



Fenster School Guidebook

for

2010 - 2011

MISSION

Fenster School educates students in a healthy, safe, and structured environment where intellectual, social, and emotional learning are equally valued and each individual can realize their potential, growth in self-confidence, and develop an active sense of responsibility in preparation for college and life.

Core Values

These values are the foundation of the Fenster educational experience:

Integrity
Respect
Responsibility
Compassion
Health and Safety

Guiding Beliefs

We believe that

- each student learns differently and a range of learning styles is both appreciated and enriching.
- adolescent growth occurs best in a small and supportive community with caring adult mentors who provide both challenge and encouragement.
- responsibility is achieved when each member of the school community contributes to the common good and is an effective participant in community decisions.
- a diverse community where differences are recognized, understood, and respected is of value.

From the Head of School

Dear Friends,

At Fenster School, the nurturing of a respectful, inclusive, caring, and connected community, where we all - students, parents/guardians, faculty, and staff - strive together to realize our mission and core values, is critical to our success as an educational community. This Guidebook offers us the framework needed to sustain our community and the information within applies to us all as a bonded community.

As an educational community, our commitment to the mission is our common bond, the thread that binds our community together into one fabric. Our mission, core values, and guiding beliefs also prescribe our shared responsibilities and expectations. They advise our daily behaviors and interactions with each other. Yet, we also are a community of diverse individuals, each with her/his own aspirations and dreams. This dichotomy creates a dynamic tension within our community, a tension between our bond and our individuality. This tension can be a source of great strength to our community if it is kept in proper balance.

To achieve and maintain that balance, we need a stated set of policies and procedures that specify our rights and our responsibilities. These statements assist us in both our individual and collective pursuits. Hence, there is a critical reason for this Guidebook. I do expect that each of us will commit ourselves both to the prescribed expectations and standards contained herein and to the spirit of our School Community.

If you ever have a question, concern, or idea, please make it known so that we can discuss it together. By working collaboratively and cooperatively we will continue to improve and enhance our community.

I am anticipating this year with great excitement and energy, as I hope you are, too.

Sincerely,

George S. Swope, Jr.
Head of School

Fenster School admits students of any race, color, religion, sexual orientation, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, religion, sexual orientation, national or ethnic origin in administration of its educational policies, admissions policies, financial aid and loan programs, and athletic and other school-administered programs.

Table of Contents

School Calendar	4
School Offices and Directory	5
What Fenster Expects of Students	7
Academic Life	8
Student Life	14
Athletic and Co-Curricular Program	14
Health Center	17
Residential Life	19
Day Student Information	23
Behavioral Expectations	25
Appendices	28

FENSTER SCHOOL 2010-2011 CALENDAR

AUGUST

MONDAY 23 Students arrive; transportation provided
TUESDAY 24 Orientation for all students
WEDNESDAY 25 Classes begin

SEPTMEBER

OCTOBER

18 - 22 MID-TERM EXAMINATION WEEK
FRIDAY 22 Fall Family Weekend (Details at a later date)
SATURDAY 23 Fall Family Weekend
23 - 26 Fall Weekend (no classes 25-26)
WEDNESDAY 27 Classes resume

NOVEMBER

SATURDAY 06 SAT-Seniors
FRIDAY 19 - 26 Thanksgiving break begins after last class; transportation provided
MONDAY 29 Boarding students return by 6:30 pm; transportation provided; teacher in-service
TUESDAY 30 Classes resume

DECEMBER

SATURDAY 04 SAT-Seniors
SATURDAY 11 ACT-Seniors
13 - 17 FINAL EXAMINATION WEEK
FRIDAY 17 First Semester ends; students may depart after last exam; transportation provided

JANUARY

MONDAY 03 Boarding students return by 6:30 pm; transportation provided; teacher in-service
TUESDAY 04 Classes resume - Second Semester begins

FEBRUARY

24 - 27 Winter Weekend (no classes 24-25); boarding students return by 6:30 pm Sunday
MONDAY 28 Classes resume
28 MID-TERM EXAMINATION WEEK Begins

MARCH

1 - 4 MID-TERM EXAMINATION WEEK Continues
FRIDAY 11 Spring Break begins after last class; transportation provided
MONDAY 28 Boarding students return by 6:30 pm; transportation provided; teacher in-service
TUESDAY 29 Classes resume

APRIL

SATURDAY 09 ACT-Juniors
SATURDAY 30 SAT-Juniors

MAY

SATURDAY 21 GRADUATION - Seniors depart campus after graduation
23 - 27 FINAL EXAMINATIONS for freshmen, sophomores, and juniors
FRIDAY 27 Second Semester ends; students may depart after last exam; transportation provided

These dates are all subject to change.
A current version of the calendar can be found at www.FensterSchool.org

School Offices and Directory

School Offices	520.749.3340	Health Center	520.749.5142
School Fax	520.749.3349	Health Center Fax	520.749.3349

*School offices are open Monday-Friday from 8:00 am until 4:30 pm. On weekends and after 4:30 pm on weekdays, a school administrator can be reached for urgent situations by calling 520.903.7372.

Academics	Ed Arriaga
Activities	Dana Mendoza
Admissions	Maggie Andrews
Alumni	Gary Bonhard
Athletics	Paul Moskau
Attendance	Sonja Rosenberg
Business Office	Nora Woolridge
College Guidance	Christina Negrete
Development	Maggie Andrews
Health Center	Danielle Voogd
International Student Admissions	Gary Bonhard
Kiva (School Store)	Nora Woolridge
Permissions	Dana Mendoza
Student Accounts	Nora Woolridge
Student Behavior	Ed Arriaga
Student Transportation	Sherry Chastain
Technology	Blaise Rastello
Transcript Requests	Sonja Rosenberg
Tutoring and Accommodations	Ed Arriaga

Original School Seal and Motto



Vincit Qui Se Vincit – she/he conquers who conquers herself/himself.

Current Seal



Academic Logo



The academic logo transforms a familiar southwestern motif into an open book – inspired by the Hohokam tribe that once lived on the School's grounds nearly a thousand years ago. The School's mascot is the Thunderbird, a traditional Native American symbol of protection, which also appears in the academic logo as a simplified southwestern symbol hovering above the book. All together, the symbol is reminiscent of a protective shield for learning which is representative of the School's mission and core values, especially of health and safety.

School Mascot



FENSTER THUNDERBIRDS

The legend of the Thunderbird is an ancient myth that survives even to the present day in some Native American cultures. Though the Thunderbird myth varied from region to region and tribe to tribe, the Thunderbird was, in the eyes of the ancient Native Americans, a magical animal that was sent by their gods to protect them from the powers of evil. Riding on the wings of the storm, the Thunderbird embodied the power of the storm. Its eyes flashed fire, its cry was like the crack of lightning, and its mighty wings beat with the sound of rolling thunder, ever protecting its people from the powers of evil.

Fenster Terminology

Morning Meeting: A time for the whole school to share Spirit Announcements and to be together

AOD: Administrator on Duty - Adult in charge on weeknights and weekends

Weekend Duty Team: AOD plus teachers who are on weekend dorm and chaperoning duty

Work Detail: Work assignment on weekdays (7:00 – 8:00 am) or weekends (8:30 -11:30 am)

Campused: May not leave campus for any reason or have any visitors for a defined period of time

Fall Family Weekend: Parent/teacher conferences and family events in October

Kiva: The student center with a school store

What Fenster Expects of Students

All of the School's expectations, guidelines, and rules are based on our five core values. Therefore, students are expected to know these core values and how they are manifested in our actions here at school.

As a community, our core values are an integral part of our mission and our expectations. Each student is expected to adhere to and support the following values:

- Integrity
- Respect
- Responsibility
- Compassion
- Health and Safety

Fenster School is committed to fostering and maintaining a positive and supportive environment for all members of the community. The success of this community is dependent on members upholding and living the core values of the School. While the School does not have a formal honor code, students assume the responsibility of sustaining a healthy and safe environment. Students must demonstrate a sincere academic commitment and a positive attitude toward the Fenster community in order to remain a member of the School. Any student whose behavior reflects adversely on the School Community or her/his fellow community members, whether directly under the School's jurisdiction or not, is subject to corrective consequences. The School reserves the right to make such a determination.

Mentor Program

Each student has a mentor who carefully oversees her/his academic and social development. The primary role of the mentor is to be an advocate for their mentee. Each student is a member of a mentor group that meets Mondays and Fridays at the beginning of the Morning Period. This is a valuable opportunity for mentors to see each mentee frequently, as well as an opportunity to develop a supportive and cohesive group. A student should feel free to seek out her/his mentor whenever she/he is in need of advice.

Mentors serve as liaisons between the School and parents. **Mentors should be the first point of contact for parents when they have a question or comment regarding academic, athletic, or community life at Fenster.** Although the mentor should be the first person to contact, she/he may direct parents to the appropriate teacher or administrator as necessary.

Each student may discuss any matter with her/his mentor, but she/he should also feel free to approach any other faculty member when she/he has a question, issue, or problem.

Bounds

Bounds are considered to be those areas of school property from which the main administration building is clearly visible. The following areas are considered **out of bounds** at all times unless there is proper supervision:

Boiler rooms and basements
Faculty residences (unless invited in)
Kitchen
Maintenance sheds, school maintenance shops, and storage areas
Pool

ACADEMIC LIFE

At Fenster a student's primary responsibility is to her/his academic program. Students are expected to attend every class, to submit their assigned work on time, and to devote an appropriate amount of time outside of class on each subject. In order for a student to efficiently organize her/his work and activities, every student is given an assignment plan book at the beginning of the year.

Academic and Daily Schedule

Monday through Friday

7:30 – 8:15 am	Breakfast
8:30 – 8:45 am	Morning Meeting
8:50 am – 2:25 pm	Academic Day
2:30 pm	Co-Curricular Activities and Sports
6:00 pm	Dinner
7:00 – 7:15 pm	Room Check
7:15 – 9:30 pm	Study Hall
10:45 pm	Lights out

Graduation Requirements

Fenster's graduation requirements meet or exceed most college and university entrance requirements.

SUBJECT	Number of Credits Required
English ESL students need 4 years of high school ESL or English	4
Mathematics Class of 2011 Class of 2012 Class Of 2013 and beyond	2 3 4
Lab Science Class of 2011 and 2012 Class of 2013	2 3
Foreign Language Class of 2013 and beyond	2
Social Studies World/Global History Arizona/United States History United States Government Economics	1 1 .5 .5
Technological Education or Fine Arts (one full credit from either)	1
Computer Education	.5
Electives Class of 2011 Class of 2012 Class of 2013	9.0 8.0 4.0
MINIMUM NUMBER OF CREDITS REQUIRED FOR GRADUATION	21.5

Grade Level Course of Study

Grade 9	Grade 10	Grade 11	Grade 12
English 9	English 10	English 11	Senior Writing or WRT 100/101 or 102
Earth Science or Biology	Biology or Chemistry	Chemistry, Physics, Anatomy and Physiology, or Physical Geog 101/102	Physics, Anatomy and Physiology, or Physical Geog 101/102
Algebra 1 or Geometry	Geometry or Algebra 2	Algebra 2, Statistics, or Calculus	Statistics or Calculus
Intro Computers or Intro Art	Global Studies	United States History or USHist 141/142	Government or POS 100
Spanish 1	Spanish 2		Economics
Study Skills/Study Hall (student will receive a "P" for Passing or "NC" for No Credit)	Elective or Study Skills/Study Hall	Electives (may include college classes and/or Spanish 3 and 4)	Electives (may include college classes and/or Spanish 3 and 4)

- This course of study meets both Fenster graduation and college/university entrance requirements.
- Students are required to participate in either athletics or another physical pursuit each season.
- Students are required to participate in weekly health and human development seminars each year.

Promotion of Students

In order to be enrolled as a full-time student at Fenster, the School must receive a complete, official transcript, including a description of the student's coursework, credits, and grades. In order to proceed from one grade level to the next, a student must complete the required course of study each year.

Ultimately, Fenster is concerned about what is best for the student, and many factors in addition to academic achievement must be considered.

Grade Point Average (GPA)

A student's GPA is calculated only on courses completed at Fenster. We have no means of equating grades from other schools with the academic expectations of our school. If a student joins Fenster after the first semester of their freshman year, both the Fenster and previous school transcript are included with all college application information submitted by the School.

Course Load

Every student must carry a minimum of five courses at all times. Under special circumstances the Dean may temporarily waive the five-course requirement.

Independent Study

Students may propose a course of independent study, which must be approved by the Dean. Normally such courses are one semester in length and are not available as part of the regular curriculum. Proposals must have a faculty sponsor and must meet the general requirements of other Fenster courses. They may include reading, research, artwork, or other projects and must demonstrate a significant commitment to self-discipline and initiative.

Withdrawing from a Course

If a student drops a course, it must be done within the first two weeks of school, between semesters, or, in the case of a second semester course, within the first two weeks of the second semester, unless an exception has been made by the Dean. A student may not drop a class or enter a new class unless the Dean authorizes the change in writing. Although each student should feel free to discuss the dropping of a course with her/his mentor and/or the college counselor, the Dean must approve all course changes.

Students who withdraw from a class after the first two weeks have that course listed on their transcript. If a student drops a full-year course between semesters, no credit will be earned, but the semester grade is averaged into the student's GPA.

Grades and Comments

Grades are given four times a year at the end of each quarter. To track a student's progress grades and narrative comments may be viewed on the password-protected portion of the web site.

Number grades are given which correspond to the following letter grades:

		A- 90 – 92
		B- 80 – 82
		C- 70 - 72
	69 or below = No Credit (NC)	

The following scale is used to compute a student' grade point average:

A+ = 4.00	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.0	B- = 2.67
C+ = 2.33	C = 2.0	C- = 1.67
	D or F = NC	

For college courses the scale is:

A = 5.00	B = 4.00	C = 3.00	D or F = NC
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Semester Assessments

Exams or their equivalent (e.g., major paper) are completed at the end of each semester as a culminating learning activity. Students may not depart campus prior to their last exam. The schedule for exams can be found on the Fenster School web site.

Attendance Policy

The importance of the school program requires that students be punctual and attend all of their commitments. These include, but are not limited to, academic classes, mentor meetings, all study halls, athletics, co-curricular activity, extra-help, morning meetings, assemblies, weekend check-ins, and meals. In addition, students are required to attend all specified community events. Students may not depart for vacations prior to the times and dates listed on the school calendar.

If a student accumulates four or more absences, whether excused or unexcused, in any class or other obligation during any quarter, the Dean, the student's mentor, and other relevant faculty and staff members review the circumstances of the absences. This does not include school-related absences (i.e., athletic contests, field trips, etc). For each unexcused absence, the Dean makes an appropriate response. The Dean works with the student and her/his mentor to avoid additional absences. Ultimately a student may lose credit for a class or sport as a result of a significant number of absences. If a student is excessively absent from school, the re-enrollment contract may be withheld.

Academic Absences

In the case of an excused absence or illness, the teacher provides support or facilitates assistance to the student in making up missed work. In the case of an unexcused absence, the teacher is not obligated to provide assistance or extra help. In either case, it is the student's responsibility to see her teachers the day she/he returns.

Planned Absences

If a student plans to be absent for a school day or period of time, the parent/guardian must contact the Dean's Office prior to the absence. The Dean determines if the absence is excused or unexcused.

For an excused absence, all missed work, with the exception of that due to an extended illness or absence, must be completed within one week of its original due date. If it is not completed within one week, the student receives a zero for the missed work. If the absence is unexcused, the Dean determines if the student may complete the work for credit.

Students must remember that unexcused absences before or after vacations result in the following action:

- The parents/guardians are informed by the Dean of the School about work missed, and the student is assigned to academic tables.
- Any work missed because of a student extending a vacation without an excuse may not be made up, and the student receives no credit for said work.

Academic Integrity

Academic integrity is expected of every Fenster student. Plagiarism is the use of someone else's intellectual or creative property, without the proper acknowledgement. Cheating is defined as seeking/receiving or giving unauthorized help on quizzes, tests, papers, homework, or other class assignments. Consequences may include warning, probation, loss of credit, and possible dismissal.

Academic Warning and Probation

Though a student's academic commitment and a supportive faculty generally ensure success, on occasion additional structure is necessary. If a student fails two courses during a marking period, she/he is placed on academic warning. As a result, a letter is sent to parents/guardians advising them of this status, and additional structure is created for the student. She/He must attend all assigned academic study halls and extra help sessions until her/his teachers, mentor, and the Dean determine she/he has made significant progress. In addition, any overnight or weekend permissions must be approved by the Dean. A student is also placed on academic warning if she/he does not make up an incomplete or failed course from the previous year. If a student is placed on academic warning more than once, she/he may be placed on academic probation. If this is the case, an offer of re-enrollment is held pending final faculty meetings.

Accommodations

Students with documented learning differences are eligible for special accommodations. Students who wish to have special accommodations must obtain approval from the Dean after discussing the need for such accommodations. The form must list the type of accommodation needed and the courses for which it is needed. The student must ask each of her/his teachers to sign an acknowledgement form and return the completed form to the Dean.

Summer School

A student who intends to take summer courses in hopes of advancing her/his course of study should discuss those plans with the Dean.

If a student receives a failing grade for a course, she/he must make up the work during the summer. This can be accomplished by taking an approved summer school course or by meeting a set of specific requirements established by her/his teacher and approved by the Dean in writing.

College Guidance

Fenster School submits official transcripts, counselor recommendation, teacher recommendations, and any other supporting documents to other institutions according to student requests. All recommendations and documents other than official transcripts that are forwarded by Fenster to any institution are confidential and may not be reviewed by any student or anyone acting on a student's behalf, whether at the time of submission of those materials to any institution or thereafter, consistent with the recommendations of the National Association for College Admission Counseling's *Statement of Principles of Good Practice*.

If a senior is placed on Academic or Behavioral Probation between the time of recommendation to an institution and her/his graduation from Fenster School, the College Guidance office notifies each institution to which an application has been submitted that there has been a change in the student's status. If a student withdraws from or is dismissed from Fenster School, all institutions to which the student has applied are notified that the student is no longer enrolled at Fenster School, regardless of whether the college has asked for the information in its materials.

Transcripts

Individual student transcripts may be made available to the student's parents or legal guardians and to students eighteen (18) years and older for inspection or review. Fenster does not release a transcript without prior written consent from the student's parents or legal guardians or from students eighteen years or older. A form, maintained in the Registrar's Office, identifies the name of the person who received access to, or release of, student transcripts; the name of the student whose record was inspected or released; and, the date access to, or release of, the transcript was granted. Only the Head of School, Dean, Registrar, or College Guidance Office may grant access to or the release of student transcripts.

A student's term and examination grades are not calculated, and official transcripts are not released if all tuition and fees have not been paid in full.

Library

The Fenster Library is committed to meeting the academic and leisure reading needs of all students and faculty. In addition to developing and maintaining the collection, the Fenster librarian is committed to providing individualized or group assistance to all students, faculty, and staff.

Students are expected to behave appropriately and be respectful of the materials and of other scholars using the library. Loud voices, food, chewing gum, and drinks (with the exception of water in closed containers) are not allowed. Students in violation of this policy may be asked to leave the library for the remainder of the day.

If a student is using a library computer for recreational means, she/he may have to relinquish it for another student who has a scholarly purpose. Students in violation of these policies may be asked to leave the library for the remainder of the day.

Academic Tables during Evening Study Hall

Every week the faculty meets to decide whether any students could benefit from a more structured study environment such as academic tables during evening study hall. At this meeting, students may be assigned to academic tables by their teachers, mentor, or the Dean. Each student assigned to tables receives notification no later than Friday afternoon for the following Monday through Thursday nights. Students may not be removed from this study hall unless the assigning teacher, mentor, or the Dean provides a pass to be excused.

Evening Study Hall

Information about evening study hall can be found on page 25 in Boarding Student Information

STUDENT LIFE

Athletic and Physical Activity Program

Fenster School Athletic/Physical Activity Philosophy

The School remains committed to the integration of athletics or physical activity as a vital component of each student's healthy growth. In keeping with the mission of the School, the Athletic/Physical Pursuits Department emphasizes the value of each individual and respect for others. We stress teamwork, sportsmanship, personal commitment, goal setting, and an appreciation for lifelong activity.

Fenster School Co-Curricular Mission

To provide a quality learning experience in the areas of athletics and fitness.

Therefore,

- Each student is required to be involved in an athletic or physical pursuit offering each of the three seasons
- All offerings meet five days a week and are considered regular school commitments. Staffing may dictate that not all athletic/physical pursuit options are available each season.

Note: All offerings are subject to change.

Sports Excuses and Activity Excuses

A sports or physical activity excuse is a medically excused absence from participation in a student's sports practice or activity. An excuse may require the student to rest in the Health Center or attend, but not participate, her/his assigned sport/activity. Excuses are given by the Health Center on an individual basis or by a student's physician before the afternoon sports/activity period begins.

Members of athletic teams may not be eligible to play in a game if:

- They are in the Health Center for one or more periods on the day of a game.
- For reasons of health, the nurse decides that it is inappropriate for a student to participate in a game.

Equestrian Program

TBD

Daily Life

Clubs and Organizations

Student clubs and activities are an important part of Fenster. Every student participates daily in those activities which are of interest.

Student Dress Code

The School Community has developed guidelines concerning appropriate clothing and appearance. The Student Dress Code prescribes student dress so that respect for oneself and pride in our community is shown. Appropriate clothing is determined based on preserving students' safety and health, understanding appropriate dress in preparation for life situations, ensuring a non-distracting learning environment, and presenting a positive and healthy image.

Clothes should be neat, clean, and in good taste and repair. Clothing should not have images or writing that is disrespectful, that promotes alcohol or drugs, or that is in any way contrary to our core values and guiding beliefs. Shoes are required to be worn in all buildings with the exception of dormitories and should be appropriate for weather conditions/seasons. Clothes should be the proper size and should provide appropriate cover. Students are expected to exercise good habits of personal grooming and not only to abide by the dress code, but also to live within the spirit of its intent. If a student is asked to change her/his clothes by an adult, **she/he must do so immediately and without protest.**

Environmental Awareness

Fenster is committed to environmental awareness and the responsible use of resources. Fenster students are expected to support conservation efforts by recycling and conserving, especially paper, water, and electricity, and also to refrain from littering.

Meal Schedule

During the week, all meals are served in the dining hall at the following times:

7:30 am – 8:15 am	Breakfast
12:15 pm – 1:15 pm	Lunch
6:00 pm – 6:45 pm	Dinner

On weekends, all students on campus must check in with the dorm duty teacher during the following meal times:

11:00 am – 12:30 pm	Brunch
5:00 pm – 5:30 pm	Dinner

Silverware, glasses, dishes, and food may not be taken from the dining room.

Food Deliveries

During the following hours, students may have food delivered to the School but only by school-approved sources (a list is available) and may only be received in front of the administrative building:

Friday	6:00 pm – 10:00 pm
Saturday	12:00 pm – 10:00 pm
Sunday	12:00 pm – 6:30 pm

Fire Emergencies

If at any time a student detects smoke or suspects a fire, she/he should report it to the nearest faculty or staff member. Regular fire drills are conducted throughout the school year, and procedures are reviewed in dormitory and school meetings.

During the Academic Day

All students should report to the basketball court and line up by grade for attendance purposes.

Before and After the Academic Day

Leave the building and proceed to the basketball court for check-in.

Listen carefully for any instructions and comply with requests.

NEVER re-enter a building until permission is given to do so.

If there is a fire emergency after lights-out or on the weekend:

Wake up your roommate.

Turn on your light so the dorm parent can make a quick check.

Close your windows.

Dress appropriately for the weather.

Leave the building and proceed to the basketball court for check-in.

Listen carefully for any instructions and comply with requests.

NEVER re-enter a building until permission is given to do so.

If your door is not hot to the touch, then open it and quickly exit the building. Yell down the hall to alert others of the fire. **If the door to your room is hot to the touch, do not open it.** Exit through your window.

Safety

All students must observe the following guidelines and recognize that violations may result in disciplinary action:

- All guests should check in with proper school officials. During the school day, guests should register with the receptionist. On weekends, all guests should be introduced to the AOD or Campus Safety and Security staff immediately when they arrive.
- No student may be on the roofs or the ropes course at any time unless the course is properly supervised.
- Students should not tamper with fire alarms or smoke detectors. Fire extinguishers and any other emergency equipment on campus may never be touched unless there is an emergency.
- Nothing should be burned in the dormitories or school buildings. Therefore students should not be in possession of incense, candles, matches, lighters, or anything flammable.
- Heating coils, electric coffee pots, hot plates, oil popcorn poppers, sunlamps, halogen lamps, electric blankets or bed pads, and electric heaters are not permitted in dorm rooms.
- No student may enter another student's room in her/his absence. Dorm rooms must not be locked when occupied.
- Students may not jog, walk, or bike on Ocotillo Drive. Students should not wear headphones while jogging, walking, or biking on campus roadways.
- Fireworks and weapons are not allowed on campus.
- Whenever a student is a passenger in a school vehicle, she/he must wear a seatbelt.
- No students may drive on campus except day students. Day student drivers may only drive in and out of the specified parking lot.
- Students should not enter any vehicle with a stranger or hitchhike at any time.
- During the school year, boarding students may not keep a car on or near campus.

Student Services

Lost and Found

If a student finds or loses something, she/he should see the Assistant Dean, who keeps track of items found and those reported lost.

Mail and Packages

There is one mail delivery daily, Monday through Friday. All mail and parcel post should be addressed with the addressee's full name to:

Student's Name
8505 E Ocotillo Dr
Tucson, AZ 85750

UPS and FedEx serve Fenster, Monday through Friday. Packages may be sent to students using the above address. All trunks, boxes, and packages shipped from Fenster by UPS or other commercial shippers must have all shipping charges paid for before any item can be sent. Although normal precautions are taken, the School cannot be responsible for lost or damaged items.

Swimming Pool

Students may swim in the pool only during announced hours and when a certified life guard is on duty. Rules and regulations are posted in the pool area. The following must be observed:

- Diving, running, and pushing within the pool area are not permitted.
- No glass of any kind is allowed in the pool area.
- Pets are not permitted in or near the pool.
- When going to and from the pool, clothing should be worn over bathing suits.
- Students may not enter school buildings while wet.

Health Center

Staff and Hours of Operation

The caring staff of the Health Center consists of experienced nurses committed to meeting the health needs of the Fenster community. The Health Center is open Monday through Friday from 8:00 am to 4:30 pm. Students who feel ill may not remain in their dorm room or miss a school commitment until she/he has checked in with the health center.

During weekday evenings and weekends the School uses the Urgent Care facility proximate to the campus or the Emergency Department of the Tucson Medical Center. Parents/guardians are notified by the School as soon as possible in such situations.

Regularly scheduled appointments with a physician are made by the Health Center when necessary. Whenever a student returns from a doctor's appointment, she/he must check in with the nurse. Confidential counseling is available from local therapists.

Policies and Procedures

A student's medical forms must be complete and on file in the Health Center before beginning classes. If any student is too ill to go to class, she/he must report to the Health Center. If a student misses a full class period due to illness, she/he is not permitted to participate in any extra-curricular activities. When a class or a portion of a class is missed due to illness, a note from the Health Center is needed.

Routine dental and medical appointments should be arranged during vacations. Emergency medical appointments which result in the loss of class time or absence from other school commitments must be confirmed by the Health Center before the student may be excused. If a student has been home due to illness, Parents/guardians must contact the Dean and the Health Center staff about the expected time of return. When a student returns to school after being home due to an extended illness or injury, she/he must check in with the Health Center. If there are any restrictions on full participation in classes or athletics, a doctor's note must be presented. Parents who are doctors may not write this note for their child.

Students are required to have all their medical and dental examinations performed and immunizations up to date and on file in the Health Center before the opening of school. Medical authorization and medical insurance information also must be on file before a student may register.

Fenster School is not responsible for any expense associated with medical or dental care.

Medication Policies

All prescriptions and other medications must be checked in with the nurse at the beginning of the year and whenever new medications are prescribed or brought to campus. The parent must mail or personally deliver all controlled medications to the Health Center. Homeopathic remedies containing alcohol must also be given to the Health Center. These medications are maintained in the Health Center and given to the student as prescribed.

In no case is a student allowed to have any medication in her/his possession at any time without the consent of the Health Center staff. If a dispensed medication is not taken by the student, it must be returned to the Health Center. Violations of the Health Center Medication Policies are considered to be a major violation of the core value of Health and Safety. If a student is found to be in possession of any medications, other than as outlined above, the student is subject to corrective consequences.

Medical Leave of Absence

A student who is unable to fulfill her/his daily obligations due to physical or psychological illness may request, or be recommended for, a medical leave of absence (MLOA). In addition, any student who is considered by the School to be a danger to herself/himself or others may not remain at Fenster. If a medical leave of absence is requested or recommended, once a student leaves, any decision about her/his readiness to return is made by the School. The School consults with parents/guardians and physicians, but it reserves the right to make the final decision about the presence of any student. When a student is allowed to return to school, there is a **mandatory re-entry meeting** with school officials, the student, and parent(s)/guardian(s) immediately upon return to campus.

Drug and Alcohol Prevention

The School addresses substance abuse education and prevention activities through its seminar series, as well as through community resources, lectures, and workshops. The Health Center maintains confidentiality, and a student is not penalized or disciplined for seeking help. However, if a student violates the School's alcohol and drug policy, she/he is subject to significant corrective consequences.

Smoking

Smoking is not permitted under the School's jurisdiction. The Health Center assists any student to break the smoking habit with educational information and other forms of support. The Health Center maintains confidentiality, and a student will not be penalized or disciplined for seeking help. However, if a student violates the tobacco policy, then she/he is subject to corrective consequences.

Confidentiality

Confidentiality is respected at all times except when the health and/or safety of an individual may be in jeopardy or when the well-being of another member of the school or even the community itself is in danger.

Residential Life Information

Residential life is an integral part of the boarding school experience. At Fenster, boarding students live in dormitories that house students from all grades. Students should be considerate of others inside and outside of the dormitory, especially in terms of noise. All dormitory rules are based on health, safety, and consideration for others. Environmental awareness is an essential part of dormitory life at Fenster. Students are expected to keep lights and water off when not in use, to recycle materials, and to refrain from littering.

Room Assignments

At the end of each year, students have the opportunity to request roommates and rooms for the following year. New students are assigned roommates and/or rooms on the basis of information supplied to the Admission Office. Questions concerning rooming should be referred to the Assistant Dean.

Changes in roommates are not allowed until after the first quarter of each year. It has been the School's experience that, given time, students learn to cooperate and to understand each other by working out roommate problems. The Assistant Dean handles all roommate issues in collaboration with dorm parents.

Room and Furnishing Conditions

Upon arrival in the fall, students review and sign a room condition report form completed by a dorm parent. This form is used to assess damages when the student leaves that room. While appropriate decorations are encouraged, students may not alter the room in any way without prior written permission. Students also may not remove any school furniture from a room without prior permission. Any alterations made may result in charges to the student's account.

At the end of the year, all students are required to check out with a dorm parent before leaving for the summer. Students are expected to remove all waste and personal items, clean surfaces, vacuum, and repair or alert maintenance to any damages to the room prior to their checkout. If found, damage to the room or its furnishings is assessed and the costs associated with repair are charged to the student's account.

Room Inspections

Dorm parents inspect rooms nightly, Sunday through Thursday. Students are expected to have their rooms orderly and clean with clothes hung up, laundry put away, beds made, floors cleaned and vacuumed, and wastebaskets emptied. Prior to school vacations, students are required to leave their room according to specific guidelines. This checklist is distributed in the week prior to a major break. During school vacations, dorm parents may inspect every room.

Housekeeping

Student rooms in each dormitory are furnished with beds, desks with chairs, dressers, and window shades. Posters and other room decorations may be hung on walls only with adhesives that will not damage the walls. Nails, tacks, and other items that puncture the walls should not be used.

For reasons of health and safety, the following guidelines must be observed:

- Furniture must be arranged so as not to obstruct exit from the room in case of fire. Also, beds must be visible from the doorway.
- Mattresses may not rest directly on the floor.
- Containers for alcoholic beverages are inappropriate as room decorations.
- Students may not have halogen lamps.
- Decorations relating to alcohol, drugs, sex, tobacco, or material deemed inappropriate are unacceptable and will be removed by the School.
- Nothing should be burned in dormitories. Students should not possess candles, incense, or other ignitable items.
- All food stored in dormitory rooms must be kept in closed containers.
- Items should not be hung from room ceilings or over light fixtures.

Students and parents should be aware of the following:

- Loss of or damage to school property or equipment results in a charge to the student responsible.
- Fenster is not responsible for the loss or damage of student property. Valuables should be left at home.
- When leaving their rooms, students are expected to lock their doors.
- Students should utilize a lockable box in their room to secure belongings.
- For reasons of safety, rooms must not be locked when they are occupied except those opening to the outside. Students should be clothed.
- No student may enter another student's room in her/his absence.
- Banners, posters, and flags may not be displayed in dormitory windows, except for holiday observances.

Dormitory Needs

Dormitory necessities include two blankets, four sheets, pillows, pillowcases, towels and washcloths, flashlight and batteries, hangers, a laundry bag, and an alarm clock. Most students prefer to collaborate with their roommate on such things as decorations, music, and such items.

Electrical Appliances

Any major electrical appliance must be approved by the School's administration. Safety concerns forbid the use of heating coils, halogen lamps, electric blankets, electric coffee pots, hot plates, sunlamps, popcorn poppers, or electric heaters in dormitory rooms. Only seniors in good academic and behavioral standing may have a TV monitor in their room.

For safety reasons, students should use multiple-outlet safety strips that have self-contained fuses and check to ensure that all electrical appliances are turned off prior to leaving the room.

Laundry

Laundry facilities are available for student use as is a laundry service for a fee.

Pets

For reasons of health as well as for the welfare of animals, there are to be no pets kept in dormitories.

Telephones

Cell phones may not be used from 8:30 am until 5:00 pm, during study hall hours, and after 10:00 pm on weekdays. On weekends, there are no restrictions unless the student is on restrictions. Misuse of cell phones results in their confiscation for a period of time.

Students are expected to respect public and personal spaces when using cell phones. Inappropriate behavior related to telephones results in the loss of telephone privileges. Beepers, pagers, and walkie-talkies may not be brought to school.

Dormitory Room Study Hall Guidelines

- During room study, room doors remain open (unless it opens to the outside) so that all residents are visible, and dormitories are quiet and conducive to studying.
- Cell phones may not be on or used between 7:15 pm and 9:30 pm, Sunday through Thursday.
- Music may not be on between 7:15 pm and 9:30 pm, unless used with headphones.
- If two students in the same dormitory wish to study a subject together, they may do so quietly with the permission of the dormitory parent on duty.
- Students in room study who wish to use the library must have a note from the teacher who gave the assignment. This note must be given to the dormitory parent on duty before a student signs out of the dormitory.
- Under certain circumstances, students may quietly enter and/or return to their dormitory.
- When an athletic team returns to school from a game after room study has begun, members of the team may enter their dorm.
- Students with evening classes may return to the dormitory after their class.
- Whenever a student returns or leaves the dormitory during room study, she/he must do so quietly.
- Students may not visit other dormitories during or after room study.

Lights Out

After 10:00 pm, all dorms are to be quiet. In addition, all students must be in their own rooms by 10:30 pm, Sunday through Thursday. Students must have their lights out at 10:45 pm, Sunday through Thursday.

All students must be in their dormitories by 11:00 pm on Friday and Saturday.

Permissions and Privileges

It is absolutely essential that parents/guardians, as well as students, understand and cooperate with Fenster in following all permissions procedures. Any questions by students or parents concerning permissions should be directed to the Dean's office. Even if a student is signed out or at home with her parents/guardians, Fenster must be apprised of all means of transportation to be used on any given privilege, overnight, weekend, or vacation.

Leaving and Returning From Weekends and Vacations

All students are expected to return from overnights, weekends, and vacations by 6:30 pm and must both sign in and check in with the dorm parent on duty by that time. Once a student returns to school from an overnight, weekend, or vacation, she/he may not leave school without the permission of an administrator. If is late to return to campus by 6:30 pm, a student should immediately contact the Administrator on Duty (AOD). If a student's plans necessitate arriving on campus after 10:30 p.m., she should plan to return the following day with the understanding that her/his late return is unexcused and therefore may restrict future privileges.

Returning late without notifying the AOD results in a corrective consequence. When a student arrives late and has telephoned the AOD, the Dean determines the appropriate consequence. Unless documented illness or family emergency caused the late return, future restrictions are imposed. Messages may not be left on an answering machine or with another student. Students must speak directly with the AOD (520-903-7372) or the dorm parent, if the AOD cannot be reached.

Unexcused departures or late returns generally result in the following consequences:

- The parents/guardians are informed by the Dean of the School concerns about work missed, and the student maybe assigned to Academic Tables and/or Saturday Morning Study Hall.
- Any work missed because of a student extending a vacation without an excuse may not be made up and students receive no credit for said work.
- Unexcused absences result in the loss of future overnights.

Routine dental and medical appointments should be arranged during vacations. Emergency medical appointments that result in the loss of class time must be confirmed by the Health Center before the Dean may excuse the student. If a student is home due to illness, the parents/guardians must contact the Dean and the Health Center about the expected time of return.

Students cannot be housed on campus during Thanksgiving, Winter, or Spring breaks, as the dormitories and dining hall are closed. Some students may choose to remain on campus during fall and winter long weekends when dormitories are open and meals are provided to students who remain on campus.

Signing Out

Every student is required to sign out when she/he leaves campus and to sign in when she/he returns to campus. Sign-out books are located in each dormitory lobby. Specific information regarding transportation method and provider, destination, and expected time of return should be stated. All information provided by the student is expected to be accurate. Failure to observe these procedures is a violation of the core values of Integrity and Health and Safety and will result in a disciplinary response.

Weekend Attendance

After the academic day has ended on Friday, all students are required to check in with the duty team at dinner between 6:00 pm and 6:30 pm. On Saturday and Sunday, all students must check in with the duty team at brunch between 11:00 am and 12:30 pm and at dinner between 5:00 pm and 5:30 pm.

Overnights

A student may leave for an overnight after her/his last school appointment. An athletic event, regularly scheduled team practice or other physical pursuit is considered a school appointment. Friday only overnights end at 6:30 pm on Saturday. Saturday only overnights end at 6:30 pm on Sunday.

Fenster does not permit a student to spend the night unsupervised and does not assume responsibility or liability if such occurs.

When taking an overnight, the following procedures must be observed:

- A student must fill out an overnight form and submit it to the Assistant Dean before 3:00 pm on Thursday.
- If the host is not on the approved list submitted by the parents/guardians, an email or phone call granting permission from the parent or guardian must be received by the Dean's Office before 3:00 pm on Thursday.
- If a student is visiting someone other than her/his parents, a phone call from the host must be received by the Dean's Office before 3:00 pm on Thursday.
- A student must sign out or in each time she/he leaves or returns to campus.

Daytime Permission

To take a daytime or evening permission other than a school-sponsored weekend activity, a student must complete a permission form and submit it to the Dean's Office by 3:00 pm on Thursday for approval. Any required permission from parents/guardians and hosts must also be received by 3:00 pm on Thursdays. On occasion, the School may require students to remain on campus for a required activity. Unexcused lateness or any misuse of a privileges result in the loss of privileges. Once a student has left on a permission, a student must call the dorm parent or AOD with any changes to the plan as stated on the privilege form.

On school-chaperoned outings, please be aware that students are not with the chaperone at all times. Students on privileges may not be in the bar section of a restaurant since they are under the School's jurisdiction.

Transportation

Travel arrangements must not require a student to miss classes or exams. The School does not arrange for transportation and/or private cars to and/or from the airport or other locations. Transportation to and from the Tucson Airport is provided at the beginning and end of school vacations for a small fee. It is recommended that students returning from overnights, weekends, and vacations carry enough money to secure a taxi should an emergency arise. Students should be prepared to make their own transportation arrangements if travel delays result in missed shuttles. Any questions concerning travel should be directed to the Dean's Office.

Students are due back on campus no later than 6:30 pm when returning from weekends and school vacations and must check in with the dorm parent on duty by that time. **Please do not schedule flights, trains, or buses that arrive after 5:00 pm.** Dorms are locked at 10:00 pm, and it is important that every student is back on campus before that time. If a student has a travel emergency, she/he should call 520-903-7372 to speak with the Administrator on Duty.

Campus Visitors

Weekday Visitors

Students should not invite visitors (other than family members) to campus between Monday and Thursday. Visitors should leave before 6:00 pm. If a student wishes to have a guest attend an academic class, she/he must obtain permission from the Dean at least one day in advance.

Weekend Visitors

Guests may be invited for a daytime visit on Saturday and Sunday. Daytime visitors must arrive after 12:00 pm and must leave before 9:30 pm on Saturday and 5:30 pm on Sunday. If a student invites a guest to visit on Friday, the guest must arrive after the student's last commitment on Friday and must leave prior to 9:30 pm. Upon their arrival, all visitors must be introduced to the Administrator on Duty or a member of the Duty Team.

Day Student Information

Day students are an integral part of the Fenster community and are encouraged to participate in evening and weekend activities. Day students must live with a parent or legal guardian unless specifically excused by the Head of School to live with a close relative or an adult family friend. They are also expected to follow the spirit and letter of school rules while on campus. Any questions by students or parents concerning these procedures or other matters relating to day students should be directed to the Dean of the School. Because Fenster is primarily a boarding community, we rarely close due to inclement weather.

Attendance

All students must be punctual in their arrival for school commitments. Students are expected to be on campus in order to meet their first school appointment and may not leave School until the end of their afternoon sport or activity commitment.

Excused Absences or Tardiness

Parents or Guardians should contact the Dean's office by 8:20 am if a student will be late or absent. Contact by the student or parent/guardian should be made with her/his teachers or classmates for assignments. In the event that a student arrives after first period or is late to school, she/he must first sign in with the Dean's office. If a student is continually late for her/his commitments, she/he may be required to arrive for morning check, serve Work Detail, or Saturday Morning Study Hall.

Early Dismissal

When a day student must leave school early for a medical appointment or another obligation, she/he must bring an explanatory note to the Dean's office signed by her parent, legal guardian, or responsible faculty/staff member. If a student is leaving school prior to her/his after-school activity because of an illness, she/he must obtain a sport or an activity excuse from the Health Center by 2:45 pm. A student feeling ill may only be excused from her/his after-school activity by the Fenster Health Center or by a note or phone call from the family physician to the Health Center. Parents/guardians are welcome to send a note or call the Health Center at 520-749-5142 to discuss sports and activity excuses.

Day students may not leave school without permission from their parents/guardians and the Dean's office or the Health Center. A student excused from school because of illness may not return to campus until the following school day.

Unexcused Planned Absences

Parents are reminded to schedule routine medical appointments so that they do not conflict with their child's school day. Students must remember that unexcused absences before or after vacations result in the following action:

- The parents/guardians are informed by the Dean about work missed, and the student is assigned to required extra help during the day and/or in the evening.
- Any work missed because of a student extending a vacation without an excuse may not be made up, and students will receive a zero for said work.

Driving on Campus

The following procedures must be followed for students driving their own cars to campus. Violations of these procedures may result in the loss of driving permission.

- Students must give parental consent forms and license plate numbers to the Dean's office.
- Students must park in the designated area.
- Students may not drive anywhere else on campus at any time.
- Students leave their vehicle in the parking lot until the end of their school day.
- Students must obey all traffic notices and drive safely.

Cell Phones

Day students may have cell phones on campus. They may not be used for calls or text messaging from 8:30 am until 5:00 pm weekdays. If a student is found to be in violation of this rule, the cell phone is turned over to the Dean and other corrective action may result.

Participation in Weekend Activities

Day students are encouraged to participate in weekend activities. While off-campus at a school function, day students are under the jurisdiction of the School.

Parents and the School

Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice developed by our National Association of Independent Schools describe the respective roles and responsibilities of both partners.

Parents Working with Schools

1. Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.
3. Parents are familiar with and support the school's policies and procedures.
4. Parents provide a home environment that supports the development of positive learning attitudes and habits.
5. Parents involve themselves in the life of the school.
6. Parents seek and value the school's perspective on the student.
7. When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.
8. Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

Schools Working with Parents

1. The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.
2. The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
3. The school seeks and values the parents' perspective on the student.
4. Teachers and administrators are accessible to parents and model candid and open dialogue.
5. The school keeps parents well informed through systematic reports, conferences, publications, and informal conversations.
6. The school defines clearly how it involves parents when considering major decisions that affect the school community.
7. The school offers and supports a variety of parent education opportunities.
8. The school suggests effective ways for parents to support the educational process.
9. The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

BEHAVIORAL EXPECTATIONS

All of the School's behavioral expectations and rules are based on our five core values. Our core values are an integral part of our mission and thus our behavioral expectations. Students are expected to adhere to the letter and spirit of the core values.

Transgressions and violations of the core values usually result in significant consequences. Violations of these core values include, but are not limited to,

Integrity	Dishonesty, stealing, vandalism, violations of permissions, plagiarism
Respect	Blatant disrespect for others, hazing or harassment (bullying), use of derogatory and/or obscene language, inappropriate public displays of affection or sexual activity
Responsibility	Conduct unbecoming an Fenster student, leaving school without permission, accumulated unexcused absences, violations of Technology Acceptable Use Policy
Health and Safety	Use, possession, being in the presence of, or distribution of drugs or alcohol, violations of tobacco policy, compromising individual or dorm safety, violation of permissions, violation of Health Center policies

Corrective Consequences

The intent of our behavioral expectations is to maintain a healthy and safe environment in which students may learn. Therefore, corrective consequences vary based on a student's behavior. Fenster recognizes the distinction between a deliberate act and one that is based on oversight or omission. Students may be assessed one or more of the following consequences:

- **Work Detail:** Students are required to perform work for the School Community. This may be accomplished on a weekday or Saturday morning.
- **Campused:** Students may not leave campus for any reason with the exception of school commitments. There may be no visitors with the exception of family members.
- **Behavioral Warning:** This may be assessed for major violation of any core value. Students placed on behavioral warning are generally campused and may receive other restrictions.
- **Behavioral Probation:** This may be assessed for a second major violation of a core value or for an egregious act or violation. Intensive counseling may be required at the family's expense.
- **Separation:** The student must be separated for a period of time during which she/he participates in a structured counseling situation at the family's expense.
- **Dismissal or withdrawal:** If a student is dismissed, or if she/he withdraws, from Fenster during the year, she/he may not request readmission during the same school year. If a student is on a disciplinary leave of absence, has been suspended, or has been dismissed, she/he may not visit campus.

If a student fails to comply with the behavioral expectations cited above, corrective action is taken. A student who compromises their health and safety or that of others by violating the drug and alcohol policy is usually separated or dismissed, although behavioral probation with intensive counseling may be imposed.

Harassment

Federal and state laws prohibit racial, ethnic, age, or sexual harassment of any employee or student. Fenster does not tolerate harassment of any kind. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. In order for the School to enforce this policy effectively and to take prompt, corrective measures, it is essential that any and all incidents of harassment be reported to the Dean or the Head of School. To the greatest extent possible, such complaints are treated in a confidential manner. If, after appropriate investigation, the School finds that an employee or student has violated this policy, prompt corrective action occurs. A first time offense of harassment could result in penalties, including but not limited to, reprimand, demotion, discharge, dismissal, probation, or separation. Counseling may be required. Retaliation for bringing a complaint may also result in disciplinary action.

Fenster believes in treating all individuals with authentic respect. The School, therefore, does not tolerate harassment of any member of the Fenster community. Those who undermine the ideals of the School Community by repeatedly stigmatizing individuals or groups of individuals within the community because of race, religion, ethnicity, gender, age, or sexual orientation are deemed guilty of harassment and are subject to disciplinary action.

Electronic harassment is considered to be harassment by any electronic means which includes, but is not limited to, email, instant messaging, texting, or information placed in any area on the Internet. Electronic harassment is a violation of the Acceptable Use Policy and results in disciplinary action. The School reserves the right to extend its jurisdiction to address issues of electronic harassment that may affect any member(s) of the Fenster community.

Drug and Alcohol Violations

The use, possession, or distribution of alcohol or drugs while under the jurisdiction of the School is prohibited and normally results in immediate separation or dismissal. A student is also subject to dismissal if she/he has knowledge of the distribution of alcohol and/or drugs to other members of the School Community and has not reported this activity to an adult. The School reserves the right to conduct a search of a room or other area of the school, as well as administer a screening test, in order to ensure the health and safety of the community.

- Students may not be in the presence of drugs or alcohol while under the School's jurisdiction. This includes being in the bar area of a restaurant. Because safety is our primary concern, if a student encounters someone who is dangerously under the influence of alcohol or drugs and does not obtain adult help, she/he could be subject to disciplinary action. If a student who is off campus finds herself/himself in the presence of drugs or alcohol while under school jurisdiction and she/he wants to remove herself from the situation, she/he may call the School to request help from the AOD.
- The use or possession of paraphernalia while under the jurisdiction of the School is prohibited and usually results in separation or dismissal. Paraphernalia includes, but is not limited to, papers, pipes, and containers in which illegal drugs are or have been stored.
- If a student is found in possession of a drug that has not been checked by the School Nurse, this is grounds for disciplinary action. Any use of a drug, other than the purpose for which it was intended, constitutes drug abuse and is in violation of the School's drug and alcohol policy.
- Students are under the School's jurisdiction except when on vacation or authorized overnights or weekends. School jurisdiction includes off-campus privileges and all school activities. If a student is found to be under the influence of drugs or alcohol when she/he returns to campus, she/he is subject to disciplinary action. The School also reserves the right to extend its jurisdiction to events that occur off campus if student behavior adversely affects the School Community.

If a student proactively seeks confidential assistance with a substance concern, the concern is treated as a medical issue. If the student is under the influence and/or in possession when seeking assistance, corrective consequences ensue.

Tobacco Violations

Students may not smoke or be in the possession of tobacco or tobacco products, such as smokeless tobacco while under the School's jurisdiction. Similarly, day students that are in the company of boarding students may not smoke while that boarding student is under the School's jurisdiction.

- Any student found smoking or using an open flame in any building or in any area where there is a serious threat to life or property is likely to be dismissed.

Any student found smoking outside of a building or off-campus will be subject to disciplinary action as follows:

Violation	Consequences
1 st	Verbal warning, written communication with parents, one Saturday morning work detail
2 nd	Warning, letter home to parents, smoking cessation sessions, one weekend of campusment, two Saturday morning work details
3 rd	Meeting with the Dean to determine further corrective consequences

The Health Center assists any student to break the smoking habit with educational information and other forms of support.

Permission Violations

If a student leaves campus without authorization and/or permission, she/he is likely to be dismissed. If a student has a permission violation such as failure to sign out or in, dishonesty regarding the destination, transportation, or duration, there are corrective consequences. The consequences may include work detail, campusment, probation, or separation.

Unexcused Absences

The importance of the school program requires that all students are punctual and attend all of their commitments, such as academic classes, study halls, and athletics. The Dean is notified of any unexcused absence to a class, study hall, sports, seminar, or any other school commitment.

	Consequence
1 st	Verbal warning from Dean
2 nd	Saturday morning work detail, call home from Dean
3 rd	Saturday morning work detail, call home from Dean, weekend campused
4 th	Meeting with Dean to determine additional consequences

If a student has excessive absences in any class, it may result in loss of credit for that class. If a student is more than five minutes late for a class without an excuse, it is normally considered an unexcused absence.

Students also are expected to be punctual to mentor meetings, work detail, weekday dinner, seminar class, weekend check-in, and Morning Meeting. If a student is late or does not check in on time, there will be a logical consequence for the tardiness or absence.

Technology Acceptable Use Policy (AUP)

Our goal in providing technology to the Fenster community is to promote educational excellence by facilitating resource sharing, innovation, and communication. Fenster School is committed to maintaining a student-centered environment where learning is an active process and students are free to discover knowledge in the style that is most effective for them. Technology should support both the needs of the student and the needs of the curriculum, and it must be an integral part of the community if Fenster students are to be adequately prepared for the challenges of the future.

We believe that the Internet offers vast, diverse, and unique resources that have great educational value. While the benefits of the Internet are enormous, parents/guardians need to be aware that it is an open system which contains pockets of material that many people find offensive. Access to such materials is actively discouraged.

Unfortunately, in a global network, it is impossible to guarantee that students will not encounter text, pictures, or references that are objectionable. We firmly believe that the valuable information and global interaction available on this worldwide network far outweighs the risk of uncovering questionable material, but we ask for your assistance in developing responsible attitudes, reinforcing appropriate behaviors, and observing security practices on the network.

Fenster School Technology Terms and Conditions

1. **Acceptable Use** - The purpose of technology is to support and promote education at Fenster by providing access to unique resources and the opportunity for collaborative work. Transmission of any inappropriate material is strictly prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

The following represent some, but not all, of the inappropriate uses that may occur:

- Using copyrighted material in reports without permission or proper citation of sources
- Duplicating copyrighted material (e.g. audio compact discs, computer software, or computer games)
- Using the school network or phone system to access/send/receive material that contains language, text, or pictures that are pornographic, violent, or obscene in nature, racist, inflammatory, or contains obscenities
- Transmitting material that violates any U.S. or state regulation
- Creating computer viruses and placing them on the network
- Mass mailing of "junk e-mail" or "junk voicemail" and chain letters or chain voicemails
- Using or borrowing another student's computer or phone without permission
- Using or borrowing another student's calling card without permission
- Using another user's password to access their network account or voicemail account
- Using the school network or phone system to send/receive a message under another user's name
- Using the school network in a way that would disrupt the use of the network by other users
- Swearing, using vulgarities, or any other inappropriate language
- Using the school network or phone system to provide personal information that others may use inappropriately. (For safety reasons, do not reveal your personal address, phone number, or picture to anyone, and do not reveal personal information about other students or colleagues.)
- Using technology to harm another individual or organization
- Viewing or editing another user's files without permission
- Illegally copying software without a license
- Using the school network or phone system for commercial advertising or political lobbying
- Using the school network or phone system to conduct a personal business or the exchange of goods
- Watching inappropriate videos or DVD movies at any time while under Fenster' jurisdiction

2. **Privileges** - The use of the network and phone system is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges as well as possible review by the Dean of the School. The school administration will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of Fenster School may request the system administrator to deny, revoke, or suspend specific user accounts if necessary. The system administrator may close an account at any time as required. Fenster School or its administrators may modify policies regarding technology use at any time and expect students to abide by such modifications.

E-mail and voicemail are not guaranteed to be private. People who operate the system do have access to all messages. Messages relating to or in support of illegal activities may be reported to the Dean of the School or the appropriate authorities.

All students and faculty are required to check their school email and voicemail regularly (preferably, daily) to keep abreast of time-sensitive personal messages and community information.

Hardware and software owned by Fenster, including wiring, remains the property of the School and may be examined at any time by Fenster School administrative personnel if necessary.

3. **Network Etiquette (Netiquette)** - You are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- Be polite. Do not be abusive in your messages to others.
- Use appropriate language
- Electronic mail (e-mail) should be succinctly written
- All information retrieved via the network should be assumed to be personal property (remember to give credit to others for their ideas)

4. **Warranties** - Fenster School makes no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages suffered. This includes, but is not limited to:

- Loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions
 - Loss of hardware, software, or data caused by negligence or user error
 - Loss of hardware, software, or data resulting from power surges or outages
 - Loss of hardware, software, or data resulting from a computer virus
- Use of any information obtained by computer communication is at your own risk. Fenster School specifically denies any responsibility for the accuracy or quality of information obtained from the Internet.

5. **Security** - Security on any system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network or on the phone system, you must notify the Director of Technology Department. Do not demonstrate the problem to other users. Do not use another individual's account. Such use could result in the cancellation of both parties' accounts. Attempts to logon to the network as a system administrator will result in cancellation of user privileges.

6. **Vandalism** - Vandalism will result in cancellation of network or phone system privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or the data of another user, the Internet, Fenster School, or any agency or organization connected to the Fenster network or phone system. This includes, but is not limited to, the creation or uploading of computer viruses.

You are prohibited from putting stickers on school-owned equipment (desktops, laptops, printers, phones, etc.). This is considered to be damage and could result in a monetary fine to repair/replace the damaged part.

7. **Support** - Fenster's technology staff will support only approved hardware and software. Any hardware and software installed by a student that has not been approved by Fenster School will not be supported. Fees will be charged to families for time spent repairing problems caused by student negligence or error.

8. **Potential Charges** - Users (i.e. students and faculty) are responsible loss or damage any equipment (e.g. computers, digital cameras, wiring, etc.) borrowed from or provided by the Fenster Technology Department.

Please sign & return this form to the school where it will be kept on file. It is required for all students that will be using a computer network and/or Internet access.

I have read, understand, and agree to abide by the provisions of the Acceptable Use Policy of Fenster School.

DATE:

Student Name

Student Signature

Parent/Guardian Name

Parent/Guardian Signature



Fenster Guidebook Statement of Intent

I, the undersigned, have read this guidebook, understand all that is written within this guidebook, and agree to live within the spirit of the responsibilities, policies, and procedures of Fenster School.

I am fully aware that the guidebook of Fenster School is written in the best interest of all students, parents/guardians, faculty and staff members, and the School as a community.

Signature of Student

Signature of Mentor

Date

Date

This statement is to be read and signed by every student. It will be retained on file in the Office of the Dean of the School.