

# STUDENT HANDBOOK

2020-2021

**FENWICK**



DISCOVER YOUR POTENTIAL.  
FIND YOUR PLACE.

## FENWICK



### MISSION

Bishop Fenwick is a Catholic, co-educational, academically rigorous and supportive college preparatory school. Bishop Fenwick is dedicated to creating an environment where all students can seek and achieve excellence intellectually, creatively, morally, and spiritually, recognizing their responsibility both to serve and to lead.

### VISION

Bishop Fenwick graduates will enter the world prepared, inspired, and able to excel in all they do, embracing the call to love God and neighbor.

*Updated October 2020*

*Please note — During the school year, additional policies and regulations may be added or modified and will become part of the school regulations.*

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## **Honesty and Virtue**

At the very heart of any learning community or scholarly institution is the matter of academic integrity. As a Catholic school, where character formation is just as important as intellectual education, this is even more the case. At Fenwick, students are expected to embrace and embody the highest moral and ethical standards. Academic integrity is non-negotiable at Fenwick; indeed it is vital to maintaining our School's healthy and moral environment.

This includes:

- Taking ownership of and responsibility for one's own education, progress, decisions, words, and actions.
- Being the sole author of all academic work, both oral and written.
- Citing all appropriate outside/external sources when submitting work.
- Staying faithful to the highest standards of personal conduct—both in and out of class—and encouraging others to do the same.

## **Plagiarism**

In this era of myriad online resources and collaborative models of education, it is important to clarify the term plagiarism.

Plagiarism is cheating, and it includes, but is not limited to:

- Using another person's words as your own, which includes copying/pasting text from a website, an online media service, or any other outside source.
- Using, borrowing, or copying the work of another—including a fellow student—and submitting it as one's own; this includes replacing a few words to alter only slightly the original source.
- Directly copying another person's words, ideas, answers, or responses on any quiz, test, lab, project, exam, or homework assignment.
- Using another student's work and claiming it as your own, even with permission; this is unethical and may be considered collusion.
- Misusing technology—cell phone, iPad, laptop computer, or any other device to access the Internet when not permitted by the teacher or for the assignment and/or to capture photos of someone else's work and to submit it as one's own work.
- Exchanging answers with another student before, during, or after a quiz/test/exam.
- Coming into a quiz, test or exam with unauthorized notes or potential answers stored in a calculator, watch, phone, iPad, or other device, or with those notes/answers written on concealed cards, body parts, or articles of clothing.
- Using photographs, videos, or audio without permission or acknowledgment; using such material to profit from it and/or for any purpose other than that for which it was intended.
- Acquiring work from commercial sources, whether or not payment is made; any "purchase" of material that is.
- Translating from one language to another is not using your own words, and falls under the guidelines for quotations, summaries and paraphrasing.
- Using an essay that you wrote for another class/another purpose without getting permission from the teacher/professor of both the current class and the class for which the original work was used.
- Enabling, assisting, conspiring with another person to do any of the above.
- Being aware of another person doing any of the above without bringing the matter to the attention of the appropriate faculty/staff member.

**Consequences for Violations of Academic Integrity:** Cheating, plagiarism and all other forms of academic dishonesty will have serious consequences including, but not limited to, a failing grade for the assignment, completing the assignment for no credit, detention, probation, suspension and/or expulsion.

A student guilty of a serious breach of academic integrity may not be eligible for academic honors and other forms of recognition. Seniors violating the academic honesty expectations are not eligible to be exempted from final exams and may not be allowed to participate in Senior activities including Commencement.

In terms of specific consequences for violation of the Academic Integrity policy:

- **First offense:** The student will receive a zero for any plagiarized assignment. The student's parents/guardians will be notified and the student will meet with members of the administrative team. Additional disciplinary action may be taken based on the circumstances.
- **Second offense:** The student will receive a zero for any plagiarized assignment. The student's parents/guardians will be notified and the student and his/her family will meet with members of the administrative team. The student may lose academic honors such as NHS, Honor Roll, Book Awards, etc. Student participation in athletic and extracurricular activities will be in jeopardy. Student letters of recommendation may reflect academic integrity infractions.
- **Further offenses:** Additional violations of the Academic Integrity policy will result in suspension, withdrawal, expulsion, or other disciplinary action.

**Misrepresenting a Parent or Guardian:** The forging of a parent/guardian signature, the posing as a parent/guardian via phone or email, and any other attempt to misrepresent one's parent or guardian is a serious offense. The same holds true for misrepresenting a fellow student or any member of our Fenwick community. Such action will result in disciplinary action including, but not limited to, probation, suspension, and expulsion.

# ATTENDANCE

**Importance of Attendance:** Daily attendance at school and active participation in each class are critical parts of the learning process. For all students, being present and being on time are fundamental ingredients to academic success, responsibility, punctuality, and regular attendance are habits that make for a positive experience in the world of work. Therefore students are expected to attend school every day that school is in session.

**Arrival to School:** Students should be present at school by 7:45 AM. The first bell rings at 7:45 AM, at which time all students report to Homeroom. School starts with the beginning of Homeroom at 7:50 AM. Any student arriving to homeroom after 7:50 AM is tardy to school.

**Absent from School:** If it is necessary for a student to stay home from school because of illness or for an emergency, a parent or guardian must call the school at 978-587-8300, between 7:00 AM and 8:30AM giving the following information:

- Student's Name and Homeroom
- The reason for absence
- Name of the caller

A student who is absent due to health reasons for the day may not participate in any after-school activity, practice, game, performance, or event that day.

**Late to School:** All students tardy after the 7:50 AM bell must sign in at the Attendance Office. After signing in, the student will report directly to Homeroom or to the class in session, regardless of how much time is left in the period. Tardy students are not admitted to class without a timed, signed late slip. In order for the tardiness to be excused, the parent/guardian must submit a signed note detailed the unavoidable reason(s) for the late arrival.

**After-School Participation for Late Arrivals:** For any student arriving at school after 11:00 AM, the Administration will decide if the student is able to participate in after-school activities, practices, games, performances, or events that day.

**College Visits:** Seniors are permitted up to two excused college visit days. With written verification from the visiting college, students will be permitted to participate in after-school activities, practices, games, performances, or events the day of the college visit. Additional college visit days for Seniors will count as unexcused absences.

**Excessive Absenteeism:** Repeated absenteeism is of serious concern. Missing school for any prolonged period of time makes it difficult for a student to achieve his/her full academic and personal potential. A formal doctor's note is required of all students after four (4) consecutive absences. Furthermore, once a student reaches four (4) absences in any trimester, the Dean of Student Life and the Principal will meet with the student and the family. Any student with seven (7) absences in one trimester, including seven (7) absences from any class may be in danger of not receiving credit for the trimester. The no-credit determination would be made by the School's administration.

**Excessive Tardiness:** All students are expected to be regular and punctual in attendance. Coordinating transportation to ensure regular, punctual attendance is the responsibility of the student and the family. Excessive tardiness may result in disciplinary action as well as loss of unstructured time. Students who are late five times in the same marking period will receive after-school detention for being late the fifth time, and this will be served at a time determined by the Dean of Student Life. If there is further tardiness during that trimester, the Dean of Student Life will contact the parents and further action could be taken.

## **Philosophy**

Technology at Bishop Fenwick is a tool for education. All forms of technology, from a student's personal device to the School's wireless network, are meant to enhance quality teaching and foster life-long learning. Like all tools, technology must be used appropriately, legally, maturely, effectively, and wisely for its intended purpose. This purpose is education.

In serving the educational needs of our School, technology at Fenwick can be used to a) collaborate and communicate with others here at Fenwick and beyond, thereby deepening student engagement; b) access information, research, data, perspectives, materials, and ideas throughout our global community; c) create new and varied forms of student voice and expression including projects, videos, apps, and myriad presentations; and d) cultivate and maintain healthy human relationships by practicing good digital citizenship and promoting positive social media use.

Bishop Fenwick provides and oversees technology resources for students' use in a manner consistent with the School's mission, vision, core values and educational goals. Fenwick is committed to graduating young women and men who are intellectually curious, socially responsible, and morally virtuous. To that end, Fenwick expects all students to make ethical decisions regarding any and all use of technology, exhibiting personal integrity and demonstrating mutual respect. At a time when many in our culture fall short of these expectations, Fenwick scholars will be digital citizens who lead by example.

## **Student Form and School Waiver**

By signing the Student Handbook Signature page, students and parents/guardians are agreeing to all of the expectations and regulations outlined in this policy. Please review this material carefully and be certain to understand—and to follow—the guidelines detailed below. With technology, as with all areas of school life at Bishop Fenwick, students are reminded that they are responsible for their own actions, decisions, choices, and behaviors. Fenwick is confident that our scholars will rise to the challenge!

Fenwick expects that each student user will demonstrate high moral and ethical standards. Bishop Fenwick High School makes no guarantees regarding availability of or access to its technological resources and will not be responsible for the accuracy, nature, or quality of information gathered through school-provided use of the Internet. An Internet filtering program is continually in place to eliminate access to (and interference from) some websites and materials. However, if students circumvent this filter, Bishop Fenwick is not responsible for any unauthorized access to or content from blocked sites. In addition, Bishop Fenwick is not responsible for financial obligations incurred by students via school provided access to the Internet.

## **Academic and Acceptable Use Policies**

Again, technology at Fenwick is used to support, enhance, augment, and supplement teaching and learning; this is the sole purpose of technology at Fenwick. The use of laptops, tablets, cell phones, and other electronic devices at Fenwick, as well as access to the Internet via the School's Wi-Fi network, are privileges. These are not rights. This includes the use of Fenwick email accounts as well as the access to various apps, sites, etc.

To help our scholars make the most of the educational opportunity provided to them, and to prepare our young people for success in college and career, Fenwick seeks to develop in our students the best habits and practices in their use of technology. Therefore, Fenwick requires adherence to these guidelines:

## Passwords

Students are responsible for all ways in which they use their Fenwick email and My Fenwick/Blackbaud account, network storage, and Internet access. Students may not share login names or passwords or use anyone else's login name or password to access any computer or network resource. Using another person's password or attempting to discover it is a violation of the Acceptable Use Policy; this includes taking advantage of a situation in which student inadvertently neglects to log off. Should a student discover someone's password accidentally, she/he is required to notify the person immediately so that it may be changed. At all times, students must respect and preserve the privacy of others at Fenwick.

## Social Media

To help students become good digital citizens and morally responsible users of technology, and to protect both our students and our School from the dangers of social media, it is important to note the following:

- Everything that is posted on a social media account or via a social media platform can be saved (and distributed) with a screenshot and/or by other means; it does not disappear.
- Everything that is posted on a social media account or via a social media platform is the property of that site; it does not belong to the user.
- Virtually everything that is posted on a social media account or via a social media platform is, accessible and recoverable; essentially, it never goes away.

In regards to the use of social media, as with all forms of expression and discourse at Fenwick, the following are strictly prohibited and may result in suspension, probation, or withdrawal from the School:

- Any post, text, tweet, photo, video, story, or other message that targets, insults, belittles, demeans, degrades, or diminishes any member of the Bishop Fenwick community.
- Any post, text, tweet, photo, video, story, or other message that targets, insults, belittles, demeans, degrades, or diminishes any member of another school community.
- Any post, text, tweet, photo, video, story, or other message that targets, insults, belittles, demeans, degrades, or diminishes any particular group of individuals because of gender, age, school, race, religion, culture, creed, or color.
- Any post, text, tweet, photo, video, story, or other message that depicts, portrays, involves, or glorifies the use, consumption, or sale of alcohol or any other illegal drug.
- Any post, text, tweet, photo, video, story, or other message that depicts, portrays, involves, or glorifies any kind of behavior that is inconsistent with the standards of Bishop Fenwick.

The Fenwick Family is a genuine community of Goodness and Loyalty built upon authentic trust and mutual respect, wherein the dignity of each person is both sacred and protected. The relationships we form at Fenwick define our Fenwick experience. In order to honor the sanctity of our relationships with one another, responsible use of social media is essential.

## Network Access

- Students must use and access the Bishop Fenwick network for educational purposes only.
- Students may not attempt to bypass the network security or impair it in any way.
- Students may not tamper with the School network, hardware, software, or files at any time.
- Students must always cite sources for research papers; see the Student Handbook for greater detail on academic integrity and plagiarism.
- Students must use their school e-mail for educational communication only; the use of unacceptable language is prohibited; see the above section on Social Media for greater detail on Fenwick's understanding of inappropriate communication.
- Students may not download, copy, forward, or transfer any inappropriate or illegal materials through the Bishop Fenwick High School network.
- Vandalism of software, hardware or any school property is prohibited.
- Using the school network to harass, disparage, or intimidate another person or the School is strictly prohibited.
- Using the school network for distribution of inappropriate or illegal material including text, audio, images, or video is prohibited.

## Cell Phones

- Cell phones are allowed on campus and at all school-related functions unless otherwise specified (i.e., a particular retreat).
- Cell phones must be stored in backpacks or lockers during the school day; they should be on "off" or "silent" mode.
- Cell phones are never to be used, accessed, or viewed in class without specific permission from the teacher.
- Students may use their cell phones before school, after school, and in case of emergency. Use of cell phones during lunch is currently prohibited.
- Individual teachers may create/devise their own policies, subject to approval by the administration, regarding the use of cell phones in class.
- Please also note that ear buds, headphones, etc. are not permitted for use during the school day unless directed by a teacher or administrator.

## Laptops, Tablets, and Other Technology

- Students must bring their tablet/device to school each day, fully charged and updated.
- All laptops and tablets are to be kept in lockers or backpacks, and to be accessed during class only when directed by the teacher.
- Students may use designated charging areas to charge tablets when necessary; these designated charging areas include PC2, the Library, and the Student Dining Hall.
- Technology at Bishop Fenwick is used to enhance learning; therefore, the use of laptops and tablets is directed to study and scholarship.
- Playing video games, watching sporting events, and messaging students, friends, or family members during the school day is strictly prohibited; this applies to personal tablets and devices as well as to Fenwick tablets and devices.
- Taking videos and/or photos during the school day is also prohibited, unless approved by a teacher or administrator for a specific academic/school purpose.
- Accessing inappropriate websites or engaging in other potentially harmful and destructive online behavior is strictly prohibited at all times.
- Students will not use unauthorized third-party multi-node file-sharing software while on the Fenwick network (e.g. BitTorrent).
- In the classroom, using a laptop, tablet, or phone to take notes, record lessons, or photograph images may be done with permission from the teacher.
- Using a device during class to access MyFenwick/Blackbaud, Office 365, eBooks, websites, or other online content must be at the discretion of the teacher.
- The recording, filming, or photographing teachers or other students is never allowed unless authorized by the teacher.
- Sharing or publicly posting captured material without permission is prohibited.

## Appropriate Use

Whether they are in school or off campus, all students are expected to adhere to the School's Acceptable Use of Technology Policy. Students must follow guidelines and meet the expectations of the appropriate behavior outlined in this policy when they are using electronic devices and when they are engaging in any online activity.

As stated M.G.L. c. 71, §37 O, cyber-bullying is defined as: "Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- Wire
- Radio
- Electromagnetics
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.”

Examples of unacceptable use of electronic devices include, but are not limited to the following:

- Using technology resources for anything other than school-related purposes.
- Attempting to access password protected systems or servers for which they do not have an assigned password.
- Downloading software, music files, and other unauthorized programs.
- Using technological informational resources for any illegal purpose, including plagiarism, copy-right violations and illegal distribution of software.
- Accessing, printing or distributing pornographic, obscene or sexually explicit materials or any material not considered to be of value in an educational setting.
- Impersonating other individuals or misrepresenting themselves in any way.
- Using technology resources for commercial purposes or political endorsements.
- Attempting to harm or destroy data or equipment of the Bishop Fenwick network, of another user, or of another agency connected through the Internet.
- Uploading or disseminating unauthorized pictures, data, audio files, etc.
- Using school-owned or any other computers, computer networks, cell phones, cameras of any kind, data or other electronic devices to harass, stalk, threaten, defame, bully or otherwise cause harm or damage to another person, institution, or company within or outside of the Fenwick community.
- Posting any images or statements that defame the school, its faculty, staff, administrators, or other students on any social networking site or anywhere else on the Internet.
- Identifying themselves under the school name or in such ways that are not in keeping with the mission of Bishop Fenwick.

Electronic messages and files stored on school-based computers will be treated like school lockers and are subject to access and monitoring. Administrators and faculty may review files and messages in order to maintain system integrity and to ensure that users are acting responsibly and ethically. Students must seek prior permission to use any computer, peripheral, presentation material belonging to the school and are responsible for their appropriate use.

School personnel will take disciplinary action appropriate to the gravity of any infraction of the Acceptable Use of Technology Policy. Sanctions include: verbal warning, written warning, loss of privilege of school owned resources, detention, suspension and expulsion. Lack of availability of a school computer does not excuse a student from the responsibility of completing all computer-generated assignments required in classes. As technology advances, Bishop Fenwick reserves the right to judge new uses of technology and to amend this policy in light of the Mission of the school.

### Virtual/Remote Learning, Online Courses, and COVID-19

Because of the COVID-19 pandemic, Bishop Fenwick shifted to a fully online platform in the spring of the 2019-20 school year. As we approach the fall, Bishop Fenwick may once again be asked to transition to a fully online platform during the 2020-21 school year. We must be clear in stating that the importance of good digital citizenship is even more critical and more vital when students are immersed in a fully virtual/remote learning environment. The appropriate uses of MyFenwick/Blackbaud, personal devices software, hardware, Internet, social media, and all facets of electronic communication are essential. From Zoom meetings to classroom apps, it is imperative that students conduct themselves online with the same high degree of character and integrity they would exhibit on campus. Bishop Fenwick reserves the right to issue further guidelines and expectations regarding online learning as the academic year unfolds.

Bishop Fenwick High School is in compliance with the Children’s Internet Protection Act (CIPA), which requires an Internet safety policy and a mechanism to “filter or block Internet access for both minors and adults to certain visual depictions.”

The administration may randomly inspect student files, tablets, and devices at any time while students are on campus or accessing the School network. The administration also reserves the right to amend and adjust the Acceptable Use Policy regulations at any time.

It is understood that using the technology network and services of Bishop Fenwick High School is a privilege and that students and parents agree that the facilities will be used in accordance with the rules outlined above and in the Student Handbook (on school web site).

Any student who violates these rules will have access to his/her account, tablet, or device revoked for a period of time determined by the administration. This will negatively impact the student’s academic progress and educational experience.

Behavior in conflict with these rules may result in disciplinary action including but not limited to, detention, probation, suspension, and expulsion.

# ADMISSIONS

Bishop Fenwick strives to provide a safe, supportive, respectful, and inclusive learning environment in which all students can thrive and succeed.

Bishop Fenwick prohibits discrimination on the basis of race, color, sex, sexual orientation, gender identity, age, national origin, physical or mental disability, religion, veteran status, homelessness and any other class of individuals protected from discrimination under state or federal law. This protection from discrimination regards any aspect of access for or treatment of students in its programs and activities (both curricular and co-curricular), in employment and application for employment, and in admission and application for admission including scholarship and financial aid.

**Student Priorities:** Students will abide by these guidelines to determine priorities for after school activities:

1. Make-up of tests, quizzes, and labs
2. Detention (for School or from teacher/administrator)
3. Extra help sessions
4. Extracurricular activities: practice, game, rehearsal, service, class meeting, student council meeting, or other School-sanctioned activity
5. Employment

We highly recommend that students put their academic responsibilities first. This means not working significant hours at a part-time job during the school year. While earning money and gaining experience are valuable, school is really “Job #1” for our students at Bishop Fenwick.

**Presence on campus after school:** All participation in extra-curricular activities is predicated upon the student fulfilling his/her academic obligations and following all School policies/procedures. Students present on campus after school must be in the presence of an adult—a teacher, coach, moderator, or administrator.

Because of COVID-19, the academic building closes at 3:00 PM unless a student is with a teacher for extra help, a club meeting, or any other school-approved activity. Administration will provide further updates regarding campus accessibility as the year progresses.

Please also note that transportation issues are not an acceptable excuse for missing after-school commitments, particularly if these commitments are related to disciplinary matters (i.e., serving detention).

**Statement of Philosophy**

Bishop Fenwick High School is committed to providing a safe, healthy, caring, and positive environment for all students. Therefore, it is essential that our School community is free of alcohol, tobacco, and drugs; this includes vaping products. It is the responsibility of all students, parents, caregivers, and school personnel of Bishop Fenwick to work together to achieve this goal.

The use of alcohol, tobacco and other drugs compromises our mission, interferes with personal development and negatively impacts our entire school community. Any student who possesses, consumes, sells, or distributes illegal drugs or any controlled substances including alcohol on campus or at school sponsored events will be subject to serious disciplinary and potentially legal action.

It is the responsibility of all faculty and staff to notify the Dean of Student Life if a student is suspected of being under the influence of alcohol or a controlled substance—or distributing such—during school or at school sponsored events. The student will be referred to the School Nurse for assessment if this occurs during the school day. Once the School Nurse has made the assessment, the parents or guardians will be called to take the student home. The School may require immediate drug or alcohol screening, with the results made available to the Principal and the Dean of Student Life. A meeting with the Dean of Student Life and potentially other administrators will take place to determine the disciplinary consequences.

**Support for Students**

Bishop Fenwick encourages students who are struggling with the use/abuse of alcohol or drugs, including tobacco and vaping products, to seek the help they need in order to return to good health. Students are urged to schedule an appointment with the Guidance/Counseling Department and the School Nurse to set up substance abuse and counseling services. In these instances, the School sees the matter as a health concern—with a focus on intervention, counseling, and support—rather than as a disciplinary issue.

Students may request substance abuse counseling or be referred for intervention by a parent, teacher, or peer. As long as a student is willing to address his/her issues, follow through with any recommended treatment, and does not engage in any exchange of a substance on School property or at any School activity, he/she may remain at Bishop Fenwick. Should a student enter treatment, the School will assist the individual in continuing his/her studies and will work with the health care professionals treating the student to assist with recovery and re-entry.

## Deterrence

Bishop Fenwick High School employs measures to discourage the use, possession, and/or distribution of drugs, alcohol, tobacco, and vaping products. These measures include, but are not limited to, the following:

- Search of the student's person: If it is believed that a student has violated the law or school policy or has intention to do so, a student's person and/or belongings may be searched by the Principal and/or Dean of Student Life.
- Lockers: Lockers and other property of the School may be searched at any time if reasonable suspicion arises regarding the use, possession, and/or intent to distribute alcohol, tobacco, drugs, and vaping products.
- Vehicles: Upon reasonable suspicion of the above, vehicles located on School property or parked with close access to the School may also be searched by an administrator.

## Use, Possession and Distribution of Tobacco and Nicotine Products

Smoking, vaping and the use, possession, or distribution of tobacco and nicotine products are prohibited in all areas of the school building, on the school grounds, in parking areas, on all streets adjacent to school property (including St. Mary's Cemetery), in students' vehicles, on school transportation, and at school sponsored activities. This includes before and after school. As stated earlier, students violating this policy will face serious disciplinary action that may include suspension, probation, and expulsion.

## Violation and Consequences of the Policy

It is a serious violation of school policy for any student to sell, distribute, use, or be in possession of alcohol, drugs, tobacco, or vaping products on school property, or at any school sponsored activity or event whether on or off school grounds. It is also a serious violation of school policy for any student to be under the influence of drugs or alcohol at school or at any school sponsored activity or event.

Any violations of this expectation will involve serious disciplinary action, might necessitate notification of law enforcement, and may also require rehabilitative recommendations. Any student involved in selling, distributing, possessing or using alcohol, drugs, tobacco, or vaping materials on school grounds or at a school sponsored activity on or off school grounds will be suspended and an appropriate course of action will be determined and implemented. This action, upon review, could lead to expulsion from Bishop Fenwick High School.

# BULLYING

Schools have long had to deal with bullying among students, including hitting, teasing, name-calling, intimidation, harassment and social exclusion. But in recent years, technology has given teenagers, and even younger students, a new and more anonymous venue for bullying their peers. Students are frequent users of the internet and other technologies - sending email, creating web sites, posting personal news in blogs, sending text messages and images via cell phones, contacting each other through instant messages, posting on social networking sites and posting to discussion boards. Unfortunately, some students are using these technologies to bully their peers and sometimes to harass school staff. The challenge for schools is not only in identifying and stopping such conduct so that students and staff feel safe at school, but determining the limits of their authority when so-called “cyberbullying” is initiated outside of school and during non-school hours. Cyberbullying, sometimes referred to as Internet bullying or electronic bullying, has been defined as “the willful and repeated harm inflicted through the medium of electronic text”. Bishop Fenwick High School takes its responsibility to provide a safe, healthy environment for its students and staff very seriously. The Administration will hold students accountable for decisions, actions or statements, on or off campus, that violate the mission, vision, value and policies of Bishop Fenwick. This extends to the use of any electronic resource used by students that includes a reference to Bishop Fenwick High School and/or its faculty, staff, students or community.

Electronic resources include all social media. The administration reserves the right to hold students accountable for any material posted on their sites that is contrary to the mission of Bishop Fenwick. Threats of violence (physical, verbal, or emotional), made in person, electronically or through other means, will not be tolerated in the Bishop Fenwick High School community. Students found to have made such threats will face serious consequences at the discretion of the Principal and these consequences could include suspension and expulsion.

**Philosophy:** The Dress Code at Bishop Fenwick is a reflection of Fenwick’s unity and community. The appearance of our students reflects their commitment to academic excellence and their feeling of school pride. Whether in band or chorus, football or field hockey, members of a team recognize that wearing the team uniform instills a sense of belonging and evokes a sense of purpose. This is the rationale for our uniform.

As a college preparatory high school dedicated to preparing our students to contribute meaningfully and successfully in the professional world, Bishop Fenwick recognizes that appearance, dress, and first impressions are important. Therefore, as part of the total educational experience at Bishop Fenwick, we expect our students to dress appropriately in school.

Our students are our greatest ambassadors. In all they do—from what they wear to how they act—they represent Bishop Fenwick. Wearing Fenwick colors—on the court and in the classroom—demonstrates the unique Fenwick spirit. The appearance of our students must reflect respect for the uniform they wear and the School they attend.

Finally, the Dress Code emphasizes that all are one at Fenwick. To be sure, we are not the same; we embrace our difference and we celebrate our diversity. And we are united with and equal to each other. No person is better or worse than another in our community. All persons are valued as integral to the Fenwick Family, deserving of respect and dignity. This is why we wear the Black and Gold.

### **School Uniform**

- **Pants:** Traditional Chino-style pants in khaki may be purchased from JB Pride Uniforms. If purchased elsewhere, please make sure the pants are appropriately fitting (not skin-tight) and consistent with the traditional cut of Chino-style pants. Khaki jeans are not acceptable.
- **Shirt:** Bishop Fenwick Polo Shirt must be purchased from JB Pride Uniforms. Colors are black, white, and grey. Only white, black, or grey t-shirts may be worn under Fenwick Polos.
- **Pullover:** Only the Bishop Fenwick Fleece or sweater from JB Pride Uniforms or a Bishop Fenwick Quarter-Zip Pullover from the Fenwick School Store or from a Fenwick Athletic Team or Club are acceptable. Colors are black, white, and grey.
- **Shoes:** Shoes or sneakers must be worn. Slippers and moccasins are not acceptable.
- **Facemasks/Coverings:** Facemasks/Coverings must meet all health and safety guidelines. In addition, they must not contain any offensive or derogatory images or sayings.

### **School Logo**

- JB Pride Uniforms will apply the Fenwick logo when ordering the polos, fleece, and sweaters.
- The Fenwick School Store will apply the Fenwick logo on all quarter-zip pullovers.
- All apparel from the waist up must have the Fenwick logo on it.

### **Warm Weather**

- From the start of the school year to Columbus Day weekend, and from the return of April vacation to the end of the school year, shorts and skorts may be worn.
- Bermuda-style khaki shorts of appropriate length are acceptable for boys and girls. Again, the fit and cut must be appropriate; knee-length is expected.
- Khaki skorts of proper length are acceptable for girls and must be purchased via JB Pride Uniforms.

It is nearly impossible to write a dress code that will cover all items of clothing and all manner of expression. With the rules noted above, we hope to make the choices as simple and as clear as possible. Parents and guardians have an obligation to see that their student is properly dressed before he/she comes to school.

A student dressed inappropriately will be sent to the Dean of Student Life who will then notify the student's parent/guardian. The student will remain there until suitable dress is obtained, either from the parent/guardian or from the school. The student will also receive detention for being inappropriately dressed. The parent/guardian of a student who receives detention twice in one trimester for this reason will be notified by letter that suspension will follow the next offense.

### **Not Allowed**

Items not allowed include the following: sweatshirts, fleece vests or jackets other than a BF fleece pullover, crew neck shirts or jerseys, collarless sweaters, cropped tops or midriff shirts, tank tops, shorts, capri pants, (except during designated times), cargo pants, carpenter pants, jeans of any kind, jean-like pants of any color, make or style, sweatpants, nylon or any running/jogging type pant or any stretch or jersey pants, yoga pants or leggings, dresses, skirts, hats, bandanas or any headgear.

No extreme haircuts or coloring, and nothing exaggerated or distracting, (e.g. cut out initials or designs) with a student's hair is permitted. All students must be appropriately groomed and maintain good personal hygiene. Hair must be neatly styled and should not cover eyes. Boys' hair should fall above the collar and facial hair is not permitted.

No body piercing, aside from ear piercing, is permitted at Bishop Fenwick. This includes piercings of eyebrows, nose, lips, and tongue. Also, visible tattoos are not permitted at Bishop Fenwick.

Alternate Dress days may be granted on occasion at the discretion of the Administration.

The school administration reserves the right to judge new styles as they emerge and to determine if they are in conformity with the Fenwick dress code.

**FENWICK B.E.S.T.AGREEMENT**

To make possible the *Fenwick BEST* Return-to-School Plan, which seeks to Bring Everyone Safely Together in our community, we must trust, value, support, and respect one another. It is with this in mind that we ask all members of our Fenwick Family to commit to this *Fenwick BEST* Agreement.

Specific COVID-19 expectations and policies are set forth in the Student Handbook. The School may change or amend these expectations and policies as circumstances warrant.

**Community Commitment**

- I recognize that I am part of an interdependent community, and that the actions of each member, mine included, both on and off campus, can impact the welfare of all.
- I will do my part to help limit the spread of COVID-19 by making my own health and safety and that of other Crusaders a priority.
- I will abide by all School expectations and policies, including the COVID-19 sections of the Student Handbook, and will encourage fellow members of the community to do the same.
- I understand that the School may amend, change, or enact new policies and I will keep myself informed of and follow any new or amended policies.
- I understand that failure to adhere to these policies, including the proper wearing of masks, may result in removal from campus and/or disciplinary action.

**Health and Hygiene**

- I will maintain, whenever feasible, a distance of six feet from others.
- I will cover my nose and mouth with a mask in all shared community and public spaces, whether on or off campus, and when I am within six feet of someone.
- I will participate in our community's symptom tracking and contact tracing protocols, and I will use the School's designated tools to report all findings in a timely manner. I will be truthful in such reporting.

**Campus Life**

- I will follow directional signs in academic buildings and elsewhere on campus, and I will observe social distancing recommendations whenever I am on campus.
- I will follow community guidelines for disinfecting surfaces—especially those that I have occupied—and support the effort to keep our School clean.
- I will follow the appropriate safety protocols related to campus access, dining service, athletic competition, extra-curricular participation and all other aspects of life at Fenwick.

**REGISTRATION FEE** - A non-refundable registration fee of \$250 plus a \$500 tuition deposit is due upon acceptance of all newly enrolled students.

**TUITION DEPOSIT** - A **non-refundable tuition deposit** of \$500 is due May 9th for all returning students.

### **TUITION IS TO BE PAID ACCORDING TO ONE OF THE FOUR FOLLOWING PLANS:**

- **PLAN A** - Full Tuition is due on or before July 1st of the current school year.
- **PLAN B** - One-half of tuition is due on or before July 1st and remaining balance due on or before December 1st of the current school year.
- **PLAN C** - Ten equal payments of the tuition from July to April of the current school year.
- **PLAN D** - *Your Tuition Solution* - Tuition *loan* from a third party. Call 1-800-920-9777 or [www.yourtutionsolution.com](http://www.yourtutionsolution.com).

### **SERVICE CHARGE** -

A Service Charge of \$100 is added to Plan B and is part of the two payments due in the current school year.

A service charge of \$200 is added to Plan C and is part of the 10 payments due in the current school year.

### **FACTS PAYMENT PLANS:**

All families **MUST** create a FACTS account and create a payment plan for either Plan A, Plan B or Plan C listed above by June 1<sup>st</sup>. This allows for payments to be made directly through a checking or savings account or you can choose to pay with a debit or credit card.

### **RETURNED CHECK CHARGE** -

A \$30 fee will be charged for all checks returned to the school due to insufficient funds.

### **TUITION PAYMENT POLICY**

- **Final Exams** – Students may not be allowed to take final exams if tuition is not paid by 4/30/2021
- **Senior Class (Class of 2021)** – Seniors will not be allowed to participate in Senior Week Activities, including Graduation, unless tuition and graduation fee are paid in full by 4/30/2021.
- **Proms/Travel or School Trips** – Students may not purchase tickets for the Junior or Senior Prom or sign up for any travel/ trips sponsored by the School if tuition payments and/or all school fees are not up to date.
- **Report Cards** – Report Cards will be held, and access to our online portal for academic progress may be closed, if tuition accounts and/or all school fees are not up to date.

## **WITHDRAWAL & TUITION REFUND POLICIES**

- The \$500.00 tuition deposit is non-refundable. Withdrawals are based on the calendar below:
- Withdrawals before August 30th – 100% refund minus \$500 deposit
- Withdrawals before October 30th – 75% refund minus \$500 deposit
- Withdrawals before December 30th – 50% refund minus the \$500 deposit
- There is no refund for any withdrawals after December 30th.

## **LIMITED FINANCIAL AID IS AVAILABLE**

Parents who intend to request financial aid for the 2021-2022 school year must submit complete financial aid information, (either by mail or on-line). The on-line application process will begin November 1, 2020 on [www.factstuitionaid.com](http://www.factstuitionaid.com). The deadline for financial applications for all returning students is March 31, 2021.

In order to graduate a student must have completed the following:

- 4 credits in Theology
- 4 credits in English
- 4 credits in Mathematics
- 3 credits in Science (2 in a Lab Science)
- 3 credits in Social Studies (including 1 US History course)
- 2 credits in Foreign Language (2 consecutive years of the same language)
- 1 credit in Physical Education (9th and 10th grades)
- 4 credits in elective courses
- ½ credit in Fine Arts
- ½ credit in Basic Computer Applications

Starting with the Class of 2024, the graduation requirements are as follows:

- 4 credits in Theology
- 4 credits in English
- 4 credits in Mathematics
- 3 credits in Science (2 in a Lab Science)
- 3 credits in Social Studies (including 1 US History course)
- 2 credits in Foreign Language (2 consecutive years of the same language)
- 1 credit in Physical Education (9th and 10th grades)
- 4 credits in elective courses
- 1 credit in Fine Arts
- 1.5 required Freshmen, Sophomore and Junior classes

All seniors must complete all requirements related to the senior service project and must pass all courses taken in the senior year to be eligible for graduation. Also, all written work and exams must be completed before diplomas are awarded. A senior who fails three or more subjects is not eligible for a Bishop Fenwick diploma.

There is a formal, organized guidance and college counseling program for each grade. Guidance counselors are responsible for academic, vocational, and personal counseling, course selection, career education, testing and college counseling. Counselors work with students, teachers, other school personnel and parents. All students are involved in the counseling process. Counseling is done on a one-to-one and small group basis in order to help students to know themselves, develop a positive self concept, and a experience a feeling of self worth.

The Guidance Department is responsible for the following testing program:

Grade 9 - PSAT GR. 8 & 9

Grade 10 - PSAT, SAT I & II, ACT

Grade 11 and 12 - PSAT, SAT I & II, ACT

The Department organizes Parents Conference Nights for orientation, college information, future planning, and test appraisal.

The following paragraphs are taken from the Massachusetts General Laws regarding hazing and will be strictly enforced at Bishop Fenwick.

**MGL CH. 269, S.17. CRIME OF HAZING; DEFINITION; PENALTY** - Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St.1985, c.536; amended by St.1987, c.665.

**MGL CH. 269, S.18. DUTY TO REPORT HAZING** - Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St.1985, c.536; amended by St. 1987, c.665.

**MGL CH. 269, S.19. HAZING STATUTES TO BE PROVIDED; STATEMENT OF COMPLIANCE AND DISCIPLINE POLICY REQUIRED** - Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution use of its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designate officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institution, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report. Added by St.1985, c.536; amended by St.1987, c.665.

# HONOR ROLL

The determination of honor roll status is arrived at by adding the grade point values of all major courses and then dividing by the number of major courses. Students who receive a failing grade in any subject, any grade lower than a B-, or an "I" (Incomplete) are ineligible. All tuition payments and/or bills must be current to be eligible for Honor Roll publication. All tuition payments and/or school fees must be current to receive report cards and/or grades.

## **HONOR ROLL LISTS:**

PRINCIPAL'S LIST 3.70 Unweighted GPA

FIRST HONORS 3.30 Unweighted GPA

SECOND HONORS 3.00 Unweighted GPA

Grade	Grade Point Value
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0

# MARKING SYSTEM

The letter grade "I" (Incomplete) will be given when a student is absent due to illness and did not have enough time to complete the necessary work in that marking period. Students are responsible for making up all incomplete work in accordance with teacher requirements. All incomplete work not completed before the end of the next marking period will result in a failing (F) grade.

The grading policy which is used for the Honor Roll and the determination of final grades is as follows:

Grade	Numerical Values
A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 – 62 (D- is passing, anything below is a Failure)
F	59 and below
I	Incomplete - work must be made up or this grade becomes a failure, "F"

Report Cards will be issued at the end of every marking period online using MyFenwick. The Principal will send an email to parents and guardians reminding them when progress reports and report cards are shared via MyFenwick.

The purpose of the National Honor Society is to honor students who are outstanding in Scholarship, Leadership, Character, and Service. Selection of students is an honor accorded by the Faculty Council. Eligible students invited by the Faculty Council must complete the Fenwick NHS application.

The following scholastic requirements are necessary in order to be considered for the Bishop Fenwick Chapter of the National Honor Society:

- **Scholarship:** Candidates are expected to have a minimum cumulative scholastic average of 4.0. Scholastic eligibility is based on cumulative scholastic average arrived at by adding the weighted values for all of the major courses the student is taking in accordance with the national regulations. All scholastic records will be reviewed, including the trimester prior to the induction, which itself must be a 3.7, as well as the cumulative grade of 3.7 or better. Candidates for the Bishop Fenwick Chapter shall be received into the Honor Society during the Sophomore, Junior, or Senior Year. All scholastic records from freshman year will be reviewed, using the final average for each course. The scholastic criteria are based on the GPA and the other three areas are determined by the Faculty Council.
- **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. At least fifteen (15) hours of service should be completed each year.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify a positive attitude about life. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

In order to ascertain the degree to which a student candidate meets the selection criteria, the local Faculty Council reviews the Student Activity Information Form, reads the student essay indicating desire to be a Chapter member, and relies on a current teacher's letter of recommendation. Under all circumstances, the students are reminded that continued membership in the chapter is based upon students maintaining the standards under which they were admitted.

## Mandatory Expectations for Participating in Online Classes

*Updated October 1, 2020*

Integral to the success of our Fenwick BEST Return-to-School Plan is the full, focused, and effective participation of each student in virtual/remote learning. The way our students engage in their online classes should be just as robust, serious, and meaningful as the way they engage in our on-campus classes.

To facilitate virtual/remote learning, and to help our students develop and maintain a culture of scholarship both at home and at Fenwick, we require the following for online classes:

### Class Protocols

- All Zoom classes will have a recurring link that will be posted on the specific teacher’s resource page in MyFenwick.
- All Zoom classes will require a password that is included in the link.
- All Zoom classes will require entry via the Zoom “waiting room” whereby the teacher admits each student to the session/meeting.
- The sharing of Zoom links with persons outside of the designated class—and particularly with persons outside of Bishop Fenwick—is strictly prohibited.
- All school rules found in the Student Handbook apply to online classes.

### Student Responsibilities

- Each student will login to the meeting using his/her full first and last name in order to be sure that the teacher can properly identify the student.
- The student will have the camera/video on at all times, and the student will position the computer/tablet so as to be sure that the teacher can see his/her face on the screen.
- The student will be wearing a Fenwick top. This could be a polo shirt, a quarter-zip, or any other appropriate apparel that has the Fenwick logo.
- Unless otherwise instructed, the student will mute the sound on his/her device so as to minimize distractions for the teacher and the students.
- The student will be dressed and ready for learning. As always, appropriate hygiene and personal care reflect one’s commitment to learning.
- The student will remain in the class for the duration of the meeting, and will inform the teacher if he/she temporarily needs to leave the classroom for a credible reason.
- The student will engage in the course appropriately and meaningfully, participating via the “chat,” the dialogue/discussion, and in any other positive way that the teacher requires; robust involvement should characterize each student’s approach to class.

### Appropriate Spaces

- The student will be in an appropriate space for learning.
- This may be sitting at a desk or at a table or counter.
- This may be in the kitchen, in a common room, or in any space that is conducive to quiet study and removed—as much as possible—from outside distraction.
- This does not include being in bed, being at work, or being someplace where it is obvious that learning is not the number one priority.
- If there are particular challenges in finding an appropriate space, or if it is clear that the student is already in an appropriate space, a background may be used; this background must be neutral, professional, and totally free of any offensive language/signage.

# PARKING

For security purposes, only cars with a Bishop Fenwick parking tag may use the parking lot during the school day. Students who choose to drive to school are responsible for getting to school on time. Parking on the school grounds is a privilege and a designated parking area is provided for the students. Students must park in this area between the white lines. No student may park in a numbered faculty spot, nor should any car be parked on the roadway on either side of the school property. No cars should block other spots, entrances, or exits, or be illegally parked; this includes all handicapped spots. Cars found in any of these places will be towed at owner's expense.

Drivers are expected to conform to safe, courteous, legal, and appropriate behavior while driving on campus. Students should be aware of speed limits, stop signs, and speed bumps. For the safety and security of our community—that includes both persons and property—students are not permitted in the parking lot during the school day without the express permission of an administrator. If a student does not conform to the above regulations, the student will not be allowed to bring a car on campus. A student found in the parking lot or in a car without permission will receive a detention. If a student is in the parking lot or in a car a second time without permission, the student will be suspended for one school day.

All students who drive to school must register their car(s) with the Main Office. A Bishop Fenwick Parking Tag must hang from the rear view mirror if the car is parked on school grounds during the school day. (Parking tags are a one-time fee of \$10.00.) No cars may be parked on school property without a school parking tag. All cars must be parked in a legal parking spot and when the school parking lot is filled, students must park their cars on the street. This applies to students who are late for school.

Bishop Fenwick High School is committed to providing an educational environment that is free of sexual harassment. Sexual harassment is completely unacceptable and will not be tolerated in any form. It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to "condone" sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment. Also prohibited is any retaliation against any other person because he/she complains of sexual harassment or assists a school investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint. The school will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

Students are prohibited from making unwelcome sexual advances or requests for sexual favors and from engaging in any other verbal or physical conduct of a sexual nature when those advances, requests or conduct have the purpose or effect of unreasonably interfering with the education of another student or the working environment of any employee of the school by creating an intimidating, hostile, humiliating or sexually offensive educational or working environment. As noted above, any condonation of the sexual harassment of a student and any retaliation against a student because he/she complains of sexual harassment or assists a school investigation of such a complaint is also prohibited.

### **Sexual Harassment Examples and Further Policy Discussion**

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the school on a case-by-case basis. The following are, however, some examples of language and conduct which all students of Bishop Fenwick are cautioned to avoid. This is not an exhaustive list:

- Unwelcome sexual advances
- Sexual epithets, jokes, written or oral advancements to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess
- Displaying Sexually suggestive objects, pictures, cartoons
- Unwelcome leering, whistling, brushing against someone or insulting comments
- Inquiries or discussions of sexual activities

# SPORTS

The athletic program is designed to give all students an opportunity to perform and perfect his/her athletic skills. Participation in this program is considered a privilege. Conduct on the way to, from and during the game is a personal responsibility for each student. Since this is a school activity, the student athlete and spectator represent the school. Unruly conduct, vandalism and rowdyism are contrary to the ideals of sportsmanship.

Bishop Fenwick High School offers a broad range of Varsity, Junior Varsity and Freshmen teams. Membership on these teams is open to all students who meet the qualifications of the sport. In order to participate in athletics, the student is required to have a current physical examination. (See Physicals)

The sports are:

## **BOYS' SPORTS**

Baseball  
Basketball  
Cross Country  
Football  
Golf  
Ice Hockey  
Indoor Track  
Lacrosse  
Outdoor Track  
Soccer  
Swimming  
Tennis  
Wrestling

## **GIRLS' SPORTS & ACTIVITIES**

Basketball  
Cheerleading  
Cross Country  
Field Hockey  
Golf  
Gymnastics  
Ice Hockey  
Indoor Track  
Lacrosse  
Outdoor Track  
Softball  
Soccer  
Swimming  
Tennis  
Volleyball

The Student Activities Council has the following functions:

- To plan, coordinate and conduct activities to benefit and enhance the quality of student life at Bishop Fenwick High School;
- To hold activities and raise monies for the benefit of various charities and organizations;
- To provide a forum in which students may raise and discuss issues affecting student life;
- To serve as a liaison between the student body and the administration of the school;
- To listen and communicate to and with all homeroom representatives of the school.

Each spring the student body elects members of the next year's student activities council.

The Executive Board of the Student Activities Council meets on Mondays. All students are encouraged to attend these open meetings.

The SAC and the administration encourage the formation of clubs and programs, provided they are in harmony with the philosophy of the school.

The Student Activities Council balances the duties of the Social, Athletic and Cultural needs of the students. They plan all dances, intramural athletic competitions, spirit week, powder puff football game and other activities of student interest while encouraging the student body to voice their needs at monthly meetings.

Cafeteria services are provided for the students.

Students will observe the following rules:

1. Stand in an orderly line while waiting their turn and pay for all items taken, remember taking something without paying is stealing .
2. Be courteous to the staff and all in the dining room.
3. Keep your voices in a conversational tone.
4. Clear all tables of trays and papers, and push chairs into the tables before leaving.
5. Put papers in the containers and trays where they belong.
6. No food or drink may be brought back to the main building at anytime after homeroom, except water. No students may have food or drink in the classrooms or corridors except water.
7. No student may have food orders delivered from outside the school at anytime during the school day. Students should purchase their lunch from the school cafeteria or brown bag it.
8. Students must remain in the dining room until lunch period is over. No students should be in the main building during their lunch period without the permission of the lunch proctor.

**ASSEMBLIES**

An indication of the mission, culture, and caliber of a school is the conduct of the student body at assemblies. At all times a student's conduct should be refined and courteous. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, un-called for clapping, calling the name of a student, boisterousness and talking during the program. All students are to sit with the homeroom teacher in assigned seats unless permission to do otherwise has been given. Any teacher may correct or reprimand any student not acting properly at an assembly. Liturgy is one type of school assembly, and all students, regardless of religious belief or spiritual tradition, must attend the Liturgy. Attendance at all assemblies is required.

**ATHLETIC CAMPS**

Camps for school related activities such as athletic training and team building are not sponsored by the School. Students who attend such camps assume full financial cost of the camp and transportation.

**BUS REGULATIONS**

The same behavior expectations on campus extend to any transportation used for a Fenwick-related activity. Unruly conduct and disrespectful behavior are not permitted on any bus, on any trips, at any time. Upon entering the bus, students should take their seats and remain seated until they reach their destination. Disruptive students and students who fail to follow the driver's directions will not be allowed to ride the buses. If a bus is late to school, the students should report directly to the Dean of Student Life.

**CLASSROOM BEHAVIOR**

The administration and faculty of Bishop Fenwick High School reserve the right to monitor student behavior in the classroom, anywhere in the building or anywhere on the school grounds. The administration may intercede whenever a faculty member feels that it is warranted. Students are expected to reflect the Christian principles that a Catholic education promotes. Each student should show respect for the classroom teacher or proctor and for fellow students at all times. Each student should treat others, teachers and students alike, with honesty, civility and respect at all times. Any behavior that disrupts the educational process will result in disciplinary action. Teachers have a right and a responsibility to take objects and/or materials away from students if they are not supposed to have them. Most often they can be claimed in the Dean of Student Life's office. Minor infractions will be dealt with by the faculty member; major issues will be handled by the administration. Serious cases of insubordination could result in suspension and/or expulsion.

**CLOSING OF SCHOOL**

In case of severe weather or other emergency, an official announcement regarding the delay or closing of school will come from our OneCallNow telephone and email message system. It may also be seen on Boston Television stations WBZ, WCVB, WHDH, and WFXR. The primary method of communication regarding school emergencies, once again, is our OneCallNow system. Please note that Fenwick makes its own decisions for weather and other related emergencies. For example, if the city of Peabody calls for a delay, do not assume Fenwick will have a delay. If not announced, Fenwick is in school at the regular time. As always, parents/guardians are asked to use their best judgment in sending students to school in inclement weather. If school is in session, students who are not on campus are marked absent; however, these absences may be excused if the weather conditions prohibit safe travel in view of the parent/guardian.

## COMPUTATION OF FINAL GRADES

In determining the Final grade for the year, each Trimester counts for 30% and the Final Exam counts for 10%. The final average is calculated by our MyFenwick software and then translated to a letter grade. A passing Grade is 60 or D-. Teachers make the ultimate determination regarding the Trimester, Final Exam, and Final grades.

## COMPUTER TECHNOLOGY

Bishop Fenwick offers a school-wide computer network that provides an impressive supply of resources and information to our educational community. It is essential that all members of the Fenwick educational community access and utilize this network safely and responsibly. The network is intended for educational use only. All Bishop Fenwick rules are applicable to all users of computers and related technologies. Users must adhere to the same Christian ethics and legal standards that govern all other aspects of life at Bishop Fenwick. All actions performed on the network must reflect integrity, honesty, respect, and compliance with the Bishop Fenwick High School rules as detailed in this Student Handbook. The most important pre-requisite for someone to receive a Bishop Fenwick High School account is that he/she takes full responsibility for his/her own actions. Therefore, students accessing the computer network are expected to behave accordingly and must adhere to the regulations given to and signed by each student (Policy for Acceptable Use of Technology) prior to receiving his/her account name. Students who do not adhere to the rules will have their school account disabled and further disciplinary action may be taken.

## CONTINUANCE AT BISHOP FENWICK HIGH SCHOOL

If a student fails more than two subjects in one academic year, he/she will not be allowed to continue at Bishop Fenwick. The records of a student who fails two or fewer subjects in one academic year will be reviewed as to the feasibility of him/her continuing at Bishop Fenwick. Students who attend summer school or engage in a tutorial program will have a notation on their transcript to indicate credit was earned. At the end of each academic year, the administration together with the college counseling/guidance department, will evaluate the academic and behavioral progress (including attitude) of all students. Students who are having academic difficulty or who are unable or unwilling to comply with school policies and regulations will be advised as to their continuance at Bishop Fenwick.

## CORRIDOR BEHAVIOR

Students may not engage in any type of inappropriate physical contact, whether in the corridors, the classrooms, or any other space on campus. (Please see Sexual Harassment for more information.) This is especially unacceptable behavior during the school day. If such behavior is observed, parents will be notified. Students are not allowed to loiter in the corridor or the lavatories. Students who are frequently in these places will be sent to the Dean of Student Life. Faculty members may and should instruct students not to be in the corridors or lavatories during class time.

## DANCE REGULATIONS

Specific rules and regulations for dances will appear on the back of the dance ticket. All students should be able to produce a photo ID upon arriving at the dance. All rules regarding drug, alcohol, and tobacco abuse as outlined in the most current handbook will be in effect the night of the event. Any student who violates the terms of the agreement will be subject to the penalties as outlined in the most current Student Handbook of Bishop Fenwick High School.

## **DETENTION**

Students may be assigned a half-hour detention by teachers or administration for violation of school policies and regulations. This half-hour detention will be served within 24 hours after it has been assigned. If a student does not stay on the designated day, the Dean of Student Life will be notified and an additional detention must be served. Failure to serve detention will result in further disciplinary action. Frequent detention will result in a parent/guardian conference with the student and the Dean of Student Life, and may cause the student's status to be reviewed at the end of the year.

## **EARLY DISMISSAL REQUESTS**

Appointments should not be made during school hours except in cases of emergency or extraordinary circumstances. These requests for early dismissal must be made in writing, giving the date, time and reason for the dismissal. These notes will be kept on file. Students should not call parents from school to request an early dismissal. Requests made over the phone will not be honored. The note should be presented to the Dean of Student Life before school for approval. Any dismissal before 11:00 AM without a return to school that day could constitute a full day's absence and the absent policy applies—please be aware of this when making medical appointments, college interviews, etc. Students being dismissed early must sign out at the Main Office at the time of the dismissal; this is imperative. Any student sent home from the Nurse's Office during the day, may not return to participate in any school activity on that day or evening.

## **EIGHTEEN-YEAR-OLD STUDENTS**

All students, no matter what age, must abide by the rules and regulations of the school. If a student is eighteen years old, he/she as a student will follow the policies and regulations specified by the calendar/handbook. All students, regardless of age, must reside at the home of his/her parent or legal guardian.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

For a student to be eligible for participation in any extra-curricular activity, (sports, student council, drama, yearbook, class officer, etc.), he/she must follow school policy as well as meet the MIAA eligibility rules. A student will be placed on Academic Probation if he/she has a failing grade (F) in any course. A student's grades in his/her studies will be evaluated by the administration at the midpoint and at the end of each trimester to determine probation or ineligibility for the student relative to his/her participation in extra curricular activities. The student, if on probation, will also have to complete the "Academic Probation" form. It is the philosophy of the School that academic pursuit must take precedence over participation in sports and other extracurricular activities. Students not making favorable academic progress at any time may be denied participation in extra-curricular activities. The administration also reserves the right to allow a student to continue with extra-curricular participation, even when his/her grades warrant probation, if extenuating circumstances indicate this is best for the student.

## **EQUIPMENT AND FACILITIES**

Damage or theft of any equipment or school property must be compensated for by the parents/guardians of the student involved. Damage of a malicious nature or theft will be considered a very serious matter and will result in suspension and/or expulsion with law enforcement agencies notified. Students are encouraged to label all belongings and to keep them locked in a secured locker. It is the obligation of all students to help keep the school building and grounds in proper order. Students are asked to keep the corridors, classrooms, dining hall, and school grounds clean. Proper receptacles are provided for correct disposal of unwanted or used items.

## **EXPULSION**

Expulsion is considered a most serious matter and will be used as a last resort. Expulsion is determined by the President and the Principal. Prior to expulsion, the student and his/her parents/guardians must be granted a meeting with the Principal and President. If expulsion is determined, the parents or guardians will be notified. It will be noted on the records when a student is formally expelled.

## **FIELD TRIPS**

Students must adhere to all school policies, including proper dress on all trips sponsored by the School. Bishop Fenwick dress code is the normal dress for a school field trip. The School reserves the right to refuse permission to students to go on a class trip if it is felt that their conduct or dress would not reflect favorably upon the School. Students are required to present a permission slip signed by one parent and verified by the advisor planning the trip. School trips will be transported on public buses or school buses. A trip is not considered as being school sponsored if prior permission for the trip has not been given by the Administration.

## **FIGHTING**

Fighting is a serious offence as it is dangerous and reckless, violates human dignity and respect, represents negative and destructive behavior, disrupts the good order of the community, and reflects poorly on Bishop Fenwick. Students caught fighting on or off campus at any time will be suspended and possibly expelled.

## **FIRE DRILLS**

Fire Drills are held periodically. Once the bell has sounded, the teacher will direct the students quickly, carefully, and silently to the assigned exit. Silence is required at all times so that emergency directions can be heard by all. The first students who reach the fire doors should hold them open for the others. Under no circumstances should a student remain in the building during fire drill.

## **GPA**

(Grade Point Average) is the system of reporting the rank in class based on the Massachusetts Board of Regents Recommendation using a scale in which A = 4.0. (Weighting factors are applied for all levels only after the final average is calculated.)

## **HEALTH OFFICE**

All students must have current a Health History Form on file in the Nurse's office. This form gives permission for your child to be seen and treated in the nurse's office. It also provides important information that is necessary in caring for your child. The school nurse is responsible for the administration of all medications. For "over the counter" meds, the school nurse will follow protocols set by the Board of Registration in nursing. With parent/guardian permission in place the nurse can administer the following over the counter medications as needed: Acetaminophen, Ibuprofen, antacid, Diphenhydramine (Benadryl). Parents/guardian should indicate their consent on the medication permission form. For daily or routine medications the permission form must be completed and on file in the health office before any medication is administered. Whenever possible, medication should be scheduled at times other than during school hours. All medication must be delivered by the parent/guardian in the original container and labeled with the student's name. No more than a 30-day school supply of the medication for a student shall be stored at the school. Prescription medication must be in a pharmacy-labeled container with full prescription instructions on the label. Self-administration of medication may be allowed under certain circumstances, but only after consultation with the school nurse, e.g. asthma inhalers and Epinephrine auto injectors. Medication orders must be renewed at the beginning of each school year.

## **ELECTRONIC DEVICES**

All cell phones and smart watches must be turned off and kept in a student's backpack during the school day. Teachers may instruct students to use their electronic devices during an instructional period. The School recognizes the popularity and convenience of cell phones and smart watches, and it also recognizes the distraction and interruptions they cause. Therefore, any use of an electronic device during the school day, for any purpose anywhere in the school building, which includes in the lavatories, dining room, corridors and classrooms, without the express consent of a faculty or staff member is prohibited. Said phone or watch may be taken away from the student and would then be retrieved at the Main Office at the end of the day. No pictures/videos may be taken via these devices at any time during the school day. If it becomes necessary for a student to use a cell phone to call home during the school day, arrangements can be made with the Dean of Student Life.

## **LOCKERS**

Because of COVID-19, the lockers are off limits this year. In order to maintain safe social distancing, it is not possible to allow students access to lockers. Students should carry with them all of the items and materials they need for the day. If granted permission by the Homeroom Teacher, students may store some items or materials in the back of the Homeroom classroom for the day. Again, Administration reserves the right to search lockers at any given time.

## **MAKE UP WORK**

It is the responsibility of the student to make up all work missed because of absence. Upon returning to school, the student should contact each teacher for the time and date when missed work can be made up, normally within three days. For extended illness, special arrangements will be made with the Administration and teachers.

**MISSING CLASS INTENTIONALLY**

If a student skips a class, he/she will be immediately suspended for one school day and the parents/guardians will be notified. A parent conference must be held before the student will be readmitted to school on a probationary basis. If another class is willfully missed with no excuse, further disciplinary action including additional suspension and, when appropriate, expulsion will be considered. No credit or makeup work is allowed for the class that was “cut” or for any classes missed during the day of suspension.

**NON-INSTRUCTIONAL TIME**

During the academic day, students may have some non-instructional time. If that time comes at the beginning of the day, all students are still expected to come to school on time. The library, dining room, and lobby are available for the juniors and seniors. Students must choose appropriate activities during this time.

No student may leave school, or the school grounds for any reason unless prior permission is given. Any student who leaves school grounds without permission will be suspended.

**PARENT CONFERENCES**

Parents and guardians are encouraged to make appointments to discuss the progress of their student at any time during the school year. If an appointment is desired, the parent/guardian should contact the teacher via email or voicemail; the teacher will then schedule a call or a meeting. The school web site lists all of the teachers’ email addresses. Institutionally the School sets aside time in the fall to promote parental engagement and to develop a strong partnership with the family. Fenwick uses an online appointment system and parents/guardians are strongly encouraged to meet with the teachers.

**PHYSICALS**

To be eligible to participate in any sports, all students must pass a physical examination. Physical examinations must be performed by a fully registered physician. Physicals must be current—which means that it is dated within one year of participation in a particular sport.

**PROBATION**

When a student is placed on probation, he/she and the parent/guardian will sign a written contract stipulating the conditions under which the student will be allowed back to school. Such students are aware of the serious nature of this status. If recommendations such as counseling are part of the Probation, the student and family must abide by them or he/she will not be allowed to remain at Bishop Fenwick. If the school is aware of any student who becomes involved with the police, that student will be placed on probation and his/her parents will be asked to sign a probation contract. Such behavior is in direct contrast to the philosophy of Bishop Fenwick High School. All students need to know that wherever they go or whatever they do directly reflects on the name of Bishop Fenwick. Police involvement with a student that results in a felony charge could result in expulsion for the student. Determination for expulsion will be made by the Principal and the President in consultation with the Board of Trustees.

**PROGRAM OF STUDIES**

During the months of February and March, students will be making course selections for the next school year. It is important to remember that prerequisites and department approval are necessary to sign up for many courses. The guidance counselors and the classroom teachers assist the students with this process. Changes are made only if there is room in the course and it fits into the student's schedule. No changes are made for teacher preferences. No changes are made after the Course Change Deadline. Note that all students are required to take six credits each year.

**PROGRESS REPORTS**

The progress of all students may be followed by logging into My Fenwick at any time. Passwords are provided at the beginning of the school year to freshmen and new students. Passwords for sophomores, juniors and seniors do not change from the previous year.

**RESTRICTED AREAS**

Students are not allowed to leave the School building after the start of homeroom unless they wish to utilize the picnic tables during the lunch periods. For security reasons, students may not go to their cars unless permission is received from the Administration.

**SENIOR EXEMPTION FROM EXAMS**

Teachers may opt to allow seniors who have an average grade of A- or better in a year-long course to be exempt from the final examination.

**SENIOR PRIVILEGE**

If a Senior has the last period or the last two periods of the day unscheduled, he/she may obtain a form from the Main Office. After having it signed by a parent/guardian and returned to the Main Office, the Senior may leave the School only after signing out at the Main Office. Once a student leaves the school he/she may not return until after dismissal.

**SUSPENSION**

Suspension is the removal of a student from the ordinary daily activity of the school day. A student is subject to suspension for a serious violation of school expectations or repeated offenses. The administration will determine the consequences of the suspension which may include receiving no credit for work missed during the suspension period, a parent conference, and probation. A student will not be permitted to attend or participate in any social or extracurricular activities while suspended. The purpose of suspension is to underscore to the student that a serious problem exists and that steps must be taken so that the problem will not continue. The suspension will be recorded by the Dean of Student Life and parents will be notified. In-school suspension is at the discretion of the administration. A student who violates his/her suspension may be expelled.

**TECHNOLOGY CENTER**

*See Computer Technology*

**TELEPHONE CALLS**

Telephone calls may be made to the school office from 7:30AM to 3:30PM. The office is not open on Saturday, Sunday, holidays or during some school vacations - consult the school calendar. NOTE: Students will be called to the phone only in the event of extreme emergency, and only messages of an urgent nature will be delivered to the students.

**TRANSCRIPT RECORDS**

The student's transcript shall be maintained by the school and may only be destroyed 60 years following his/her graduation, transfer or withdrawal from the school. All transcript requests must be processed through the Guidance Department.

**TRUANCY**

Truancy is defined as being out of school or class without parent/guardian or school authorities' prior knowledge or permission. A student is considered truant if he/she leaves the school property during the school day without permission of the office; that includes going to a car that is off campus, comes to school but does not report to homeroom or scheduled classes; or does not report to school at all. If a student is truant for the whole day, he/she will be suspended. A parent conference must be held before the student is readmitted to the school on a probationary basis. No credit is allowed for truant days, that is no tests, quizzes, homework, etc. may be made up for credit.

**UNAUTHORIZED USE OF SCHOOL NAME**

No student, or student's parent or guardian, without the express prior written authorization of the President or Principal may utilize the school's name, or identifying logo, for any inappropriate purpose, including but not limited to the use of the school name: to open up any bank account, to solicit funds on behalf of the school, to schedule any field trip, vacation or other accommodations or to create or post on any website for any purpose including, but not limited to support of a particular social or political agenda. Any such unauthorized use of the School's name or identifying logo, if committed by a student, may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

**VACATION TRIPS DURING THE ACADEMIC YEAR**

Parents are urged not to take students out of school during the academic year. Students who miss school because of extended vacations must see their teachers upon return to arrange for make-up work. If work is not made up in a timely fashion, the grade will become a zero. It is the responsibility of the student to make this arrangement with each teacher. School work, homework, etc., may not be obtained from the teacher before said vacation.

**VALUABLES OF STUDENTS**

Please note that during the COVID-19 pandemic, students will not be using lockers. As always, students are responsible for their personal property which should be properly marked and stored for safe keeping. It is not advisable to bring personal valuables to school. Anything of value that does come to school is solely the responsibility of the owner. A student found guilty of stealing will be suspended. A parent conference must be held before the student is readmitted on a probationary basis and restitution must be made. A student will be expelled after a second offense.

**VISITORS**

If it is necessary for someone to come to school during the school day, he/she must report directly to the Main Office. Visitors are asked to use the parking spaces in the rear of the building and obtain a visitor pass from the Main Office.

**WARNING NOTICES**

Parents have the opportunity and responsibility to follow his/her son/daughter's progress on My Fenwick. Therefore no "paper" warning or notices are mailed, informing parents of poor grades or danger of failing. Parents are asked to keep abreast of their son/daughter's progress and if there are questions or problems, emails, phone calls and/or meetings with teachers are a must.

**WEBSITE**

The official website of Bishop Fenwick High School is [www.fenwick.org](http://www.fenwick.org). All parents and students are encouraged to visit the website as often as possible for up-to-date school information and activities. Starting on September 2020, My Fenwick will be Fenwick's student management system where students and parents/guardians have access to grades, assignments, and other resources. Parents and/or students who have a problem with their Login to the website need to contact the Director of Technology at [CMR@fenwick.org](mailto:CMR@fenwick.org).

**YEARBOOK PHOTOS**

Gainsboro Studio is the official school photographer. All seniors must be photographed by Gainsboro Studio in order to appear in the school yearbook. An appointment card will be sent to your home to set up an appointment for July or August. There is a minimal cost for the sitting fee and one (1) retouched glossy photograph for the yearbook. Appropriate dress is required for all senior photographs; Shirt and tie for boys and dress attire for girls. No hats, costumes or other attire deemed inappropriate will be allowed. Final decision rests with the Administration. If a student does not get his/her picture taken, the school ID photo will be used for the yearbook.

**YEARLY FAILURES**

The repetition of a subject interferes with the necessary credits for graduation and college preparation. Therefore, it will not be possible to repeat the failed subject the following year. Students who fail a subject must attend a summer school program approved by the school or have a tutorial program for thirty hours. All tutors must be approved by the school. Students must attend all summer sessions and reports must be sent to the school by the summer school and/or tutor. A student must complete all summer requirements by August 25. Failure to meet the academic standards necessary to pass a course may result in the student not being invited to return to Bishop Fenwick High School.

**WEAPONS**

Students are forbidden to have a weapon or any instrument that could be considered dangerous or harmful to others on school property. A student in possession of a weapon is subject to expulsion at the discretion of the Principal. No weapons of any kind may be brought to school for class projects, demonstrations, or any other use at any time.

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT & PESTICIDE MANAGEMENT PLAN**

Asbestos and pesticide management plans have been developed for Bishop Fenwick High School. These plans are available to the public at the Main Office of Bishop Fenwick High School.

**CRISIS PLAN**

An updated Crisis Plan has been developed for Bishop Fenwick High School. This Crisis Plan is available to the public at the Main Office of Bishop Fenwick High School.

## Fenwick B.E.S.T. Corona Virus - Essential Practices

- **Masks:** all students are required to wear a mask during the school day; the exceptions will be at lunch and in designated “break” areas (mostly outside) where more than 6’ of social distancing is in place.
- **Handwashing and Hand Sanitizer:** students are encouraged to wash their hands frequently and to use the hand sanitizer available in all classrooms, restrooms, and main spaces.
- **Social Distancing:** we are striving to utilize 6’ social distancing throughout the campus, recognizing that in some classrooms, 4.5’ social distancing is necessary; we are going beyond the 3’ social distancing allowed by CDC.
- **Face-Shields and Plexiglass for Faculty:** teachers have the option of using a face shield in addition to their masks; they will also have plexiglass shields in front of their desks.
- **Additional information regarding Essential Practices** may be found on the Health Services page of our website and the MyFenwick Resource Boards in the Taking Care of Yourself and Others guide.

### School Day

- **Classrooms:** classrooms have been de-densified and de-cluttered to maximize social distancing; only the essential tools for teaching and learning remain.
- **Transitions:** transitions between classes will involve one-way single-file lines in corridors, one-way staircases (for the narrow ones), and staggered entry/exit policies.
- **Free Periods:** we have tried to reduce the number of free periods in order to maximize the time on campus and to minimize the chance of students being with peers outside their grade level; students will be assigned designated places for free periods during the school day.

### Student Protocols

- **Health Screening Form:** this must be completed and submitted on the first day of orientation; the form is found on our website.
- Please update the School Nurse immediately with any health changes, particularly in regard to symptoms.
- Please keep your student home if he/she is experiencing symptoms, feeling sick, or has a fever. Please refer to our Bishop Fenwick Sick Day Guidelines, found on our website, for more detailed information.
- Continue discussing and emphasizing good personal hygiene with your student, stressing the importance of:
  - Washing hands
  - Wearing a mask
  - Practicing safe social distance
  - FAQ’s: for answers to a variety of COVID-19 related questions, please consult the PowerPoint on our website: <https://www.fenwick.org/parent/returntoschool>

# Handbook Consent Form

## 2020-21 Academic Year

Your signatures on this form confirm that you have read and understood, and agree to abide by and be governed by, the School policies of Bishop Fenwick outlined in the following documents:

- Student Handbook for 2020-21
- Press and Photo Release for 2020-21
- Acceptable Use of Technology Policy for 2020-21
- Fenwick BEST Community Commitment for 2020-21

This form must be signed by both the Parent/Guardian and the Student. The signed form must be returned to the **Homeroom Teacher by 7:50 AM on Monday, October 26, 2020**. This form will be kept on file by the Dean of Student Life for the duration of the academic year.

Regarding the *Student Handbook*, please note that the policies, procedures, guidelines, and expectations contained in the *Student Handbook* may be updated from time to time by the School and/or the Board. If any changes to the Student Handbook are made during the academic year, Bishop Fenwick will share these changes with students and families as soon as they are finalized.

Regarding the *Acceptable Use of Technology Agreement*, please note that the entire document is contained in the Student Handbook. Students and parents/guardians should review these policies and guidelines carefully and thoroughly, particularly given that we are so reliant upon online interaction and virtual connectivity. Please pay particular attention to the procedures and expectations regarding Zoom classes and remote learning.

Regarding the *Press and Photo Release*, please note that from time to time a student's name and/or image/photo may appear in a press release relative to School activities at Fenwick. A student's name and/or image/photo may also appear on the School web site or in other print/digital collateral for Fenwick. Your signature gives permission for this release. Please contact Mr. David Dugan, Dean of Student Life, with any questions regarding this Consent Form.

Regarding the *Fenwick BEST Community Commitment*, the most critical expectations are: a) staying home if sick and/or experiencing any symptoms; b) following all guidelines/protocols to prevent the spread of COVID-19, including hand-washing, mask-wearing, and social-distancing; c) complying with data collection protocols the School may adapt to enable contact tracing; and d) agreeing to isolate when required by a licensed medical professional and/or the local Board of Public Health and/or Bishop Fenwick High School. Failure to do the above may result in disciplinary action and/or removal from campus.

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Signature of Student

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Date

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Print Name of Student

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Signature of Parent/Guardian

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Date

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Print Name of Parent/Guardian