of the event observed, and shall promptly document the events witnessed. Teachers and other School staff who receive student or parent reports of suspected harassment, intimidation, or bullying shall promptly notify the principal or his/her designee of such reports. If the report is a formal, written complaint, such complaint shall be forwarded promptly to the principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other staff member, he or she shall document the informal complaint and promptly forward it to the principal or his/her designee.
- In addition to addressing both informal and formal complaints, School personnel are encouraged to address the issue of harassment, intimidation, and bullying in other interactions with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student or individual, even if such conduct does not meet the formal definition of harassment, intimidation, or bullying set forth above.

Administrators

Investigation

- The principal or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation, or bullying. Under the direction of the principal or his/her designee, all such complaints shall be investigated promptly. The principal or his/her designee shall document the investigation, including any conversations with the alleged offender, victim, students, or other witnesses. Written statements may also be obtained from these individuals.
- Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged offender), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Response

- Verified acts of harassment, intimidation, or bullying shall result in an intervention by the principal or his/her designee. The intention of such intervention is to ensure that the prohibition against harassment, intimidation, and bullying is enforced, with the goal that any such prohibited behavior will end.
- When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

- Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the victim and other students. Accordingly, there is no one prescribed response or discipline to verified acts of harassment, intimidation, or bullying. The forms of discipline listed in this Handbook are guidelines, and the school may use other disciplinary measures as the situation warrants. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the principal or his/her designee.
- Once harassment, intimidation, or bullying has been verified, the principal or his/her designee should monitor the situation to determine whether there have been additional incidents of harassment, intimidation, or bullying, or retaliation from the offender or other parties. Additionally, the principal or his/her designee may inform School personnel of the incident and instruct them to monitor the victim and the offender for indications of harassing, intimidating, bullying, or retaliatory behavior. School personnel are to intervene when prohibited behaviors are witnessed.

Reporting

- Report to the Parent/Guardian of the Offender
 - If after investigation, an act of harassment, intimidation, or bullying by a specific student is verified, the principal or his/her designee shall notify the Offender's parent/guardian of that finding. The parent/guardian shall also be notified of any disciplinary consequences imposed against that student.
- Report to the Parent/Guardian of the Victim
 - If after investigation, an act of harassment, intimidation, or bullying against a specific student is verified, the principal or his/her designee shall notify the victim's parent/guardian of such finding.
- Police and Child Protective Services
 - Allegations of criminal misconduct will be reported to law enforcement, and suspected child abuse will be reported to Child Protective Services, consistent with the Archdiocese Decree on Child Protection and Ohio law. All School personnel must cooperate with investigations by outside agencies.

No discipline issued pursuant to any Handbook shall bind the school to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the particular circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the school deems present. Nothing in this section, or anywhere else in this Handbook, limits or otherwise constrains the school's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Public Display of Affection Policy (PDA)

As a Catholic Diocesan High School, centered in the holy Gospel 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 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 is not permissible at *any time* on school grounds, which is inclusive of all Bishop Fenwick High School 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.

Discipline System

Demerits are **cumulative throughout the year**. Please note, this is a guide and does not limit the school's authority to change or modify consequences for student behavior. Consequences for accumulation of demerits are laid out below.

Warning- Students may receive a warning for an infraction at the teacher's discretion. A warning *may* include a one-on-one teacher detention to be served for 30 minutes before/after school with a minimum of 24-hour notice. Teacher detentions are given at the discretion of faculty members to foster a positive educational environment.

3 demerits – Student will receive one 30-minute Silent After School Detention to be served on the next Tuesday or Thursday when school is in session.

6 demerits - Student will receive one 30-minute Silent After School Detention to be served on the next Tuesday or Thursday when school is in session.

9 demerits - Student will receive one 30-minute Silent After School Detention to be served on the next Tuesday or Thursday when school is in session.

12 demerits - Student will be assigned a 2-hour Work Detention/Saturday School (\$25 fee). A student and parent meeting with the Assistant Principal will be required and a discipline contract will be put in place.

15 demerits – Student will be assigned a 2-hour Work Detention/Saturday School (\$25 fee). The student will be ineligible for the remainder of the quarter, *minimum of 15 school days*. Student will meet with the Assistant Principal to review discipline contract.

18 demerits – Student will be assigned a 2-hour Work Detention/Saturday School (\$25 fee). The student will be ineligible for the remainder of the semester, *minimum of 30 school days*. A student and parent meeting with the Assistant Principal and Principal will be required to review discipline contract and expectations.

21 demerits – Student will be assigned a 2-day out-of-school suspension and will become ineligible for the remainder of the school year, *minimum of 60 school days for a returning student*. Written warning of expulsion will be presented to the family with recommendation for withdrawal.

24 demerits – Written request for withdrawal of the student will be presented to the family. The family has the right to appeal the decision to the Principal.

25 demerits – Student will be referred to the Principal for expulsion.

**Seniors who accumulate 15 demerits during their senior year will lose their senior privileges, typically granted at the end of the school year.*

Silent After School Detentions: Silent After School Detentions will be held every Tuesday and Thursday when school is in session, unless otherwise noted. Detentions will be served in the media center. These will be silent detentions where students will have no access to electronics or books. A detention must be served the next Tuesday or Thursday when school is in session. *School detentions may be assigned by administration without accumulation of demerits.*

Infractions and Consequences

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. Faculty and staff may give detentions and/or demerits based on individualized classroom expectations and policies as well as school wide policies. The following are suggested consequences. Recurring violations of the same policy may result in escalation of consequences including demerits, detentions, suspensions, and fines.

Level 0 Infractions are first time, minor infractions for which the teacher has issued a warning or a one-on-one teacher detention (24-hour notice required). These are documented but do not accumulate.

Level 1 Infractions result in 1 demerit issued. Demerits will accumulate for the duration of the school year.

- Food or drink, other than water, outside the cafeteria (demerit and student disposes of item)
- Littering in building or on school grounds (demerit and student disposes of item)
- Uniform Violation: no belt, inappropriate shoes, untucked shirt, non-approved outerwear, or other non-approved clothing (demerit and violation corrected if possible)
- Talking/Disruptive Behavior (demerit and student ceases behavior)
- Hair/Jewelry violation: haircut, hair color, clean shaven, piercings (demerit and violation corrected if possible)
- Unprepared for class (demerit and student must amend the situation for the next class)
- Tardy to class (demerit and student must amend the situation for the next class)
- PDA (demerit and student ceases behavior)
- Inappropriate Language (demerit and student ceases behavior)

Level 2 Infractions result in 3 demerits (and subsequent 30-minute Silent After School Detention to be served from 3:00-3:30 on the next Tuesday/Thursday school day the student is in attendance). Demerits will accumulate for the duration of the school year.

- Cell phone during class period: Cell phones should not be used in the classroom, hallways, or restrooms during class periods (detention, demerits and phone taken to office to be picked up at 3:00)
- Parking lot infraction: no permit, wrong spot, not following driving pattern (detention and student must amend the situation moving forward)
- No hall pass (detention, demerits and student must use a hall pass in the future)
- Tardy to school 3+ times in a semester (detention and demerits)

Level 3 Infractions result in 3 demerits (and subsequent 30-minute Silent After School Detention) for first offense and 9 demerits (and subsequent 2-hour detention) for recurring offenses. Demerits will accumulate for the duration of the school year.

- Failure to sign in/out: late arrival/early dismissal (demerits/detention)
- Cheating/Plagiarism: homework, quiz, test, project (demerits/detention and 0 for grade)
- Insubordination: refusal to comply with policy when corrected; refusal to correct a level 1 or level 2 infraction as expected (demerits/detention and possible suspension/expulsion)
- Horseplay: situation which could cause minor harm to person/property (demerits/detention and restitution)
- Expelled from class: refusal to participate; disrespect to others (demerits and 0 for work missed)
- Cutting class/assembly (demerits)
- Failing to attend detention (reschedule previously assigned detention, demerits and additional detention assigned)

Level 4 Infractions are those which pose immediate concern for safety to self, others, or property. Infractions will result in a minimum of 9 demerits (and subsequent 2-hour Work Detention/Saturday School) up to expulsion as well as possible loss of privileges related to the infraction. Demerits will accumulate for the duration of the school year.

- Unsafe operation of a vehicle (demerits up to expulsion and restitution)
- Unsafe behavior on school property or during school events (demerits up to expulsion and restitution)
- Misuse of Equipment (demerits up to expulsion and restitution)
- Technology Violation (demerits up to expulsion and restitution)

**Academic Dishonesty (cheating/plagiarism/copying/etc.) will be reviewed by teacher with department chair and administration with issuing of consequences based on severity of the infraction and student's past incidents.*

Other Infractions: Other incidents or escalation of incidents may result in different combinations of consequences, including demerits, suspension, fines (billed to FACTS), detention, Saturday school, etc. Some of these consequences are laid out in other policies such as the dress code policy, the Substance Use Prevention and Intervention Program, and the attendance policy. These incidents may include, but are not limited to those listed below:

Not Surrendering Phone	Failure to comply with surrender of cell phone or other electronic device may result in 9 demerits and all pertaining consequences based on demerit accumulation.
Truancy	In addition to the plan of action laid out in the attendance policy, truancy may result in 12 demerits and all pertaining consequences based on demerit accumulation and reporting to law enforcement.
Fighting/Violence/Threats/Unauthorized Physical Contact	Each situation will be investigated individually with consequences determined on a case-by-case scenario. Consequences may include demerits up to expulsion.
Harassment/Bullying/Threats (including physical, verbal, cyber, sexual) as deemed inappropriate by administration.	Each situation will be investigated individually with consequences determined on a case-by-case scenario. Consequences may include demerits up to expulsion.
Medication Policy Violation	Parents notified and minimum of one 2-hour Work Detention/Saturday School up to expulsion and reporting to law enforcement.
Stealing/Vandalism <i>Includes "borrowing" from lockers without permission.</i>	Each situation will be investigated individually with consequences determined on a case-by-case scenario. Consequences may include demerits up to expulsion and reporting to law enforcement.
Inducing Panic	Each situation will be investigated individually with consequences determined on a case-by-case scenario. Consequences may include demerits up to expulsion and reporting to law enforcement.
Inappropriate Action not laid out in this handbook, as deemed by administration.	Each situation will be investigated individually with consequences determined on a case-by-case scenario. Consequences may include demerits up to expulsion and reporting to law enforcement.
Possession of dangerous articles on campus, including in locker, backpack, car, etc. as deemed by administration.	Each situation will be investigated individually with consequences determined on a case-by-case scenario. Consequences may include demerits up to expulsion and reporting to law enforcement.
Arson	Expulsion and reported to law enforcement.
Possession of/Selling Drugs or controlled Substances	Expulsion and reported to law enforcement.

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 81:

- 1) First Offense: Saturday School
- 2) Second Offense: Automatic Suspension
- 3) Students caught administering medications to another student: Automatic Suspension

Teacher Detention — Student/Teacher Conference

Teachers may require that students attend a 30-minute detention/conference with them before or after school. Depending upon the circumstances, this detention may take the form of a quiet detention, the student completing work in the classroom, the student doing some sort of service for the school, or an academic conference between the student and teacher. Detentions are scheduled by the teacher and given to the student via an incident slip. All teacher detentions will be given with *at least* 24- hours of notice.

Silent Detention – 30 Minute After School Detention

Silent after school detentions will be held every Tuesday and Thursday when school is in session, unless otherwise noted. These detentions will be served in the media center. These will be silent detentions where students will have no access to electronics or books. A detention must be served the next Tuesday or Thursday when school is in session.

Work Detention – 2-Hour Detention/Saturday School

The Assistant Principal will assign the date(s) a student is to attend at 2-hour detention, which may be assigned for ***a school day or a day on which school is not in session***. These work sessions 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. Notification of such detentions will be given to students and parents a minimum of 48 hours in advance to make proper arrangements. Not attending a 2-hour detention or failing to complete work sessions will result in a conference with the Assistant Principal and the potential for harsher disciplinary action.

Suspension

Suspension is a period 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 to keep up with the work. 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/tests will result in teachers recording a failing grade. No extra time will be allotted for turning in assignments or making up class quizzes and/or tests due to suspensions. When a student is suspended because of accumulation of demerits or the infraction of a rule, the Assistant Principal 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 Assistant Principal. 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 Assistant Principal. All in-school suspensions will incur a \$75.00 moderator fee per day.

Expulsion

Expulsion is dismissal from school by the school Principal. 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 Assistant Principal will refer the student to the Principal for a final decision. 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 or other probation deemed appropriate by the administration of Bishop Fenwick High School.

Fines

Notice of a fine and/or demerits will be given to the student. All fines will be assessed via the FACTS account. Unpaid fines will be assessed by the Director of Finance and Operations and billed as a financial obligation – listed with violations under the Demerit System.

MEDICAL POLICIES

Administration of Medication

Whenever possible, medication required by a student should be scheduled to be administered before or after School hours. However, certain students may require the administration of medication during the school day to maintain an optimum health status for learning. Because an increasing number of students with chronic health conditions and disabilities are attending School, this procedure was developed to provide School personnel, parents, and health professionals with a safe and systematic approach to the administration of medication at School. This procedure is consistent with the Ohio Revised Code governing the practice of nursing (The Nurse Practice Act, ORC 4723) and School law. (The Medication Policy Law, ORC 3313.713).

The Medication Policy Law requires School boards to adopt a policy for the administration of prescribed medications to students. In addition, the law permits School personnel designated by the board of education (usually through the building administrator) to administer prescribed medication to students. The best practice for the school board/building administrator is to designate the health aide as the proper School personnel to follow the statute. The Nurse Practice Act clearly identifies that only the school health aide can delegate a nursing task such as administering prescribed medications to an unlicensed individual. It is important to understand the difference between designate (indicate) and delegate (transfer responsibility) and the legal issues surrounding these terms.

All School personnel must be informed that the administration of any medication, this includes **PRESCRIPTION AND OVER THE COUNTER**, without the statement (order) of a licensed physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law. Specifically, School health aides are prohibited from administering medication (prescription or over the counter) without the order of a licensed physician, unless otherwise identified within the scope of advanced practice nursing as defined by The Nurse Practice Act.

Required Documentation

Before medications are administered at School, the parent/guardian must submit a signed and dated **Permit for Administering Medication** form with all the information completed. This includes the student's name, name of medication, dose to be administered, time to be administered, side effects, physician signature, and parent/guardian signature. If the student is on more than one medication, a separate form must be submitted (The Medication Policy Law, ORC 3313.713). This form is valid for one School year. **This form must be submitted for all prescription medication and over-the-counter medications.** Permit for Administering Medication forms are in the Main Office and can be picked up by a parent or we can send one home with the student.

Receiving and Storing Medication

1. Parent/guardian must bring the medication to School.
2. The medication must be received in the container in which it was purchased or dispensed by the licensed physician or licensed pharmacist. The container must have an affixed label including the student's name, name of medicine, dosage, route of administration, and time interval.
3. Medications will be stored in accordance with state and/or federal laws. If the medication does not require refrigeration, it will be stored in a locked storage place in the health aide's office or the Main Office.
4. When the course of the medication is complete, or at the end of the school year, the parent/guardian must pick up any remaining medication. If it is not picked up it will be destroyed.

Administration of Medication

The school nurse may delegate to unlicensed school personnel the responsibility of storing and administering medication as long as they have been trained by the delegating School health aide and observed routinely throughout the School year.

1. Identify the student each time the medication is administered.
2. Check the name of the medication on the bottle against the name of the medication on the medication record.
3. Check the dosage on the bottle against what is written on the medication record.
4. Check the time of dosage on bottle to ensure being administered at the correct time.
5. Check the label to ensure the correct route of administration.

The person administering the medication must document the date, time, and their initials on the medication record.

Non-Compliance

If a student is consistently not reporting for taking their medication, the parent/guardian will be notified along with the Principal.

Interventions will be developed to support students in adopting behaviors and attitudes that result in consistently taking medication.

When a student occasionally forgets to report for medication, attempts will be made to locate the student. If School personnel cannot locate the student, a "no-show" will be logged on to the medication record.

Self-Medication

Students may be independently responsible for the management of self-medications such as inhalers and *Epi-pens*. There must be an order from the physician on the (Permit for Dispensing Medication) form and written permission from the parent stating this. Students are not to carry any other medications or store any other medications in their lockers.

Field Trips

If the student is going on a field trip, the medication will be placed in an envelope with the student's name, medication name, dosage, and time to be given. The envelope will be given to the teacher in charge of the field trip who will be trained in administering medications.

Illegal Storage/Distribution of Medications

It is against School policy for any student to carry medications (other than the ones listed above) on him/her or to store medications in a locker. If students are discovered with any medication on their person, that is not an approved medication to be carried and there is not a written prescription from their physician and from the parent, that student will receive a Saturday School. If they are discovered a second time, it will be automatic suspension.

If a student is discovered administering a medication to another student, it will be an automatic suspension pending the possibility of expulsion.

These rules have been established to protect all our students. Medications can be very dangerous, and safety is the first priority for our student(s).

Immunization Law

Immunization records must be kept on file for each student. Bishop Fenwick High School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although Fenwick complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exemption. 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, Hepatitis B, Chicken Pox, and Meningitis are required vaccines. Records should be submitted to the school nurse.

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 student, the parents/guardians, the school nurse, the counselor, and an administrator. The school will require family counseling to aid the family. 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 be expelled.

AIDS Policy

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 a 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.

SUBSTANCE USE PREVENTION AND INTERVENTION PROGRAM

Philosophy

Bishop Fenwick High School seeks to be proactive in setting preeminent standards for our students and our school. We are committed to our Catholic faith and our students. Our Catholic faith calls each person to respect his/her body as a blessing from God, a temple of the Holy Spirit, created in His image and likeness. It is important for us to emphasize this inherent value continually to our students and to provide them with the encouragement and resources to embrace all aspects of this responsibility. As such, 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 of substances in today's society make it necessary to prohibit the use of these items by our students at any time or place. This program enhances the partnership between the school and the parents, providing another tool in supporting their child's positive growth and development in every aspect of their lives.

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 use and abuse AT ALL TIMES while enrolled at Fenwick. All violations of this policy are cumulative over the student's entire high school career. Students of Bishop Fenwick High School shall not possess, use, sell, purchase, give, or otherwise transfer, or be under the influence of the following substances at any time during school activities or while representing the school at any time (students are considered a representative of Bishop Fenwick High School AT ALL TIMES while enrolled):

- 1) Illegal/Recreational Drugs (mind altering chemical/drugs, build altering chemicals).
- 2) Medical marijuana.
- 3) Prescription and OTC Drugs outside their prescribed use.
- 4) Tobacco/Nicotine/Hookah in any form.
- 5) Alcohol in any form.

Under school policy, "possession" specifically refers to the following:

- At any school sponsored or sanctioned event or activity.
- On the student's person, including by 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 school hours.

Archdiocese of Cincinnati Policy on Student Use of Marijuana

The Archdiocese of Cincinnati is committed to providing the most optimal educational environment for all students attending the elementary and high schools of the diocese. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people. Thus, many schools have implemented mandatory random drug testing programs.

The Archdiocese of Cincinnati maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Violation of Policy

Any student who sells/distributes an illegal or controlled substance on or near school property or at a school sanctioned event/activity will be referred to law enforcement immediately. The student will be recommended for expulsion.

Any student who uses/possesses illegal or controlled substances or alcohol on school property or at a school sanctioned event/activity will be referred to law enforcement. Parents of the student will be contacted and required to pick up the student immediately. The school-based intervention will include, but not be limited to, TWO (2) strikes being added to the student's record, and everything that comes with that.

Students who use/possess tobacco/nicotine products on school property or at a school sanctioned event/activity will receive one (1) strike on their record, and everything that comes with that.

If a student is found to be under the influence at school or at a Fenwick sponsored event, using/possessing drugs or drug paraphernalia off school property, or otherwise involved in drug activity the school will first allow the legal process to take place. From there, the intervention would be as follows:

- 1st Offense
 1. 1st Strike added to record, and everything that comes with it under the Prevention and Intervention Program
 2. If on campus or at school sponsored event, additionally:
 - a. 15 demerits and all sanctions involved.
 - b. Minimum 2-day suspension.
 - c. Ineligible for 25% of co-curricular activities/contests
 - i. Practices and scrimmages allowed.
 - ii. On sideline/bench allowed.
 - iii. Not allowed in uniform.
 - d. Loss of leadership privileges for 1 calendar year.

- 2nd Offense
 1. 2nd Strike added to record, and everything that comes with it under the Prevention and Intervention Program.
 2. If on campus or at school sponsored event, additionally:
 - a. 21 demerits and all sanctions involved.
 - b. Minimum 4-day suspension.
 - c. Ineligible from co-curricular activities for 90 school days
 - i. Practicing allowed.
 - ii. Not allowed in uniform, or on sideline/bench.
 - d. Loss of leadership privileges for remainder of time at Fenwick.
- 3rd Offense (if student has not tested positive)
 1. Student recommended for expulsion.

Substantial Evidence Rule

- 1) Bishop Fenwick High School shall adhere to the rule of substantial evidence in determining the validity of a violation of this policy. 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, 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.
- 2) Since ignoring any suspicion of a violation implies consent, reporting any suspected violation of this policy is critical (students, parents, coaches, faculty/staff).
- 3) Any student who is in the presence of others in violation of school policy regarding substance use will be counseled by the Assistant Principal or designee. The parent/guardian will be informed.
- 4) When information is obtained that raises reasonable suspicion that a student may be using drugs or alcohol, the administration will contact the parent and may:
 - a. Request a drug test to be performed (through Psychedics hair testing).
 - b. Request an alcohol usage test to be performed (through Psychedics hair testing).
 - c. Request a breathalyzer test immediately, on site.
 - d. Request a saliva drug test immediately, on site.
 - e. Request the family to acquire counseling services, at the family's expense.

Testing For Prevention and Intervention

Bishop Fenwick High School, in partnership with Psychemedics and Secure Testing Results (STR), want to provide our students every possible means to prepare them to lead healthy and productive lives as faith-filled adults. We view our role as educators as a partnership with parents, one with common goals that can be achieved by working closely together. This program provides families with another tool in supporting that growth in their children.

Prevention

Bishop Fenwick High School will continue to include and improve upon educational opportunities for students and families regarding substance use and abuse. Education begins for all students during their freshman year health class and continues through high school within the curriculum but also through school wide presentations and programs. Additionally, our counseling program provides students and their families with information and support. When it comes to peer pressure, it is the hope of Fenwick High School that the following Intervention Program will provide students with an additional reason to say “no” to substance use and abuse.

Intervention

Random Instant Result Tests: Administration may determine it necessary to randomly test Fenwick students, and their guests, for substance use via instant testing. This testing would include a sobriety check by law enforcement, a breathalyzer, or an instant result saliva chemical test.

Psychemedics: Psychemedics Corporation is the industry leader in drug and nicotine detection using hair analysis. They are the only lab to have FDA clearances for all five drug classes for both head and body hair. Patented, proprietary methods remove virtually 100% of the drug from the hair, resulting in superior detection capabilities and reliably accurate results. Psychemedics’ standard test requires a one-and-a-half inch 50mg sample of head hair, cosmetically undetectable. They provide training to staff members who will collect samples. Once samples reach the lab, negative results will be known within 24 hours with positive/non-negative results being known within 3-4 days. Psychemedics will work with Bishop Fenwick High School to run the random draw program.

PRO Program: The PRO Program (Parent Results Only Program), through STR, provides schools the opportunity to implement a drug and/or alcohol testing program and have the results sent to the parents only and not to the school. This program provides parents with any opportunity to address any issues identified in the testing without school involvement. This program will be utilized during the first year of testing for any Fenwick student (Freshman year or first year for transfer students).

Drug Screenings: There are multiple levels to the testing plan of this program. During the first year of testing for ANY student (freshmen and transfer students), Fenwick will use the PRO Program through STR. The different aspects of the program are laid out below:

- A. Mandatory Testing (All freshmen/new students)
 - a. All students must be tested for a first time. This will be done randomly throughout the school year, based on a random draw created by Psychemedics. Once tested the student will be placed back in the general pool. It is possible that a student may be tested more than once during a given school year.
 - b. *If the student refuses, then the attempt is counted as a positive test and the student WILL be issued their 1st Strike (avoiding the PRO Program).*

- B. Random Testing (all returning students)
 - a. Returning students may be tested via a random draw created by Psychemedics. Testing dates will be unannounced to the students. If the student refuses, the attempt is counted as a positive test. Once tested, the student's name is placed back in the general pool for further random testing. It is possible that a student may be tested more than once during a given school year.
 - b. *If the student refuses, then the attempt is counted as a positive test and the student WILL be issued their 1st Strike. Randomly tested students will NOT be given the advantage of the PRO Program if refusing a test.*

- C. Requested/Suspected Use
 - a. Parents can arrange more frequent testing of their student at additional cost to the family. Fenwick will support the family by setting up the testing with Psychemedics and helping the family find intervention programs. The results will NOT be shared with the school in this case, and no disciplinary action will be taken. The student will remain in the general pool for random testing and will be held to the same standards as all other students in terms of the random testing program.
 - b. If someone believes that a student is involved in drugs, that information should be shared to the assistant principal who may work with other professionals as a collaborative team to investigate the accusation. The assistant principal may require a student to be tested to see who is reasonably suspected of substance use (Substantial Evidence Rule, Page 69). The cost of this test will be covered by the school if the results are negative and by the parents if the results are positive. Refusal to test will be considered a positive result.

- D. Volunteer/Request Treatment
 - a. Students using drugs, alcohol, or nicotine are encouraged to come forth and request help. Fenwick welcomes being a part of this assistance to the student. If he/she comes forth at least 24 hours prior to an unannounced/random testing, Fenwick will require the family to obtain a hair test from Psychemedics within one week (results sent to the parents, not the school, through the PRO Program) and obtain professional intervention for the student. The student is still subject to being drawn from the general pool to participate in the random testing program, and if he/she tests positive at that time or any time in the future, it will count as a strike.

- E. Refusal of Test
 - a. The following is in effect for the mandatory first year of testing as well as during random testing.
 - i. If a student refuses to take the test, the parents/guardians will be contacted and told of the refusal.
 - ii. Should the parents/students still refuse the test, then it will count as a positive test and a strike will be added to the record.
- F. Administration Discretion
 - a. The administration always reserves the right to require a student to be tested for drugs.

Screening Results: During the first year of testing for a student (freshmen year or first year as transfer student), results will only be shared with the family through the PRO Program. The goal of this plan is to prevent drug use, and to intervene where drugs are already being used. All returning students will be part of a three-strike policy in place. Below is the progression of intervention which will take place for any returning student following a positive test.

- Positive drug/nicotine test via testing program
 - 1st strike added to record.
 1. The goal of the first strike is to partner with the family and assist as requested when possible.
 - a. Family required to meet with the assistant principal and counselor.
 - b. The student will continue to have a test every 90-100 days for remainder of their time at Fenwick (paid for by the family). This student will NO LONGER be in the random draw.
- 2nd Positive drug/nicotine test via mandated testing OR random testing
 - 2nd strike added to record.
 1. Family required to meet with the assistant principal.
 2. Family required to obtain professional intervention through an outside agency for the student (paid for by family).
 - a. Proof of registration with a time frame for completion must be presented to administration within 10 school days.
 - b. Proof of continued participation will be requested on a regular basis (or proof of completion when/if that is the case).
 3. Required to complete 6 hours of community service through approved programs, such as MPD.
 - a. Must be completed within 90 days from the day the family is given notice.
 4. The student will continue to have a test every 90-100 days for remainder of their time at Fenwick (paid for by the family). This student will NO LONGER be in the random draw.
 5. Loss of leadership in school sponsored groups for one calendar year.
 6. Ineligible for 25% of co-curricular activities/contests during next activity of participation.
 7. Loss of social privileges, such as the following, for one calendar year:
 - a. Attending Fenwick sponsored dances.
 - b. Fenwick administration signing off on guest form for dance at other schools.
 - c. Other events decided upon.
- 3rd Positive drug/nicotine test via mandated testing OR random testing
 - 3rd strike added to record.
 1. The student will be recommended for expulsion based on 3 strike policy.

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

*" Co-Curricular" is a term that includes all groups that are sanctioned by the Bishop Fenwick High School administration as official representatives of the school. These policies apply to all students from other schools who represent Fenwick in any co-curricular activity.

* Students will serve out violations in the co-curricular(s) they are currently in, carrying over to the next co-curricular if less than that amount remains in the current activity

Potential Costs to the Family

Following the 1st strike, students will be required to be tested every 90-100 days at the expense of the family. This test fee, \$90 each, will be charged to the FACTS account.

TECHNOLOGY POLICIES

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.

1:1 Program Student Expectations

The following student expectations are included in the beginning of school year electronic forms which parents/family must sign off on:

- The student is the sole user of the device.
- This device must be brought in the carrying case to school EVERY DAY! The student should not place anything in the carrying case other than the device; doing so may damage the device. Do not place the carrying case/device inside a backpack; doing so could damage the screen.
- Devices must be in the student's possession unless they are in a locked space (i.e., locker, classroom during lunch). At no time should a device be placed on the floor, left outside the locker bay, left in an open locker room, etc.
- Students must keep their device in working order. They are responsible for syncing, checking updates, and charging nightly.
- The inability to participate in classroom instruction and/or activities due to uncharged batteries or missing stylus will be treated like missing homework or lack of preparedness for class. A student's grade may be negatively impacted and/or the student may receive demerits for lack of preparation for class.
- Shutting the cover of a device puts it into sleep mode. The student should perform a full shut down on the device weekly. This will help with updates, deployments, and will conserve the battery.
- There are no loaner devices to students who forget their device other than those provided as repairs are needed. We do not loan accessories either (pens, chargers, etc.).
- Replacement items must be purchased from the Help Desk and the school in accordance with our warranty agreement. Items are charged at the price of the items with our educational discount.
- UAG cases must be on the device at all times. If a device is damaged and the UAG case was removed there will be a full charge of replacement value.
- The student must follow technology safety guidelines and be a smart digital user.

If a student's device is lost, costs for replacement would be:

- Depreciation = \$250 per year
- During Senior Year - \$1500-\$1000 depreciation; \$500 + \$60 (accessories) = \$560
- During Junior Year - \$1500-\$750 depreciation; \$750 + \$60 (accessories) = \$1060
- During Sophomore Year - \$1500-\$500 depreciation; \$1000 + \$60 (accessories) = \$1060
- During Freshman Year - \$1500-\$250 depreciation; \$1250 + \$60 (accessories) = \$1310

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, part of the beginning of school year electronic forms, must be completed 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.

Archdiocese of Cincinnati Responsible Use of Technology

Introduction

Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus. (Catholic School's Mission Statement).

The church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world." (Aetatis Novae, #2, #3; Rose, 1992)

General Information for Users

Catholic schools in the Archdiocese of Cincinnati are using the Internet and technological equipment/resources (i.e.3. computers, laptops, iPads, tablets, scanners, printers, cameras, email, software, and all other electronic devices and programs) (the Internet and all technological equipment/resources are referred to collectively in this Policy as "Technological Resources") to enhance student learning and to provide a quality educational experience for all students. Use of a school's Technological Resources is strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, school personnel will make reasonable efforts to ensure that the school's Technological Resources, during school hours and while on school grounds, are used appropriately by the student or adult user. Parents/guardians and students are solely responsible for use of the school's Technological Resources at home, off school property, and/or outside of school hours.

User Agreement/Parent Permission Form

Each school must have on a file a signed Responsible Use of Technology Policy—User Agreement/Parent Permission Form for any student user, his/her parent/guardian, and each adult user (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) who use the school's Technological Resources (form is completed as part of beginning of the year online forms). All Technological Resources are strictly limited to educational purposes. Students are not allowed to access personal accounts using any of the school's Technological Resources. School personnel (administrators, faculty and

staff members) are allowed to access personal accounts using the school's Technological Resources but are subject to responsible use provisions herein. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. Any Technological Resources provided to a user remain the property of the school. The school reserves the right to search and inspect school property, including any computer, laptop, iPad, tablet, school email or other Technological Resources at any time and for any reason. When using any of the school's Technological Resources, the user shall have no expectation of privacy.

The school shall provide access to Technological Resources for educational purposes only. The school shall also provide training for students and teachers related to appropriate online behavior, including interaction with other individuals on social networking sites, cyber-bullying awareness, and reporting the misuse of technology. The school shall take reasonable measures to guard against student access, during school hours and while on school grounds, to objectional material through the school's Technological Resources. Unauthorized disclosure, use, or dissemination of personal information regarding minors is forbidden.

Student User, His/Her Parent/Guardian, and Adult User Responsibility

The user shall access and use 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 account. Passwords are to be guarded and not displayed or shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of the school's Technological Resources are prohibited. Unauthorized access, including hacking or use of another person's credentials or account, is strictly forbidden. The user agrees not to bypass or attempt to bypass the school's firewall or filters, nor to harm or alter school property, including any of the school's Technological Resources. The user agrees not to change any computer settings, hardware, software, parts, or cabling. The user agrees not to pirate, nor to submit, publish, display, distribute, send, or view any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, bullying, racially offensive, or illegal material at any time, on or off school property; nor shall the user encourage the use, sale, or distribution of alcohol, drugs, or controlled substances. Any use in violation of law is prohibited. Any commercial use of the school's Technological Resources is strictly forbidden. Unless authorized by the school, the user agrees not to access chat rooms, newsgroups, list serves, instant messaging, or a personal webpage. The user agrees not to download anything without permission. The user agrees he/she will not damage the school's Technological Resources, including computers, computer systems, and computer networks. Personal technology equipment brought to school is subject to the procedures outlined in this Policy. If the student user, his/her parent/guardian, or the adult user becomes aware of inappropriate, illegal, or non-educational material being used, accessed, sent, received, or displayed through the school's Technological Resources, he/she agrees to immediately report the matter to the principal or supervisor. Student users and their parents/guardians agree that they are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.

Disciplinary Action

The school may take disciplinary action against any user who violates the Responsible Use of Technology Policy, or other school or Archdiocesan policies, through use of the school's Technological Resources. Disciplinary action may include, but is not limited to, revocation of access to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.

Expanding Our World and Protecting Our Values

Bishop Fenwick High School is committed to the quality of education and the safety of all students, as well as the preservation of our outstanding reputation as a school. The standards for appropriate online communication at Bishop Fenwick High School are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students, parents, and faculty at all times, as well as by alumni and all other users who participate in BFHS sponsored sites.

BFHS Social Media Comments and Participation Policy

Comments to BFHS-sponsored sites, such as its website via blogs, Facebook, Twitter, online forms, etc. or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions. For the privacy of users and their families, please assume that all postings to BFHS-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet. By posting a comment or other material to BFHS-sponsored sites as outlined above, users give BFHS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. BFHS reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

Bishop Fenwick High School further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason including but not limited to our belief that the comments violate this policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on BFHS-sponsored sites, you agree not to:

- Recording and/or taking pictures in a classroom without the consent from teacher or students is strictly prohibited.
- Post material that BFHS determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of BFHS or any individual or entity, including privacy, intellectual property, or publication rights.

- Post material that promotes or advertises a commercial product or solicits business, membership, financial or other support in any business, group, or organization except those which are officially sponsored by BFHS, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the BFHS-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

BFHS reserves the right to do any or all the following:

- Ban future posts from people who repeatedly violate this policy. We may affect such a ban by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this policy.

User agrees to indemnify and hold harmless Bishop Fenwick High School, its affiliates, board members, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs, or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material, the user has posted on BFHS sponsored sites. By posting a comment or material of any kind on a BFHS-sponsored site, the user hereby agrees to the Policy set forth above.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Bishop Fenwick High School community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire school community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of BFHS students and faculty, students may not, under any circumstances, create digital video recordings of BFHS community members either on campus or at off-campus BFHS events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about BFHS community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submissions do not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at BFHS, may result in disciplinary action as described in the Student Handbook, or as determined by the BFHS Administration.

State Law Prohibits Recording

Ohio Administrative Code, Rule 3357:15-13-37 addresses electronic recording of classroom activities. Bishop Fenwick High School extends this policy to all Fenwick activities, in or outside the classroom. **The policy governs the electronic recording made by students, faculty, and staff in a classroom or other official academic setting. Electronic recording is not permitted unless explicit permission is granted and other students are notified. Students, except those who have an accommodation letter from their DDS, who would like to record a classroom lecture or activity or teaching sessions must obtain [written] permission from the instructor prior to the recording. The instructor may choose to restrict or prohibit the electronic recording of lectures and activities or teaching sessions** except for those students who meet the eligibility criteria from DSS.

Teachers or those moderating a Fenwick sponsored activity may choose to record their lecture or activity or teaching session provided 1) students are not included in the recording OR 2) prior information has been provided to the families with an option to not have their student participate in the recording.

CAMPUS MINISTRY

Mission Statement

The Department of Campus Ministry plays an integral part in the promotion of student faith by facilitating encounters with the person of Jesus Christ and equipping students to know, love, and serve God in all that they do.

Department Goals

The Office of Campus Ministry strives to:

- Witness Christ to the community which we serve.
- Instill love for all members of the human family.
- Encourage an appreciation and respect for service to others for the glory of God.
- Empower our students to use their gifts for the common good through service opportunities, locally and globally.
- Provide our students with opportunities for prayer and reflection through retreats, worship, participation in the sacraments, and prayer.
- Act as student advocates by serving their academic and spiritual needs through a ministry of presence.
- Instill in our students a faithful respect for the Church's Magisterium and a desire to always promote unity and charity within the Church.
- Promote a respect for life, locally and globally, in the hearts of our students.
- Offer opportunities for students to take the next step in their faith lives through the sacraments, prayer, and community.

Service Learning

Service is part of the fabric of Bishop Fenwick High School. The Catholic Christian nature of the school invites students to live out Jesus' teachings through words and actions. Service is one of the foundational principles at Fenwick and is in fact one of the four Talons that is consistently taught. The hope is that through the service program, students will become more others-centered, deepen their faith in God, and become transformed by their encounters with the most vulnerable members of our community. Students are also encouraged to become life-long contributors to the good of individuals and society.

Fenwick students are required to do a minimum of 10 hours of service per semester, but many go above and beyond that requirement. Service hours are recorded and verified through an online service tracking program – www.x2vol.com – which allows students to create and maintain a service profile. Students also engage in a critical reflection component each semester that helps to process their experiences and connect their service work with the teachings of our faith.

To expose students to a wide range of service experiences, beginning in the 2019-2020 school year, students will be doing what will be known as GOLD and RED hours. GOLD hours are loosely based on Corporal Works of Mercy. These hours involve DIRECT SERVICE with the vulnerable members of our society- those who are poor, elderly, sick, young, disabled etc. RED hours involve VOLUNTEERING at church, school, or community events or helping others indirectly at other non-profit organizations. Of the 10 required hours of service per semester, a minimum of 5 hours must be GOLD. The rest may be either RED or GOLD hours. Please go to our FAQ's GOLD & RED Service Ideas, and Summer Opportunities pages below for more details.

An effective service-learning program must be rooted in both experience and reflection. The service-learning program at BFHS is coordinated by the Office of Campus Ministry in conjunction with the Religion Department. Service Learning will be a part of the student's religion grade. Failure to complete both the service-learning experience and reflection will result in a grade of "Incomplete" for religion. For a grade of "Incomplete" to be changed, service learning including both the service and reflection must be completed. Service completed over and above a student's requirement may be reported to Campus Ministry. **To be eligible for Campus Ministry trips and leadership positions, students must have all service projects completed and up to date.**

To be eligible for Campus Ministry trips and leadership positions, students must have all service projects completed and up to date. Completion of all four levels of the service-learning program is a requirement for graduation.

It is the student's responsibility each semester to complete their service hours and have their verification submitted on time. Failure to do so will result in an "Incomplete" final grade for their theology course.

More information can be found on our website [HERE](#).

Retreats

The retreat program at Bishop Fenwick High School exists to bring students into deeper relationship with Christ and each other through prayer, faith sharing, and the sacraments. Each retreat is an essential part of students' formation in the four Falcon Talons of faith, integrity, compassion, and service. Our required retreat program addresses issues of concern to our students as they mature into young adulthood.

All Bishop Fenwick students, both Catholic and non-Catholic, are required to fulfill the graduation requirements for Religion, Service, and Retreats. This is a condition of enrollment and attendance for Bishop Fenwick students. There are no exceptions.

Freshmen will attend a half-day retreat focused on the Falcon Talons of faith, integrity, compassion, and service at the beginning of the year. This is an opportunity for the freshmen to build community as a class and explore how they are called to live their faith. Additionally, they will have a one-day retreat in the spring to give them a deeper, more personal understanding of who God is and who they are.

Sophomores will make a one-day retreat with NET ministries to grow in their personal identities as sons/daughters of God through small and large group activities.

Juniors will attend a three-day, two-night retreat at Damascus Retreat Center in Centerburg, Ohio. They will be given a unique, powerful, and joyful experience of the Catholic Church while inviting them to take the next step in their faith. This retreat includes high-adventure activities, leadership, and opportunities for Eucharistic encounter.

Seniors attend a four-day, three-night Kairos Retreat at the Jesuit Spiritual Center in Milford, OH. Students will reflect on the Paschal mystery and how their own lives mirror the life, death, and resurrection of Jesus. Seniors will explore and deepen their relationships with God, self, and others.

Mass

Every student will attend all school/class Masses. Students are expected to always behave in a Christian manner. All students are invited to participate in the liturgical celebration by listening attentively, responding clearly, and singing.

STUDENT ACTIVITIES

Bishop Fenwick offers a chance for every student to develop his/her academic, musical, dramatic, and athletic talents. Over 90% of our students belong to one or more clubs or athletic organizations!

Many organizations and individuals have won awards locally and nationally. The Bishop Fenwick Falcons have been State, District, and League Champions.

Clubs and Organizations

Each year, more than 90% of the students at Bishop Fenwick High School get involved in activities outside of the classroom. In addition to co-curricular and athletic activities, clubs and organizations provide students the opportunity to get involved in the Bishop Fenwick High School community. These organizations open the doors to social, competitive and leadership training and opportunities. There is a formal proposal process for students wishing to start a club. Below is a list of clubs and organizations provided in recent school years:

Academic Team, Art Club, Dance, Theater Program, Falcon Ambassadors, Fenwick for Life, French Club, HOPE Club, Intramurals, Jazz Ensemble, Key Club/Mission Club, Latin Club, Marching Band, Chorus, Mock Trial, National Honor Society, Peer Mentoring, Pep Band, Radio Club, Running Club, Ski/Snowboard Club, Spanish Club, Student Council, S.U.P.P.O.R.T. Club, Technology Club, Winter Guard, & Winter Percussion.

An updated comprehensive listing of clubs and organizations can be found on our website.

Parent Clubs and Organizations

Fenwick Association for Musical Arts (FAMA) Contact lmulligan@fenwickfalcons.org for information

Fenwick Parents Association (FPA) Contact awyatt@fenwickfalcons.org for information

Athletics

Boys – Baseball, Basketball, Bowling, Cross Country, Football, Golf, Lacrosse, Roller Hockey (club sport), Soccer, Swimming, Tennis, Track & Field, and Volleyball

Girls – Basketball, Bowling, Cheerleading, Cross Country, Golf, Lacrosse, Soccer, Softball, Swimming, Tennis, Track & Field, Volleyball

STUDENT LEADERSHIP

Election Eligibility

A student must have a cumulative grade of at least 2.5 to be eligible to hold any Student Council or Class Office and Junior/Senior service must be current. (See School Ambassadors for specific requirements.) Study is the primary duty of each student, and the time required for the successful managing of an office requires that the student be able to achieve average grades before taking on this added responsibility.

Eligibility Procedure

If a student is elected and does not maintain the requisite average per quarter and current service, the following procedures may be implemented:

1. The first time the student becomes ineligible; he/she is placed on academic suspension for a period of two weeks – not able to vote but may attend meetings.
2. If the same student remains ineligible at the next quarter grading period, he/she is removed from office and is not allowed to work on Student Council or school functions for the following nine-week grading period.
3. If the student remains ineligible after the above period, he/she is removed from office/ambassadors and is replaced through an election.
4. If a student is able to improve his/her GPA and reaches the required 2.5 average, he/she goes backwards in the suspension scale above. If the average goes back down again, the student repeats the procedure.

A student elected to an office is expected to exercise positive leadership. If the elected student becomes involved in disciplinary proceedings, he/she may be suspended or removed from the office at the discretion of the Principal, in consultation with the Assistant Principal and the moderator of the activity.

Student Council Positions and Responsibilities

Overall Student Council President—This person is responsible for representing the concerns of the student body and should have a minimum of 1 year Student Council experience. He or she will work closely with the Student Council moderators to set meeting agendas as well as run weekly meetings. The President will act as the representative of Bishop Fenwick High School in interaction with outside groups. This person should follow all school rules and be a model of personal and academic integrity. He or she will also be present in any meetings with the administration concerning Student Issues.

Class President—This person is responsible for representing student concerns of his or her grade level and should have a minimum of 1 year Student Council experience (with the exception of Freshmen). He or she will assist the Overall Student Body President, work with Student Council moderators, and bring grade level needs to meetings. This person should follow all school rules and be a model of personal and academic integrity. He or she will also be present at Student Council meetings every Thursday morning at 8:00am and any other meetings with the administration concerning Student Issues.

Class Vice-President— This person is responsible for representing student concerns of his or her grade level and should have a minimum of 1 year Student Council experience (with the exception of Freshmen). He or she will assist the Class President of his or her respective class. This person should follow all school rules and be a model of personal and academic integrity. He or she will also be present at Student Council meetings every Thursday morning at 8:00am.

Class Representatives—This person will be responsible for representing student concerns at his or her grade level. He or she will assist the class officers of his or her respective class. This person should follow all school rules and be a model of personal and academic integrity. He or she will also be present at Student Council meetings every Thursday morning at 8:00am.

Student Council Funds Allocation

Student Council allocates dollars to support other student organization initiatives. Requests will be reviewed, discussed, and voted upon by Student Council. Funds requests will be accepted on a rolling basis and should be made at least two weeks prior to event/need. Requests should be delivered directly to the Student Council teacher moderator.

ELIGIBILITY FOR PARTICIPATION IN SCHOOL ACTIVITIES

Bishop Fenwick encourages students to participate in co-curricular activities, including athletics, and recognizes the value of these activities. However, faith formation and academic progress are higher priorities. Participation in co-curriculars can provide incentive for academics. Insufficient progress in academics warrants intervention, and in some cases, suspension from co-curriculars as noted in the following policies.

Students who are ineligible on a regular basis may require an academic contract to assist in finding methods for academic success. Such a contract will be created and maintained by the Assistant Principal in conjunction with the student, family, and counselor.

These policies are in place for all students participating in any co/extra-curricular activity during or outside the school day, class field trips, school sponsored travel, etc. through Bishop Fenwick High School.

OHSSA Eligibility

Any athlete who does not meet the eligibility policy of the Ohio High School Athletic Association is automatically ineligible for an entire quarter. 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.

Bishop Fenwick Eligibility

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 a quarter is 2.0 or below is ineligible for all co-curricular activities, including athletics, until the next interim grades are turned in to the office. Fenwick eligibility can be restored after achieving a GPA of a 2.0 or above. These GPA will be checked by the assistant principal every two weeks during the quarter.
2. A student whose GPA for the quarter is above 2.0 may lose eligibility or other privileges if he or she is passing fewer than 5 subjects. Ineligibility applies until it is restored through the method above.
3. Students who do not achieve a GPA above a 2.0 for 4th quarter are ineligible for first quarter co-curriculars by Bishop Fenwick standards.
 - a. Grades from summer school credit recovery in courses failed for the year will NOT be factored into the GPA for eligibility for first quarter. (Note that these grades, along with any other grades for high school 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.)

PER THE STATE'S GUIDELINES, OHSSA ELIGIBILITY FOR THE 1ST QUARTER OF A SCHOOL YEAR IS DETERMINED SOLELY ON THE BASIS OF 4TH QUARTER GRADES.

Disciplinary

Students may lose eligibility for all co-curriculars beginning at the accumulation of 15 demerits in a school year. 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 an Athletic Code of Conduct Disciplinary Contract by the head coach in conjunction with the Athletic Director.

Any senior appearing on either OHSAA or Fenwick Ineligibility lists will not be permitted to leave during last block study hall until they have regained eligibility.

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. 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 two weeks if service is caught up.
4. If service is not caught up after two weeks of ineligibility, the student remains ineligible until service requirements are complete.

Policy on Transfer Student 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.

FUNDRAISING POLICY

What is a Fundraiser?

A fundraiser is defined as a practice that results in the accepting of solicited or unsolicited cash, goods, or services that are made on a voluntary basis for the purpose of supporting a project, program or a school.

Why Do We Have a Fundraising Policy?

Every day, the average person/business is bombarded with requests for donations. Additionally, parents/students are continuously being asked to participate in fundraising efforts at their day care centers, schools, churches, athletic organizations, and youth groups, etc. At Bishop Fenwick High School, our Fundraising Policy has three goals:

Goal 1: Minimize one-on-one solicitation.

Goal 2: Create an organized, concerted effort.

Goal 3: Provide funding for the school's overall costs.

Bishop Fenwick High School's Fundraising Policy

- The Advancement Office raises funds for budget-relieving, school-sponsored activities and programs. Examples: Athletics, Fine Arts, STEM Program. No one is permitted to raise funds for individuals, clubs, teams, etc.
- All fundraisers must be approved by the Advancement Office. To make a request, complete a "Fundraiser Request Form."
- The Advancement Office must be notified and give approval before any planning, booking of dates, and solicitation of volunteers commences.
- The fundraising year is July 1 through June 30.
- There can be no direct fund solicitation of individuals, businesses, or foundations without approval of the Advancement Office.
- All funds raised by any fundraiser must be turned into the Finance Office immediately after the fundraiser, and total of dollars raised given to the Advancement Office.
- Student Council will conduct drives to provide in-kind support (gifts and food) to one designated organization and one inner-city school each year.
- Key Club will select one charitable organization and will conduct "penny wars" and in-kind donation drives to benefit said organization. · Prior to the start of the school year, parents are to be made aware of all fundraisers anticipated for the academic school year.
- Fundraisers that use the name of "Bishop Fenwick High School" cannot be for the benefit or on behalf of any individual person.

BRAND INTEGRITY

Usage Policy

The purpose of the Bishop Fenwick High School logo and crest usage policy is to protect the ways in which an aspect of the school's character is represented. Since the logos and crest symbolize a visual image of the school, it is important to make sure that a consistent message that compliments the Bishop Fenwick High School mission and vision is communicated. The logos and crest have significant recognition value for Bishop Fenwick High School's external audience. Consistent and accurate use of the Bishop Fenwick High School logo and crest enhances the school's image.

Guidelines

The Bishop Fenwick High School sport logo and crest usage is restricted to immediate members of the school's community. This policy speaks directly to the use of the school logo, crest, and school name.

All academic, administrative, staff and support units of Bishop Fenwick High School must obtain approval for shirts, club t-shirts, stationery, and letterhead styles from the Director of Advancement (or designee) prior to use. Notepads, envelopes, business cards, mailing labels, and other forms of stationery must be approved by the Director of Advancement (or designee). Publications and products containing Bishop Fenwick High School's name should not be sent without approval! Adjustments to the logo and crest style and color are not permitted. The front cover or front panel of every publication must include the logo or crest and placement of the crest and/or logo on the publication must be an appropriate size and in a fitting position relative to the typographic elements on the page.

Who Should Use This Policy?

All faculty, staff, departments, athletics, student organizations, parent groups, administrative departments, alumni organizations/events, and development departments as well as any other extensions of the Bishop Fenwick High School community are expected to follow this policy. This policy also applies to suppliers and manufacturers of commercial and noncommercial products.

Written Request to Use the Bishop Fenwick High School Crest or Logo

Written request to use the Bishop Fenwick High School crest or logo must be submitted with a copy of the art being requested for use and approved by the Director of Advancement (or designee). Two signatures are required for official request approval. One signature should come from either the school's principal, assistant principal or athletic director and the other should come from the Director of Advancement (or designee). All companies must use the school's approved art and template. Companies may not sell materials, clothing, equipment, and structures containing the Bishop Fenwick High School name, logo, or crest for personal profit without expressed written permission from Bishop Fenwick High School.

APPENDIX

The following documents are available (print/electronic) from the main office.

Planned Absence Form



Bishop Fenwick

HIGH SCHOOL

Est. 1952

PLANNED STUDENT ABSENCE VERIFICATION/PERMISSION FORM

Daily attendance at Bishop Fenwick High School is an expectation. Parent/Guardian's full cooperation in this regard is appreciated. When out due to an excused absence, the student must assume total responsibility for all work missed. It is his/her responsibility to contact individual teachers in order to make up all tests, quizzes, and assignments in a timely fashion as agreed upon in advance with the teacher. Students may only receive 5 excused absences/tardies per quarter before demerits are issued. Pre-arranged absences, including pre-approved family vacations, are excused absences as long as the proper protocol is followed:

1. Student Completes Verification/Permission Form
2. Student has form completed by the teacher for each course they will miss time in
3. Student has form signed by a parent/guardian
4. Student submits form to assistant principal AT LEAST 1 week in advance of the first day of the planned absence

Student Name _____ Grade _____ Date Submitted _____

Dates of Absence _____ Reason for Absence _____

Parent/Guardian Signature _____ Date _____ Assistant Principal _____ Date _____

Block	Teacher Signature	Subject	Assignment	Due Date	Check if due prior to the absence
A					
B					
C					
D					
E					
F					
G					
H					

Last Updated: 1/20/2017

Academic Schedule Change Form

SCHEDULE CHANGE REQUEST

Student Name (please print) _____

Date Submitted _____ Grade _____

Email _____ Phone # _____

Course to be dropped _____ Semester _____

Block _____

Course to be added (if known) _____

Parent Signature _____

Counselor _____

Academic Principal _____

Date _____

The master schedule of course offerings (teaching assignments) is arranged each year to accommodate the student requests made during the spring registration of the previous school year. Since the master schedule is designed based on student interests, changes after the creation are limited to space available in scheduled classes.

SCHEDULE CHANGE POLICY:

- Student initiated schedule changes will only be considered during the first FIVE school days of a course. Students must complete and submit a Schedule Change Request Form.
- Withdrawal from a course will not be honored after the first FIVE days of a class without the recommendation of the classroom teacher, the counselor, and the approval of the parent and the Assistant Principal. *Dissatisfaction with grades or teacher is not justification for dropping a class.* Any withdrawal made before the first quarter interims (3 weeks for semester-long courses) 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 counselor and the approval of the parent and the Assistant Principal
- *A \$25 Schedule change fee will be billed to your student's FACTS account upon receipt of an approved Schedule Change Request Form.*

PE Waiver Form

EXEMPTION TO THE PHYSICAL EDUCATION GRADUATION REQUIREMENT (Based upon Section 3313.603 of the Ohio Revised Code, Letter L)

In the State of Ohio, students are required to complete one-half unit of physical education for graduation. One-half unit requires a minimum of 120 hours of course instruction. At Bishop Fenwick High School, this graduation requirement is met when a student completes two semester courses, each worth a quarter credit.

Beginning with the 2015-2016 school year, Bishop Fenwick students in grades 9-11 who successfully complete two full seasons of recognized school activities as outlined below may be excused from the high school physical education graduation requirement. However, prior participation in recognized activities cannot be retroactively used to fulfill waiver requirements. In addition, students entering their senior year who have not completed ALL waiver requirements will be placed in physical education classes immediately in order to fulfill graduation requirements.

The "Two Full Season" requirement can be completed within a single school year. According to Ohio Revised Code, boards of education may NOT provide for partial completion of the high school physical education requirement; therefore, the one-half unit requirement cannot be partially exempted. For example, it is not possible to combine one semester of a physical education course with successful completion of one athletic, marching band, or cheerleading season to meet the physical education graduation requirement.

IMPACT ON OVERALL GRADUATION REQUIREMENTS

Those students excused from the high school physical education graduation requirement are required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study, as determined by the student and parent in conjunction with school policy. Please note that students will not earn a letter grade when utilizing the P.E. exemption waiver. Students will accordingly satisfy their P.E. obligation.

Those students utilizing the P.E. Exemption are still required to meet all other graduation requirements established by Bishop Fenwick High School including the completion of 26 credits required for graduation.

RECOGNIZED ACTIVITIES

Bishop Fenwick High School recognizes that "Two Full Seasons" of appropriate participation in the following activities may be used to satisfy P.E. Waiver requirements:

Baseball	Color Guard	Softball
Basketball	Cross Country	Swimming
Band	Football	Tennis
Bowling	Golf	Track
Cheerleading	Lacrosse	Volleyball
Dance Team	Soccer	Wrestling

****Intramural sports or other club/non-school sponsored activities will not be approved****

PROCESS FOR PHYSICAL EDUCATION EXEMPTION

1. Student indicates desire to be exempt from Physical Education courses by choosing the P.E. Waiver option during course selection.
2. Once a student has completed one of two required seasons, the student will then submit the P.E. Exemption Waiver Form to the main office. The student is expected to complete and submit an additional form at the conclusion of the second sport season. Students are required to turn the completed form into the main office within (6) six weeks of the last contest or competition. It is the responsibility of the student to turn the form in. **THIS WILL NOT BE DONE**

AUTOMATICALLY FOR THE STUDENT. If the form is not turned in by the due date, they will lose that season of credit toward the waiver.

3. The Physical Education Exemption Form will then be reviewed by the athletic department, the appropriate coaches and school counselor for approval.

4. Once the appropriate exemption waiver documentation is approved, students will have fulfilled the necessary requirements for exemption.

**** Please be aware that this exemption may not transfer should a student transfer to a different school district with different policies****

PHYSICAL EDUCATION WAIVER FORM

_____ Student Last Name (PRINT)		_____ Student First Name (PRINT)	
Season (Circle):	FALL	WINTER	SPRING
_____ School Year Participation	_____ Grade Level	_____ Sport/Activity	
_____ Coach's Name	_____ Coach's Signature	_____ Date	

In making this request for exemption from physical education as a graduation requirement, I understand all expectations related to the "Two Full Season" requirement.

_____ Student Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date

Flex Credit Proposal Form



Flex Credit Proposal

All students at Bishop Fenwick High School may propose a plan to pursue college preparatory academic work outside of the Fenwick classrooms, whether it be for an individually designed program, a course offered at Fenwick, or for a course or experience not offered at Bishop Fenwick High School. The Flex Credit is not intended to replace time spent in the classroom, rather to supplement opportunities provide during the regular school day at Bishop Fenwick High School.

To receive credit at Bishop Fenwick High School for work done outside of the school, a student must:

- Submit a Flex Credit Proposal Form to the assistant principal by the end of April the year PRIOR to doing the Flex Credit work;
- Obtain the approval of the school for the proposal;
- Complete the outlined program and demonstrate mastery in the proposed area of study.

When the student completes his/her work and demonstrates mastery, the credit will be posted on the Bishop Fenwick High School transcript but will not factor in to GPA calculation.

Student Name: [Click or tap here to enter text.](#)

Proposal Submission Date: [Click to Pick Date](#)

Flex Credit School Year: [Choose an item.](#)

Student Graduation Class:[Choose an item.](#)

The Purpose of this Flex Credit Proposal is to:

[Choose an item.](#)

If replacing required course, list course here: [Click or tap here to enter text.](#)

Name of Flex Credit Course: [Click or tap here to enter text.](#)

Institution(s) Providing Instruction: [Click or tap here to enter text.](#)

Contact Person: [Click or tap here to enter text.](#)

Phone Number: [Click or tap here to enter text.](#)

Please attach the following:

- Course Syllabus to be followed
- Schedule of meeting dates/times/locations
- Description of how mastery will be shown

Office Use Only

Initial Action: Choose an item.	Date	<i>Insert signature</i>
Completion Date: Date Credit Awarded		<i>Insert signature</i>

6/10/2019

CCP for Required Course Form



CCP for Required Course Proposal

All students at Bishop Fenwick High School may propose a plan to utilize a College Credit Plus course to complete a Fenwick graduation requirement. The CCP Credit is not intended to replace time spent in the classroom, rather to supplement opportunities provided during the regular school day at Bishop Fenwick High School.

College Credit Plus courses may only be utilized to fulfill graduation requirements upon prior approval from the school. To request approval, a proposal for using a CCP course for required credit must be submitted to the assistant principal in accordance to the semester timelines below. The proposal form is available through the student's counselor.

<u>Course Term</u>	<u>Proposal is due to the Assistant Principal by:</u>
Summer Semester Course	April 30 th , before the summer course begins
Fall Semester Course	May 15 th before the fall course begins (Fenwick department chairs are not available for proposal evaluation over the summer)
Spring Semester Course	November 30 th before the course begins (Please be aware of the timing of Thanksgiving Break with this due date)

Student Name: Click or tap here to enter text. **Proposal Submission Date:** Click to Pick Date

CCP Credit School Year: Choose an item. **Student Graduation Class:** Choose an item.

Required Fenwick Course this CCP course will replace: Click or tap here to enter text.

Name of CCP Course (course number): Click or tap here to enter text.

Institution(s) Providing Instruction: Click or tap here to enter text.

Please attach the following:

- Course Description/Syllabus to be followed

Office Use Only

Department Decision: Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Notes: Click or tap here to enter text.
Date: Click or tap to enter a date.	<i>Insert signature</i>

Dance Guest Permission Form

Dance Guest Permission Guidelines

In order to attend a dance at Bishop Fenwick High School, all guests must agree to comply with the following guidelines and submit the completed Guest Permission Form to the dance moderator one week prior to the dance. Once approved, you can purchase tickets and the guest's name will be added to the list.

1. Fenwick students AND GUEST must comply with all school rules and behavior standards, including modesty in dress and dance behavior.
2. Guest Permission Form must be completed and on file. No guest will be admitted the night of the dance without this (NO EXCEPTIONS).
3. A Fenwick student is permitted to bring ONE guest to a dance.
4. Guests of a Fenwick student must present a current high school ID or driver's license.
5. Guests of a Fenwick student may be no more than one year removed from high school graduation.
6. No one younger than freshman year in high school may attend (Fenwick's prom is a junior/senior only event; no one younger than sophomore year in high school may attend); guests must not have graduated high school more than one calendar year prior.
7. Guests of a Fenwick student must be of the opposite gender (based upon biological sex).
8. No students may leave until the dance is over unless a parent personally comes in to sign you out.
9. Fenwick reserves the right to use a breathalyzer/drug test on any student, including guests, at any time during a school sponsored event.
10. Any student who does not comply with the directives of the administration or chaperones will be removed from the dance and parents notified. Disciplinary action may be taken.
11. All female students must dress modestly and appropriately per guidelines in the Fenwick Student Handbook.
12. All dance styles must comply with standards of modesty and safety. The administration and chaperones in attendance will be the final judge.
13. Any forged signatures will result in a forfeiture of attendance at that and future dances without refund. Disciplinary action may be taken.
14. Students must attend school the entire day of an event to be eligible. In the case of a weekend dance, students must attend school the entire day of the most recent preceding day.
15. Tickets will not be sold to non-Fenwick guests. All tickets must be purchased by a Fenwick student prior to the dance.



Dance Guest Permission Form

Bishop Fenwick Student Name: _____ Grade: _____

To Be Completed by Guest

Name: _____ Age: _____ Date of Birth: _____

Graduation Year: _____ Cell Phone: _____

Parent Name: _____ Parent Cell: _____

As a guest of Bishop Fenwick High School, I understand that I am under the authority of Fenwick's rules and expectations and will conduct myself in an appropriate manner at all times during the dance. I have read the Fenwick Dance rules and understand the expectations.

Guest Signature: _____ Date: _____

To Be Completed by an Administrator at Guest's High School

Please attach Administrator business card

Name of School: _____ Phone: _____

Is the above mentioned student in good standing? YES NO

Do you recommend that he/she be permitted to attend a BFHS school dance? YES NO

School Administrator Name: _____ Title: _____

Administrator Signature: _____ Date: _____

Guest Complete If Not in High School

High School Graduated From: _____ Grad Year: _____

College Attending: _____

Emergency Contact: _____ Emergency Number: _____

To Be Completed by Fenwick Parent/Guardian

I understand that the above guest will be attending a dance with my son/daughter. All school rules and regulations apply during the dance. If there is a violation of these rules and or regulations, the above student and guest will be asked to leave the event, may be referred to authorities, and the Fenwick student may be subject to school discipline consequences, and I will be contacted immediately.

Parent/Guarding Signature: _____ Date: _____

Cell Number: _____

College Visit Form



**College Day Visit Permission
& Verification Form**

This form must be turned in ONE WEEK PRIOR to the College Visit

A total of three (3) college visit days may be taken during the junior and senior year. College Visits may NOT be taken before or after Christmas or Easter break. College Visits must be taken before May 1. Before the College Visit, the student needs to fill out the top portion of the form (including parent's signature, and counselor's signature) and have his/her teachers fill it out. The student should then bring the form to the office and a copy will be kept on file. The student should take this form on the College Visit and have it filled out by a college official. After the student has visited the college, the student should return this form (completed by the College) to the Main Office. If the student does **not** return the completed form, this will be counted as an unexcused absence. College Visit days taken without prior knowledge and permission by Fenwick's counselor will be counted as unexcused absences.

PARENTS—please call the office to report your student as absent on the day of the visit!

Student's Name _____ Grade _____
 Parent's Signature _____ Date _____
 College/University _____ Date(s) of Visit _____
 Counselor's Signature _____
 College Visit (circle one) #1 #2 #3

Students must have this form signed by each teacher whose class they will miss during the College Visit. A teacher MAY require a student to turn work in prior to receiving the teacher's OK for the College Visit.

BLOCK	TEACHER	SUBJECT	ASSIGNMENT	DUE DATE	Check if due PRIOR to absence
A/E					
B/F					
C/G					
D/H					

To Be Completed By The College Official

Arrival Date/Time _____ Departure Date/Time _____
 College Official's Signature _____
 Nature of student's visit _____

NOTE: PLEASE ATTACH BUSINESS CARD OR USE THE COLLEGE/UNIVERSITY STAMP

Transportation Release Form



Athletics/Club/Activity

Transportation Release Form

I, _____ (Parent/Guardian of _____), am
willingly and of my own accord taking responsibility for the transportation of my son/daughter
from this activity, _____ at

Activity

_____ ON _____.

Location

Date

I do hereby release and hold harmless the Archdiocese of Cincinnati, Bishop Fenwick High School,
and the school's agents, coaches, faculty and staff from all claims, demands, actions, judgements
and executions which may arise as a result of personal injuries to the child named above.

I hereby acknowledge that I have read and understand the terms of this indemnification with full
knowledge of its significance.

Parent/Guardian Signature

Address

Telephone

Date

New Student Club Proposal Form



Club Proposal Form

*Upon completing the Club Proposal Form, turn it in to the Assistant Principal.
All club proposals will be reviewed by the administrative team of Bishop Fenwick High School.*

Proposing Student(s)	Click or tap here to enter text.	Faculty Advisor(s)	Click or tap here to enter text.
Name of Club	Click or tap here to enter text.	Date of Proposal	Click or tap to enter a date.

Please describe the expected membership of this club <i>(who is it for, who will it be open to)</i>		
Click or tap here to enter text.		
Which of the 4 Falcon Talons will be connected to this club? <i>Check boxes that apply and explain below.</i> Faith <input type="checkbox"/> Integrity <input type="checkbox"/> Service <input type="checkbox"/> Compassion <input type="checkbox"/>		
Click or tap here to enter text.		
Please explain the activities(meetings, events, travel, etc.) this club include.		
Click or tap here to enter text.		
Please list any expected expenses below		
<u>Item</u>	<u>Description</u>	<u>Cost(s)</u>
Enter text	Click or tap here to enter text.	\$
Enter text	Click or tap here to enter text.	\$
Enter text	Click or tap here to enter text.	\$
Enter text	Click or tap here to enter text.	\$
Enter text	Click or tap here to enter text.	\$
Enter text	Click or tap here to enter text.	\$
Enter text	Click or tap here to enter text.	\$
Enter text	Click or tap here to enter text.	\$
Enter text	Click or tap here to enter text.	\$
Enter text	Click or tap here to enter text.	\$
Total Expected Costs		\$000.00

Will there be a membership fee for participants?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Amount: Click or tap here to enter text.	
Affiliations?	
<input type="checkbox"/> National Click or tap here to enter text. <input type="checkbox"/> State Click or tap here to enter text. <input type="checkbox"/> Local Click or tap here to enter text.	
Please provide any additional information that will be helpful in deciding on the approval of this proposal	
Click or tap here to enter text.	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<p style="text-align: center;">RISK ANALYSIS</p> <p style="text-align: center;"><i>Approval/Denial based on risk analysis performed in conjunction with the Archdiocese of Cincinnati</i></p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="display: flex; justify-content: space-between;">Business ManagerDate</p>
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	<p style="text-align: center;">Comments From Administrative Team</p> <p style="text-align: center;">Click or tap here to enter text.</p>

Assistant Principal

Date

Medication Form



Last Name: _____ Grade: _____

Request for Assistance in the Self-Administration of Medication

Some students are able to attend school only through the effective use of medication. If possible, all medication should be given under the supervision of the parent/guardian outside of school hours. When this is not possible, school personnel may give medication when complete documentation of all information, as requested from physician and parent/guardian, is received. The medication must be delivered to the school by the parent/guardian, in the original labeled container in which it was dispensed. The container needs to have a pharmacist's label with the following information: student's name; physician's name; date; pharmacy's name and telephone number; name of medication; dosage and frequency; and special handling and storage instructions.

Student Name: _____ Date of Birth: _____

Home Phone: _____ Parent Cell: _____

Known Allergies: _____

The following medication needs to be administered during the school hours and is being prescribed for that time. I understand that unlicensed school personnel will be assisting the child with the self-administration of this medication.

Name of Medication	
Dosage, Route, Time or Intervals for administration	
If p.r.n., conditions indicating need:	
If allowed to carry an inhaler, document training, PFM use & conditions. (Other special instructions for storage)	
Possible adverse reactions to report to physician	
Date to begin administration	
Date to cease administration	
Physician's Name, Address, and Phone	
Physician Signature	

I request that the medication prescribed by the physician be administered to the student. I agree to submit in writing a revised physician's statement in the event that any of the required information should change. I give permission for the school nurse to contact the physician regarding the administration of this medication in the school setting. I agree to deliver the needed medication to the school in the proper container. I agree to pick up the medication within 3 days of termination of administration or the end of the school year, or the medication will be disposed of by school staff. I agree to release Bishop Fenwick High School and their designated representative from any liability concerning the giving or non-giving of the medication to my child.

Parent/Guardian Signature _____ Date: _____

FOR SCHOOL USE ONLY Request: Accepted Denied

Reason for Denial: _____

Signature of School Employee: _____ Date: _____