



# **STUDENT HANDBOOK**

2022- 2023

99 WENDOVER ROAD  
SPRINGFIELD, MASSACHUSETTS 01118

## **MISSION STATEMENT**

Pope Francis Preparatory is a Catholic co-educational, college-preparatory school which instills Gospel values and fosters academic excellence in a diverse community of learners. Our mission is to challenge students to grow spiritually, intellectually, socially, and physically, to become critical thinkers and faith based leaders who embody justice, peace, service and mercy in the global community.

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**AGREEMENT BETWEEN PARENTS, STUDENTS, AND**  
**POPE FRANCIS PREPARATORY SCHOOL**

We, the parents/guardian and student, hereby agree and acknowledge that:

- We have read and agree to abide by all rules and regulations set forth in the Pope Francis Preparatory School Handbook, as well as with any amendments made to this Handbook, for as long as this student attends Pope Francis Preparatory School.
- The administration has the exclusive right to set and change policy, and make all school-based decisions. We agree to abide by the school's policies and those decisions made by the administration.
- Students who reach the legal age of eighteen agree that the parents/guardians remain as a party to this contract. In all matters where parental authorization and responsibility is required for the student who is a minor, the same shall remain in force as a matter of contract during the student's enrollment here even though such student has reached the age of majority.
- Students must live under a parent or guardian's supervision.
- Students who enter upon or remain on school grounds or in buildings in a non-supervised situation waive all rights of legal action for non-supervision on the part of Pope Francis Preparatory School or its agents.
- Unauthorized use of the school name and logo: No student or student's parent or guardian, without the written authorization from the Head of School, may utilize the school's name, abbreviation thereof, school employee's names, pictures, or any identifying logo for any purpose.
- We grant Pope Francis Preparatory School and its agents our permission to seek emergency medical attention for our child, if in their judgment, such attention is warranted and we are not immediately available to grant such permission.
- We have read and discussed the Pope Francis Preparatory School Acceptable Internet and Computer Use Policy. We grant permission for my/our child to use the school computers and access the associated networks and network services, including the Internet. We understand that some materials on the Internet may be objectionable, but we accept responsibility for guidance of Internet use, setting and conveying standards for my/our son or daughter to follow when selecting, sharing, or exploring information and media.
- We read the community service requirements and understand that students are to complete community service hours by May 1, 2023.
- We understand that the school and its grounds are under video recording and monitoring and that the recordings or information from the monitoring may be used for any purpose the school deems appropriate.
- Periodically, students at Pope Francis Preparatory School may be in photographs, videos, and/or interviews that may be used in the media. If I do not wish to have my child photographed or interviewed, I will provide a statement in writing with a handwritten signature. This will be kept on file in the front office for the 2022 - 2023 academic year.

*By enrolling at Pope Francis Preparatory School we, the student and the student's parent or guardian agree to all of the terms and conditions listed in this handbook and its amendments as published via this and other notices.*

## **GENERAL INFORMATION**

### **PERSONNEL DIRECTORY**

HEAD OF SCHOOL	DR. W. PAUL HARRINGTON, Ed.D.
ASSISTANT HEAD OF SCHOOL	MRS. CYNTHIA GEIGER
ADMINISTRATIVE ASSISTANT FOR GUIDANCE	MRS. CHRISTINA BRACCI
ADMINISTRATIVE ASSISTANT	MRS. LORI FENTON
ATHLETIC DIRECTOR	MR. JOHN GODA
ATHLETIC TRAINER	MS. SARAH MYERS
COLLEGE COUNSELOR/GUIDANCE COUNSELOR	MRS. JANET KELLY
DEAN OF STUDENT LIFE	MR. DAVID ESTABROOK
DEAN OF STUDENTS	MR. SCOTT E. O'NEILL, J.D.
DIRECTOR OF CAMPUS MINISTRY	MR. JOHN ANZIANO
DIRECTOR OF TECHNOLOGY	MR. DARRYL GEOFFREY
GUIDANCE COUNSELOR	MR. CHRISTOPHER BRESNAHAN
GUIDANCE COUNSELOR	MRS. JENNIFER SCIBELLI
LEAD BUSINESS OFFICER	MRS. KATHLEEN NELSON
OPERATIONS COORDINATOR	MRS. HOLLY O'CONNELL
SCHOOL NURSE	MRS. MARY ANN JACKSON, RN

**[Faculty Directory link](#)**; Faculty and staff contact emails can be located by following this link.

### **CONTACT INFORMATION**

Pope Francis Preparatory School  
99 Wendover Road  
Springfield, MA 01118

Front Office: 833-999-7673

Front Office Hours: 7:30 a.m. – 3:00 p.m. Mon – Fri

Summer Office Hours: 8:00 a.m. – 3:00 p.m. Mon – Thu

## ASSISTANCE DIRECTORY

*If you have questions regarding topics below, please contact the office indicated.*

Absent Notification	Front Office
Athletics	Athletic Director
Change of Address	Front Office
Changing Schools	Counseling Office
College Information	Counseling Office
Discipline Issues	Deans of Students
Early Dismissal	Front Office
Extra-Curricular Activities	Dean of Student Life
Financial Assistance	Business Office
Homework for Prolonged Absences	Counseling Office
Illness during School Hours	Nurse
Locker Problems	Front Office
Lost & Found	Front Office
New ID Cards	Front Office
Parking Permits	Front office
Scholarships (College)	Counseling Office
School Insurance	Front Office
Tardiness	Dean of Students
Transcripts	Counseling Office
Transportation	Operations Coordinator
Truancy	Dean of Students
Tuition/Fees	Business Office
Tutors	Counseling Office
Uniforms	Dean of Students
Visitor's Pass	Front Office



## SCHOOL CALENDAR 2022-2023

Month	Date	Day	Event
August	23	Tuesday	Freshman Student Orientation Freshman Parent Meeting and Social
August	24	Wednesday	Freshman and Transfer Student Orientation
August	25	Thursday	First Day of School - All Grades
September	5	Monday	Labor Day - No School
September	15	Thursday	Back to School Night
September	28	Wednesday	1/2 Day - Remote Schedule
October	4	Tuesday	Blessing of the Animals
October	4 & 5	Tuesday & Wednesday	Grandparent Days
October	10	Monday	No School
October	21	Friday	Mid-Semester Grade Reports Issued
October	28	Friday	Professional Development -No School
November	4 or 11	Friday	Veterans Day - All School Service Day
November	9	Wednesday	1/2 Day - Remote Schedule
November	23-25	Wednesday - Friday	Thanksgiving Break - No School

December	16, 19,-21	Friday - Wednesday	Fall Semester Exams
December	22	Thursday	Exam Make-up Day If Needed
December	23-30	Friday - Friday	Christmas Break - No School
January	2	Monday	No School
January	3	Tuesday	Professional Development -No School
January	4	Wednesday	1st Semester Report Cards Issued School Resumes - 2nd Semester Begins
January	16	Monday	Martin Luther King Day - No School
February	20-24	Monday - Friday	Winter Break - No School
March	10	Friday	Faculty Retreat - No School
March	20	Monday	Mid-Semester Grade Reports Issued
March	22	Wednesday	1/2 Day - Remote Schedule
April	7	Friday	Good Friday - No School
April	17-21	Monday - Friday	Spring Break - No School
May	29	Monday	Memorial Day - No School

May	31	Wednesday	Baccalaureate Mass
June	1	Thursday	Commencement
June	1, 2, 5, 6	Thursday - Tuesday	Spring Semester Exams, Grades 9-11
June	6	Tuesday	Last Day of School, Grades 9-11

### DAILY SCHEDULE

7:25 - 7:40	Arrival & Breakfast (students remain in lobby and dining commons)
7:40-7:50	Move to class
7:50 - 9:15	First Period
9:21 - 10:41	Second Period
10:46 - 12:32	Lunch & Third Period (see below)
12:38 - 2:05	Fourth Period
2:05 - 2:30	Dismissal

### Lunch Schedule

1st Lunch	2nd Lunch	3rd Lunch
Class Period 10:47-12:07	Class Period 10:47-12:07	Class Period 10:47-12:07
1st Lunch 10:41-11:06	2nd Lunch 11:24 - 11:49	3rd Lunch 12:07-12:32

Students may remain until 5:00 pm provided they are under direct faculty/staff supervision. When not participating in a club or extracurricular activity, students need to remain in the Dining Commons or where otherwise directed; where supervision is provided, until they leave campus. Once students leave campus they are not permitted to return unless involved in a scheduled and supervised PFPS event. Once a student leaves the school campus prior to returning for an authorized supervised event, the student is no longer under the supervision of the faculty and staff

of PFPS and therefore any duty, expressed or implied, for the care and custody of that student rests solely with the parent or guardian of the student. This may include but is not limited to; using authorized recreation facilities and then exercising senior privileges and returning for academic time, leaving after school and returning for a later supervised practice or event, dropping off a sibling or classmate and then leaving the campus and returning prior to the school day. Students who are not in preparation for a sporting event or practice may not enter the locker rooms. Students, even students awaiting athletic events are not permitted to assemble or congregate in the event lobby without a coach or advisor present and need to remain in the dining commons or the main lobby, where supervision is present. Students remaining on campus after school without appropriate supervision will have their parent or guardian contacted and may be subject to disciplinary action.

Delays and cancellations are announced in the following ways:

- School website
- Phone call or text via APNotify
- FM Radio, 93.1 and 94.7
- Television, WWLP-TV and WFSB-TV

When arriving, students need to remain in the lobby and dining area until 7:40 and must be in their classroom and ready for class by 7:50am.

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### **HONOR CODE**

As a Pope Francis Preparatory Student, I pledge to be a respectful witness to the faith based mission of our school.

I pledge to maintain a high level of integrity regarding my work and understand that it reflects my character. Dishonesty damages our community. I promise not to lie, cheat or steal nor tolerate those behaviors.

I agree to adhere to the Academic Integrity Policy. I have the responsibility to uphold this honor code at all times in all circumstances.

### **ACCREDITATION**

Pope Francis Preparatory School is a member of the New England Association of Schools and Colleges and has been fully accredited by that organization. The school is also a member of the National Catholic Education Association and the Association for Supervision and Curriculum Development, and the NCAA.

### **MEMBERSHIPS**

Pope Francis Preparatory School holds memberships in the following organizations:

- Massachusetts Interscholastic Athletic Association
- Pioneer Valley Interscholastic Athletic Association
- National Catholic Educational Association
- New England Association of Schools and Colleges
- Massachusetts Secondary Schools Administrators Association
- The College Board

## **STUDENT HANDBOOK**

The policies and procedures in this Handbook constitute an agreement among parents/guardians, students, and Pope Francis Preparatory School. All students are expected to participate in all religious, social, and educational experiences directed by the school. Students are required to respect the principles and values explicitly and implicitly conveyed by the Roman Catholic Church and the appointees of the school. Under no circumstances may a parent excuse a student from observance of the rules and policies of Pope Francis Preparatory School.

## **CHANGES IN POLICY**

The school rules, regulations and policies listed in this document may be amended at any time during the year by the administration of Pope Francis Preparatory School. Oral and or written notice will be made to students and parents.

## **NON-DISCRIMINATION POLICY**

Pope Francis Preparatory School admits academically qualified students of any race, color, gender, national/ethnic origin to all rights, privileges, programs and activities accorded or made available to students at the school. We do not discriminate in the administration of educational policies, scholarship or financial aid programs, athletic or other school-administered programs on the basis of race, color, gender, national or ethnic origin.

## **ACADEMIC INFORMATION**

Students attending Pope Francis Preparatory School commit themselves to a rigorous program of studies that cultivates academic excellence. They must recognize that academics are their primary responsibility as students, and they must not act in any manner that undermines the academic environment for themselves or their classmates.

## **ACADEMIC INTEGRITY**

Pope Francis Preparatory School demands the strictest honesty from our students in their various academic tasks. Assignments, papers, computer programs, tests and coursework are the core of the educational process. Students are required to complete their own work. No student shall allow his or her paper, assignment, project or program in outline or finished form to be copied and submitted as the work of another; nor shall a student prepare a written assignment or program for another student to submit as that student's work. A student may not submit his or her own paper, assignment, project or computer program for credit if it has been or is being used to fulfill the requirements of another course. All work that a student submits for any assignment or assessment must be that student's own original work and not compiled, drafted or created by anyone or anything else, in any manner. All work must include proper credit and citations to the original source in accordance with academic convention and the teacher's instructions.

- **Plagiarism.** Plagiarism means the presentation by a student of the work of another person as his or her own. It includes wholly or partially copying, translating, or paraphrasing without acknowledgement of the source. The wording of a student's paper or computer program is taken from another's as his or her own work. Paragraphs, sentences, or even key phrases clearly copied from a book, article, essay, lecture, newspaper, program, another student's paper, notebook or program, or any other source, may be included only if presented as quotations and the source properly acknowledged. Similarly, since the ideas

expressed in a paper, report, or computer program are accepted as originating with the student; a paper or program that paraphrases ideas taken from a book, article, essay, lecture, newspaper, program, another student's paper, notebook, or program, or any other source may not be submitted unless each paraphrased source is properly cited. Students should be prepared up to one month beyond the due date of a paper or program to submit all notes, draft materials.

- **Cheating** is when a student uses unauthorized or illicit materials for an academic advantage. This can include copying from another student's examination paper or allowing another to copy from one's own paper during an examination. Using **unpermitted** material, "cheat sheets" notes, texts, calculators, smart phones, etc. during an examination. If study materials are allowed for completion of the assignment, quiz, test or exam the instructor will make an explicit statement of authorization for their use in the class syllabus or rubric for that assessment and delineate the standard for the study guide. Revising, without the instructor's knowledge, and resubmitting any assessment or assignment for regrading is also considered cheating. Paying another person, purchasing completed assignments or having another complete work for you which you then submit as your own is cheating. Giving or receiving **unpermitted** aid on a take-home academic assignment, looking at another student's work, or illegitimately acquiring copies of the assessment ahead of time are all considered cheating.

Plagiarism and cheating frequently involve two or more students: one who shares their work inappropriately, and others who uses it inappropriately. **All students** known to be involved, in any manner, are subject to review for violations of the Academic Integrity policy and will be subject to sanctions in accordance with the Honor Code and Behavior and Student Conduct policy.

Violations of the Academic Integrity standards will subject the student to academic considerations; in the loss of credit or a failing grade for the assignment and/or the course. These are **in addition** to sanctions for discipline violations under this code. The Sanctions are those for a "**Major Disciplinary violation**" **and** the student is subject to review under the Honor Code and will be considered no longer in academic good standing and will lose all privileges associated with same.

## **CLASS TIME**

Time in class is the most important part of a student's academic growth. Therefore, students are expected to treat class time with due respect; arriving prepared and on time, remaining attentive and engaged throughout, and participating in accordance with the classroom teacher's instruction. Students will earn both academic and disciplinary consequences for inadequate preparation and inappropriate behavior in the classroom. Teachers may require students to stay after school when class time is not used properly or the student(s), in the teachers' view, requires curriculum assistance, or where the student(s) would otherwise not seek out the assistance.

## **HOMEWORK**

Homework is an important part of a student's education process and is essential for academic success. Homework is not limited to written work: reading, review of class notes, research, preparation for quizzes and tests, *etc.* are all homework. Students who expect to progress in their studies should be prepared to devote a substantial amount of time outside the school day to

homework. The point value for assignments will vary according to each teacher's criteria. This is noted in the syllabus for each course, distributed at the beginning of the semester.

## **GRADES**

Teachers post grades for assignments/assessments online on a bi-weekly basis. Students and parents/guardians can see their grades at any time by checking Plus Portals. They are encouraged to check frequently and to be aware of their grades and averages.

## **MISSED WORK**

When students miss academic work, they are responsible to find out what they missed and complete the work in no less than seven school days. Teachers may require work to be made up more quickly than this. Students who miss in class assessment due to disciplinary absences must complete the missed in class assessment on the first day back at school following the period of suspension. Students who are on a period of suspension must submit all work, other than in class assessments, on the date originally due without gaining any additional time consideration for the absence. Students are responsible to review these expectations when provided by the teacher or where they are clearly explained in the class syllabus, distributed at the beginning of the semester. Students whose missed work is overdue must still complete it, although they may not receive passing credit. Teachers may make exceptions for extended absences or extenuating circumstances at their discretion.

## **EXTRA HELP & TUTORING**

Students who are experiencing academic difficulties should first seek extra help directly from their teacher. Teachers are available for Extra Help by appointment. There are also options of peer tutors, students are encouraged to make use of this beneficial service. If you are interested in the services of a peer tutor you can seek them out via the guidance department or the National Honor Society advisor, Mrs. Mars.

## **EDUCATIONAL ACCOMMODATION PLANS**

Educational accommodation plans may be created for students with diagnosed disabilities that need minor adjustments for accommodations to support their learning environment. Documentation of the diagnosed disability that impacts learning must be current and have been administered through district evaluations, independent evaluations or attending physician's evaluation. The school developed plan will include input from counselors, administrators, teachers, students, and parents. Plans are reviewed yearly to ensure all accommodations are appropriate for the student's current needs. These plans may include minor adjustments; however, plans will not modify curriculum or curriculum requirements. If the student's learning needs are outside of the scope of services that can be delivered in our current academic setting, by our instructors, students and parents will be advised to seek an alternate setting in a timely manner.

## **LEARNING LAB**

The Learning Lab provides a teacher-facilitated learning experience for students to promote learner resiliency, self-advocacy, and organization skills as well as offer content-based support in collaboration with students' classroom teachers.



## **EXAMS**

Every semester ends with a final exam (or equivalent culminating experience) worth 10% of the semester grade. All students must be present during their scheduled exam periods for this exam/experience. Students need not be present during their Study Hall periods during exams. Acceptable reasons for missing an exam period include verified illness and bereavement, such absences must be approved in writing by the Assistant Head of School. Unacceptable reasons for missing an exam period include sporting events, travel or vacation. (See [School Calendar](#) for dates.)

Students missing exams with administrative approval must make up the exam during the scheduled make-up period, where the nature of the absence makes this impossible; the student needs to make an alternative arrangement with the Assistant Head of School. Students missing exams without administrative approval will automatically receive 0% for the exam, in addition to any disciplinary consequences for skipping class.

## **SENIOR EXAM EXEMPTIONS**

Teachers have the option, at their discretion, to exempt seniors from their exams. Only seniors with an average of 90% or higher are eligible for this exemption.

## **EVALUATIONS AND REPORT CARDS**

Report Cards are emailed to parents/guardians twice a year, at the end of each semester. These grades are permanently recorded on the student's transcript; they are the only permanently recorded grades. Parents/guardians are responsible for checking for Report Card emails.

In addition, mid-semester grade evaluations are emailed to all students and parents/guardians. Parents/guardians are responsible for checking for grade evaluation emails. These two reports form the basis for academic eligibility/ineligibility for sports and activities (see [Academic Eligibility](#)).

## **REPORT CARDS AND TRANSCRIPTS**

Report cards and transcripts will not be sent to parents/guardians of students until they and the student have fulfilled **all** outstanding obligations to the school. This includes fulfillment of all financial obligations, completion of disciplinary sanctions and return of all issued school equipment.

## **GRADE APPEAL**

Students who want to appeal a final grade should notify the teacher within three days of the issuance of report cards. If the teacher and student cannot resolve the discrepancy, it should be brought to the Assistant Head of School for review and further investigation.

## **INCOMPLETE COURSEWORK**

Incompletes are given on rare occasions when a student is unable to make up missed work beyond the grade closing date. In order for a teacher to issue an incomplete on a report card, there must be extenuating circumstances that are discussed with and approved by the Assistant Head of School prior to the end of the semester. The Assistant Head of School, in consultation with the classroom teacher and guidance counselor, will determine a specific time frame to complete the work. The Assistant Head of School is responsible for ensuring that the work is completed in accordance with the agreed upon conditions.

## **CREDIT RECOVERY**

Students who fail a course are expected to remediate the credit. A counselor will inform students and parents/guardians of the need for credit recovery after final grades are posted. It is the responsibility of the parent/guardian and the student to sign up for credit recovery options. Programs must be approved by the counselor or Assistant Head of School prior to enrolment, and the school must receive final grades from the program prior to the August start date of the new school year. Students who are not successful with credit recovery will be reviewed for dismissal from the school. Final grades above 60% that are successfully made up through credit recovery will be replaced with 60% (regardless of the score received in the credit recovery program), and the student's GPA will be recalculated based on the new grade. Recovery of credit for a failed course does not change a student's eligibility for sports, activities, etc.

Due to the unavailability of suitable credit recovery programs for Theology classes, any student who fails a Theology course will have to make up the course the following academic year. This will be in addition to the student's normal required Theology class.

## **REPEATED FAILURES**

Credit recovery is not an appropriate substitute for academic success. Students failing courses, either in the same semester or subsequent semesters, will be reviewed for dismissal from the school.

## **GRADUATION REQUIREMENTS**

All students must successfully earn 28 credits to meet graduation requirements. In addition to the 28 credits, students need to meet the following additional requirements to graduate:

- Minimum of 72 community service hours (*see [Community Service](#)*)
- Participation in annual class retreats

Students will not be allowed to participate in graduation activities unless they have fulfilled **all** outstanding obligations to the school, including academic, financial, and disciplinary responsibilities.

## **Graduation Dress Code/ Academic Honors**

Students who meet the graduation requirements and are in good standing are invited to attend commencement exercises. Dress code for commencement is located in the [dress code section](#) of this hand book.

Students may only wear graduation regalia; inclusive of sashes, cords, robes and headwear issued by and authorized by the school. Wearing of personalized accessories or items such as pins, cords or sashes that are issued by outside societies are not permitted. Students may not alter the headwear or robes in any manner, to include but not limited to: shortening the robe, adding art or text to the academic headwear. Please direct questions to the Dean of Students.

## **COURSE SCHEDULING**

Students work together with their counselors to determine which academic courses they will take in the following school year. In the second semester, the Course Catalog is published, and students are encouraged to seek input from teachers, counselors, and parents/guardians. Course placement is determined by a student's achievement, aptitude, and motivation. Some courses have prerequisites, and others require instructor approval. After students have submitted their course

selection forms with the appropriate signatures, they meet with their counselors to review their selections. Potential problems that surface are resolved by students, teachers, parents/guardians, and counselors together. Final selections must be approved by both the counselor and the parent/guardian. **All students are required to carry a minimum of 7 credits per year.**

Students must understand that they may not be able to take all of the courses they initially choose. Schedule conflicts, limited availability, and insufficient enrollment (which may cause a class to be canceled) may all require a change to the student's selections.

### **SCHEDULE CHANGES**

While every effort is made to give each student their best schedule, changes are not normally allowed. Exceptions for extenuating circumstances may be made only after meeting and authorization from the Assistant Head of School. Such changes are not made without serious cause, and they may not cause a student to drop below the 7 credit minimum.

Changing courses may result in a book fee. The final decision of the Assistant Head of School on all schedule changes is final.

### **WEIGHTING/QUALITY POINT SCALE**

In order to determine GPA, the following weight/quality point scale will be used: College Preparatory class will not receive any additional quality points; Honors Level classes will receive an additional weight of 0.5; Advanced Placement classes will receive an additional weight of 1.

### **ENRICHMENT COURSES**

Students who take courses outside of school (not due to failure) and who intend to use them as a prerequisite consideration will need prior approval from a guidance counselor. Such decisions will be made on a case-by-case basis.

### **VIRTUAL HIGH SCHOOL**

Pope Francis Preparatory School partners with VHS Collaborative, which offers opportunities for online learning. Students will have access to approximately 200 courses with classmates around the world. Participation in VHS requires students to work independently, fully utilize technology, and be extremely disciplined and self-motivated. All VHS courses receive Pope Francis Preparatory School credit and are factored into the GPA. An application process must be completed in order to take advantage of this opportunity. Students may only take the equivalent of one credit hour of VHS coursework per year. If a student decides to drop a VHS course or fails a VHS course, they will be required to reimburse the school for the cost of the class. Students may only enroll in an authorized VHS course where that course is not offered within the PFPS curriculum. VHS is open to junior and senior students only. The school reserves the right to refuse to allow any student to take a VHS class at its sole discretion. There are a limited number of VHS enrollments every year, therefore the school will prioritize which students may participate. The enrollments are prioritized as follows:

- Seniors requiring a core class for graduation which may not fit into their schedule
- Seniors requiring a class for needed credit

- Seniors requesting an AP class which the school does not offer
- Seniors requesting a class which the school does not offer
- Juniors requesting a class the school does not offer

### **PSAT**

All Freshmen are required to take the 8/9 PSAT, and all Sophomores and Juniors are required to take the PSAT at PFPS in the spring of their junior year. These tests are predictors of achievement on the SAT and help determine where students may benefit from remediation and extra help. Students are assisted with setting up their own accounts with The College Board.

### **SAT**

Juniors and Seniors are encouraged to take the SAT, which they will be advised about by their guidance and college counselor. SAT is offered for seniors at PFPS in the fall of their senior year.

## **ATTENDANCE POLICY**

PFPS believes attendance is an essential part of a students' academic success and an integral part of the school community. This includes not only being present in academic classes but also liturgies, assemblies, and other school events. It is the expectation that students and their parents/guardians schedule all appointments, travel, *etc.* outside of school hours. All students are expected to arrive on time prior to the start of the first class and remain in school until properly dismissed at the scheduled end of the school day. Arrival and dismissal for seniors may be altered where the senior student has a study at the end or beginning of the day in accordance with the [senior privileges](#) and where the student is in good standing. (See [Good Standing](#)) Students and parents/guardians need to be aware of the attendance policy listed in this section.

### **ATTENDANCEleaving**

Attendance will be tracked and recorded daily. Attendance will be taken at the beginning of every period. Students are expected to be in the classroom and in their assigned seats at the bell that begins each class. A student may not be absent for more than half a class period to be marked present for that period.

### **TARDINESS**

Students who are tardy to school more than five times per semester will receive disciplinary sanctions (*starting with detention and escalating according to the [Disciplinary Actions](#) section*). Tardiness to school may cause a student to be marked absent from class (*see [Absences](#)*).

### **PROCEDURE FOR ABSENCE**

If a student is absent from school, the parent/guardian needs to call the front office before 9am to report the student's absence. After 9:00 am the school will call the parent's/guardian's provided preferred contact number to verify the student's absence.

## **ABSENCES**

PFPS does not distinguish between “excused” and “unexcused” absences. Rather, each student may not exceed **eight (8) absences** per semester, regardless of reason. Students will receive a warning notice from the Dean of Students when they exceed five (5) absences. Students exceeding eight absences in any one class per semester will have missed an excessive amount of classroom time therefore they will not receive academic credit for those classes. *Please note tardy to school and early dismissals do affect a student’s absence total for a specific class.* Students who lose credit for absences need to recover credit (see [Credit Recovery](#)) in order to advance/graduate.

## **DISMISSAL FROM SCHOOL**

A student may not be dismissed from school during the school day without a written note provided and signed by the parent/guardian explaining the reasons for the student’s dismissal. Dismissal for driving school is not an appropriate reason for leaving school and missing academic time. The only exception is a dismissal due to illness, which must be approved by the school nurse. Dismissal from school will cause a student to be marked absent from class (see [Absences](#)). *Students will only be released to persons specifically authorized and identified in writing by the parent/guardian.* A student may not be dismissed early due to a study period if the student’s senior privileges are suspended due to discipline or lack of good standing. (see [good standing](#))

## **PARTICIPATION IN ATHLETIC AND OTHER SCHOOL ACTIVITIES**

Students must be present for three **full** periods (*no partial periods, even if marked present*) of a school day in order to participate in any school-related club or activity that day. Students must be present for three **full** periods of the Friday (or last day of the school week) prior to the weekend or holiday event in order to participate in any activities. Please note tardiness and early dismissals, regardless of reasoning, will affect a student’s eligibility for athletic and other school activities for that day or weekend. Where appropriate, exceptions in rare cases (*e.g. funeral or wake*) may be granted by the Dean of Students .

## **WAIVER FOR EXCESSIVE ABSENCES**

In extraordinary circumstances (such as documented hospitalizations, long term illness requiring returning/continuing medical treatment, *etc.*), an attendance waiver may be requested. The waiver request should be made to the Dean of Students in a timely fashion, no later than 5 days after returning to school. Wherever possible this notice should be made and when possible **before** the student exceeds the limit. In case of long term or chronic illness that is preventing the student from attending school, the following documentation and information by the treating professional must be submitted to the Dean of Students:

- Letter on office letterhead from treating physician/counselor/psychiatrist
- Diagnosis of the medical condition which prevents attendance to school
- Prognosis and suggested timeline the students may be affected
- Treatment Plan and any recommendations for accommodations

After all documentation is received, a meeting will be called with the parent/guardian, the Assistant Head of School, Health Office, and the Dean of Students. This committee will determine whether or not the waiver will be granted. *If the waiver is granted, to have absences medically excused for chronic illness a parent/guardian must call and inform the Health Office on the morning of the absence.*

## **STUDENT BEHAVIOR & CONDUCT POLICY**

The purpose of the policy is to help ensure an environment that is supportive of our educational mission for all members of our community, and to help students cultivate virtue and preparedness for being leaders in our world community by encouraging good behavior and discouraging bad behavior.

This policy serves as a guideline, rather than an exhaustive list of appropriate and inappropriate behavior. It governs student behavior from arrival on campus through departure, **and** at all school events (including off-campus school activities). In all cases, the instructions of the faculty, staff and administrators are to be followed. Administrative decisions regarding this policy and student behavior are authoritative and final. The policies listed here are subject to change; when changed a notice will be provided by email distribution to students and families.

Notification of violation of Student Behavior and Conduct Policy Violations:

The issuing staff member will advise the student, and in instances of violations of classroom policies advise the parent or guardian of the violation and that a notice of violation was issued. It is the responsibility of the student to meet with the Dean of students immediately following school dismissal at 2:05pm before leaving school on the day of receipt of the violation. After meeting with the Dean of Students the date for service of the detention and its length of time, or administrative sanction will be assigned; the service of detention is at the discretion of the Dean of students regardless of extracurricular conflict. The student is responsible for advising their coach or advisor that they will be late or miss an event due to their violation of the Student Behavior and Conduct Policy. Parents and students are notified of detentions and disciplinary actions via Rediker Plus Portals ®. Parents will be advised of intermediate and major violations by the Dean of Students by email or phone.

### **Good Standing**

Students are in good standing when they have committed no Intermediate or Major violations nor owe service of detention for any disciplinary violation. Students who violate the honor code or the Academic Integrity policy are not in good standing for 6 months or the balance of the academic year, whichever is greater. Students fall out of good standing whenever they commit and are disciplined for a Major or intermediate violation and repeated minor violations (as determined by the Deans of Students), and remain out of good standing for six months after that incident; except where good standing is only suspended for service of detention for a minor violation.

Being a student leader has, as its core principles, personal and ethical responsibility. Student leaders serve as role models and must be productive and respectful members of our community. If you are not in good standing, then you are not engaged in behavior that is representative of the Catholic and educational mission of our community; therefore, loss of good standing will result in loss of all student leadership role(s) and removal from student government.

The following privileges are allowed only to students in good standing. Students who lose their good standing are ineligible to serve in these roles. Should any student be serving in any student leadership role and no longer meet the good standing requirements they will be removed from that leadership role and forfeit any and all rights and privileges of that role.

1. Membership in or application for Student Government
2. Membership in NHS (in accordance with chapter and national policies)

3. Leadership positions in clubs, activities, and or sports teams
4. Enrollment in Christian Leadership
5. Participation in field trips, Field Day, Semi-Formal, and Prom
6. Other leadership roles, including reading the announcements, representing the school, *etc*
7. Senior privileges

### **CRIMINAL ACTIVITY**

When a student's behavior constitutes criminal activity, under the MGL or Federal code, the school, in its sole discretion, may involve the police, this is in addition to any disciplinary or administrative consequences.

### **PARTICIPATION IN MISBEHAVIOR**

Students may not encourage or participate in behaviors that are dangerous, destructive, or otherwise inappropriate. Students who participate in or otherwise encourage misbehavior, video record it, may receive disciplinary action appropriate to that misbehavior. (For example, a student who cheers on or records a fight instead of reporting it may receive the same punishment as the fighting students.)

### **SEARCHES**

The school retains control of its real and physical properties, including lockers/locks, the parking lot, and computers issued to students. Therefore, the school has the right to search any of these at any time.

In addition, the school retains the right to search a student's person and personal belongings that the student brings onto school property, including cell phone, motor vehicle or the school's microsoft surface if it believes that inappropriate or dangerous materials are likely to be found. In such cases, the student and belongings will be searched in the presence of two PFPS staff members.

The items found in any such search may be turned over to the police for inspection and possible prosecution (in addition to any school disciplinary action).

### **SUBSTANCE ABUSE**

Consuming, possessing, controlling or using alcohol, tobacco, other drugs, drug paraphernalia, intoxicants, vaping paraphernalia or unauthorized prescription medication, alcohol, tobacco, or other drugs (including vaping) at school or school events, or attending school or school events while under their influence, is indicative of a serious health issue and are serious transgressions of the values held by our school community. Students found consuming any intoxicant, being under the influence, possessing, controlling or using alcohol, tobacco, other drugs, drug paraphernalia, intoxicants, vaping paraphernalia or unauthorized prescription medication will be subject to disciplinary action (as described above) and the following administrative or criminal actions.

1. Parents/guardians will be notified immediately.
2. Law enforcement notification and involvement where the violation is subject to criminal statutory control.
3. Counseling services will be required to the satisfaction of the school counselor.

## **DISCIPLINARY CONSEQUENCES DEFINITIONS**

A student may be subject to the consequences in this policy where the student's behavior warrants it. Whenever appropriate a progressive implementation of the disciplinary policy will be used and any consequences will be proportional to the classification, nature and impact of the violation on our community. The policy is objective in nature and looks at the violation, the impact and harm of the violation. Students subject to any disciplinary action will be required to meet with the Dean of Students to review their conduct and the impact on the PFPS community. A student who remains detention free for three (3) months, for a minor violation, will have the opportunity to have one detention for a minor offense noted as removed; and that offense will not be counted in the total for the semester.

Detention - A detention is a consequence issued by a staff member, for a violation of this policy or a teachers' classroom policy. A detention is a period of required attendance after school, from one (1) to four (4) hours (a four hour detention will be served in two, two hour blocks on consecutive days), for violation or violations of a policy as defined or referenced in this handbook. The student, the Dean of Students and attendance secretary are advised by the issuing staff member via plus portals, of the nature of the violation and the initial action taken. In addition to the Plus Portals notification the student and the student's parent/guardian will receive an email, normally on the day of issuance, from the Dean of Students detailing the nature of the violation resulting in the detention. The student will then meet with the Dean of Students and serve the detention. Detentions will normally be served on the day following issuance or on another day as assigned by the Dean of students. After school activities are not considered valid excuses for not serving a detention. The length of the detention, the number of detentions and the day of service will be determined by the Dean of Students based on the nature of the violations and or history of repeated and escalatory and diminishing violations. Missing a detention will escalate the sanction for the violation to the next higher level of violation. Students may receive no more than three detentions in a semester; fourth and further violations will automatically receive a Dean's Conference and administrative consequences for those additional violations.

Dean's Conference - For major violations, intermediate violations, and repeated minor violations the student will be assigned detention(s) as appropriate **and** the student and the student's parents/guardians will have an in person meeting at PFPS with the Dean of Students to address underlying causes of the serious misbehavior and to develop strategies for the student to engage in appropriate and productive behaviors. Consequences for the violations discussed at the Dean's conference may include additional detentions, extended time detention and or suspension, these disciplinary actions are in addition to any administrative remedies required as a result of the Dean's conference, which can be, letters of apology, loss of privileges, loss of good standing and other remedies in line with the nature of the violation. Repeated violations that would regularly require a Dean's Conference and detention may escalate to Suspension.

Suspension - Major violations or repeated intermediate violations that, in the view of the school's administration, tend to or may harm or endanger other members of our school community, negatively impact our mission, or are of such a repetitive nature that previous sanctions are not ameliorating the negative behavior, will result in suspension for a day or number of days proportional to the violation (s). The period of suspension is assigned by the Dean of Students and where appropriate, in consultation with the AHOS and HOS. While suspended, students may not attend any PFPS activities, events or their classes (neither remotely or in-person) but they are



required to make up all missed material on their own and meet all due dates of assignments without extension. PFPS will report suspensions to colleges and universities where the college or university asks for that information. A student who is suspended more than once in a semester or more than twice in an academic year will be referred to the leadership team for review for removal from the PFPS community.

Expulsion -An expulsion may result where a student has a violation or violations that are; in the view of the PFPS community, harmful, dangerous, criminal and/or are; in the view of the PFPS community, contrary to our academic and religious values. Additionally, a single violation of an offense enumerated in the major violations section may result in an expulsion or repeated violations that would result in an additional suspension should result in expulsion from the school.

Addressment of violations of this policy by implementation of a consequence or any combination of consequences does not preclude the administrators of Pope Francis Preparatory School from taking any administrative action or referral to law enforcement as they, in their sole discretion, deem necessary in order to provide for the safe and orderly accomplishment of our mission.

### **APPEALS**

Any student who believes that a detention issued by a teacher was unjust may appeal the action by presenting a handwritten formal letter explaining their behavior, the circumstances, and the reason the punishment was unjust. Appeal letters must be submitted to the Dean of Students within two school days of the disciplinary action being taken. This may lead to a mediated discussion between the student and the issuing teacher. However, the student must serve the period of detention when assigned, even if this is prior to application or review of the appeal. If the appeal is approved the record of the detention will be removed and annotated to note a successful appeal was granted.

### **Disciplinary Violations**

The disciplinary violations listed here are those that our community believes; when engaged upon by students, are in violation of our school's mission. The violations are classified into minor, intermediate and major violations. This organization is reflective of the consequences that the student may be responsible for should the student engage in these prohibited behaviors. This list and classifications are not all inclusive. An act or behavior that is in conflict with our mission or our Catholic community standards will be subject to disciplinary consequences after review by the Dean, the HOS and AHOS, and the Director of Campus Ministries. Where a student's action, failure to act or the student's behaviors are not reflected as a classified violation the Dean of Students will address the conduct. The Dean will meet with the student and assign the consequences that would apply to the most similarly classified violation.

### **MINOR VIOLATIONS**

The following behaviors are not allowed and have a period of detention as their initial consequence. Consequences will escalate for repeated violations (*see [Disciplinary Actions](#)*).

- Any other behavior inconsistent with the academic and religious mission of a Catholic school
- Disrespect (minor)
- Failure to report to requested meeting
- Food/beverages/gum outside the Dining Commons
- Inappropriate display of affection

- Malingering where inappropriate
- Misuse of electronic devices (including personal electronic devices, *e.g.* cell phones)
- Pass abuse
- Presence in unauthorized areas without permission or a staff member
- Profanity
- Tardy to class
- Violation of classroom policy
- Violation of uniform & appearance policy (*See [Uniform Policy](#)*)

Students may also receive detention for any behavior that fails to respect all members of the school community, even if the behavior is not specifically mentioned here.

### **Intermediate Violations**

Intermediate violations have as the assigned consequence extended and multiple detention and will result in administrative consequences related to the nature of the offense, and where appropriate, will result in a Dean's Conference..

- Disrespect (nature of the infraction or after detention for prior violation)
- Disrespect during prayer or liturgy (including using electronic device or talking)
- Disturbance/inappropriate behavior
- Leaving or returning after departure, from school grounds without authorization from the school
- Misuse of electronic devices after detention for prior violation (including personal electronic devices, *e.g.* cell phones)
- Noncooperation with staff/faculty instructions
- Skipping Class
- Truancy

### **MAJOR VIOLATIONS**

The following violations are seriously harmful to our school community and opposed to the mission of PFPS. These behaviors will result in a Deans' Conference, a period of Suspension, and may cause review for expulsion. Consequences and administrative action will be linked to the severity of the violation and harm, the nature of the circumstances and the impact on our community, our goals and our mission. Students who witness any of the following behaviors are required within the Pope Francis Preparatory School Honor Code, to report the behaviors and the offender to school staff.

Bullying & Hazing are various behaviors that target specific students in a hurtful, disrespectful, or dangerous way. The legal definitions and contexts can be read below (*see [Appendix](#)*). These will be handled in accordance with Diocesan policy.

Insubordination is the willful and direct disregard for the authority appropriate to faculty and staff members; this includes direct insults, refusal to comply with instructions, and lying.

Gang Membership is engaging in behaviors, conduct or involvement in an organization that is recognized by law enforcement or our community as having behaviors that are contrary to law and order and have as their goals or values behaviors and conduct that is harmful to our community. Students at PFPS are forbidden to be members of street gangs or any other organization that makes them, in the view of the administration, threatening to their classmates.

Physical Violence is any action that causes fear or intimidation, hurts, endangers, and/or inflicts bodily injury on another person (fighting, pushing, hitting, or punching).

Possession of Drugs This includes alcohol, tobacco, nicotine/vaping products, marijuana, stimulants, narcotics, hallucinogens, illegal drugs, controlled substances, drug paraphernalia, mood-altering substances, non-prescription drugs, and prescription drugs taken in any other way than prescribed. A student found in possession, consuming or under the influence of any intoxicant, possessing, controlling or using alcohol, tobacco, other drugs, drug paraphernalia, intoxicants, vaping paraphernalia or unauthorized prescription medication. Those materials will be permanently confiscated (without restitution) and the student may be referred to appropriate law enforcement.

Racial Bias or Harassment, is strictly prohibited and is not in line with our Catholic mission. Racial harassment or bias is any behavior, in the opinion of the administration, that is racially motivated or motivated by bias. Racial bias or harassment is defined as any action, words or behaviors that are motivated, linked to or perceived to be based on or due to race or racial animus which impacts another person in any manner.

Selling/Distributing Drugs (same description as above) is strictly prohibited. Those materials will be permanently confiscated (without restitution) and the student may be referred to appropriate law enforcement.

Sending or Possessing Explicit Materials, including pornography, sexting, offensive or hateful content, is inappropriate. This includes materials accessible on one's cell phone or other electronic devices, which are subject to searches at any time (*see [Searches](#)*). Students who possess or share explicit materials will be subject to suspension or any other administrative remedy as deemed appropriate by the school. The materials and means of conveyance may be permanently confiscated (without restitution). *Exceptions may be granted for students who receive explicit materials and immediately report them without further sharing them and also for students who are victimized by the sharing of such materials.*

Sexual Harassment includes, but is not limited to, any unwelcome conduct of a sexual nature, either physical or verbal, insulting comments, posting, or sharing of suggestive materials and attributing them to another community member.

Theft is the taking of any property that is not yours; Vandalism is any destruction or damage willfully inflicted on the property of the school or another person. A student who is found to have vandalized, stolen or converted school or another's property will be held financially responsible and required to pay for replacement of the property. This restitution is in addition to any other consequences assigned under this policy.

Threats of Violence include words (written or spoken) or actions meant to scare or intimidate another person. Bringing a weapon (or anything that can reasonably be construed as a weapon) to campus constitutes a threat of violence.

Violation of the Academic Integrity policy. Cheating is any attempt to gain an unfair academic advantage; Plagiarism is the illegitimate use of another person's words, work, or ideas as one's own. (*For details, see [Academic Integrity](#).*) In addition to receiving a Deans' Conference and a suspension, a student caught participating in cheating or plagiarism will be required to make up the relevant assignment/assessment and, at the discretion of the teacher, the grade for the assessment will be from 0 to 59, failing credit.

## **UNIFORM and APPEARANCE POLICY**

The purpose of the school uniform policy is to encourage an appropriate, respectful environment for the entire school community, and to acclimate students to dressing and presenting appropriately for the professional world. The uniform and appearance policy is designed to instill a sense of self worth in yourself and pride in your community. Students should always present a neat, clean, respectful presentation and wear the uniform items appropriately as designed without alterations. Makeup, jewelry or other items should be conservative in nature, in line with our mission and not be distracting or designed to take away from a clean, neat and appropriate uniform appearance. *All attire should be free from any messages and properly modest to be reflective of our School community and mission.* The uniform requirements for regular attire, liturgy attire and spirit days are delineated in this policy. Students need to follow the entire uniform policy from arrival on campus until departure, including liturgy days, lunch and afterschool activities. Students are not allowed to wear outer garments, inclusive of jackets, coats; those items must be stored in the student's assigned locker. The uniform blazer, sweater, ¼ zip and full zip fleece are authorized as the uniform outerwear. Any student violating the uniform policy may be subject to disciplinary action. Some items must be purchased through either Donnelly's School Apparel, Blake's School Uniform Company, or Tommy Hilfiger. These items are identified in the uniform expectations given below. Sporting uniforms, club attire or spirit wear are issued or available for purchase and may be worn at sporting and club events or outside of school and after the academic day; the mere presence of a Pope Francis Preparatory logo does not make it permissible to wear as part of the school uniform.

Specific exceptions are noted below in the "Spirit Days" section.

### **Note on skirts and skorts:**

Ladies in the sophomore, junior and senior classes for the 2022-2023 school year may continue to wear appropriately fitting skirts. Ladies in the freshman class for the 2022-2023 school year are required to wear the skort or appropriate dress pants. At the beginning of the 2023-2024 school year skirts of any style will no longer be an authorized uniform item.

### **Masks/Face Coverings**

Students may choose to wear masks/face coverings.

These standards may be in effect for all students should a mask requirement become necessary.

The mask/covering must:

- be a solid color (only exception is official PFPS logo)
- be made with at least 2 layers of breathable material (fabric or disposable)
- fully cover the nose and mouth and secure under the chin
- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops

Neck gaiters, open-chin triangle bandanas and face coverings containing valves, mesh material or holes of any kind are not acceptable face coverings. Plexiglass face shields are acceptable in addition to, but not instead of, a mask as defined above.

**REGULAR ATTIRE**

<u>Boys</u>	<u>Girls</u>
<p style="text-align: center;"><b>Bottoms</b></p> <p>~ Full length loose fitting dress pants/docker/chino style; Light Khaki or Black.            Dress pants do not have exposed seams, pockets or rivets. The delineation of what is appropriate as dress pants rests with the office of the Dean of Students.            Suggested to be purchased through Donnelly’s, Blake’s, or Tommy Hilfiger.            Pants cannot have drawstring waists, elastic bottom cuffs or external pockets.</p>	<p style="text-align: center;"><b>Bottoms</b></p> <p>~ Full length loose fitting dress pants/docker/chino style; Light Khaki or Black.            Dress pants do not have exposed seams, pockets or rivets. The delineation of what is appropriate as dress pants rests with the office of the Dean of Students.            Suggested to be purchased through Donnelly’s, Blake’s, or Tommy Hilfiger.            Pants cannot have drawstring waists, elastic bottom cuffs or external pockets.            ~ Skort, knee length; grey. Must be purchased from Donnelly’s, Blake’s, or Tommy Hilfiger (may not be rolled or worn in any manner not designed)</p>
<p style="text-align: center;"><b>Tops, from Donnelly’s, Blake’s, or Tommy Hilfiger</b></p> <p>~ Pope Francis Prep polo (long- or short-sleeve), either Cotton or Performance Fabrics; White, Black, or Wine.            ~ <i>Option for Seniors: Class Color polo</i></p>	<p style="text-align: center;"><b>Tops, from Donnelly’s, Blake’s, or Tommy Hilfiger</b></p> <p>Pope Francis Prep polo (long- or short-sleeve), either Cotton or Performance Fabrics; White, Black, or Wine.            ~ <i>Option for Seniors: Class Color polo</i></p>
<p style="text-align: center;"><b>Shoes</b></p> <p>~ Sneakers or dress shoes</p>	<p style="text-align: center;"><b>Shoes</b></p> <p>~ Sneakers or dress shoes</p>
<p style="text-align: center;"><b>Optional Items</b></p> <p><i>These items may be worn in addition to, but not instead of the items above.</i></p> <p>~ V-Neck pullover sweater or sweater-vest, black, from Donnelly’s, Blake’s, or Tommy Hilfiger            ~ ¼ zip pullover or full zip black fleece jacket purchased from Donnelly’s, Blakes, or Tommy Hilfiger            ~</p>	<p style="text-align: center;"><b>Optional Items</b></p> <p><i>These items may be worn in addition to, but not instead of the items above.</i></p> <p>~ V-Neck pullover sweater or sweater-vest, black, from Donnelly’s, Blake’s, or Tommy Hilfiger            ~ ¼ zip pullover or full zip black fleece jacket purchased from Donnelly’s, Blake’s, or Tommy Hilfiger            ~ Full length leggings/stockings/tights (solid and of solid colors only), knee high socks (solid and of solid colors only) as an additional layer under the skort</p>

<p><b>Inappropriate Items</b></p> <p><i>The following may <b>never</b> be worn or carried in school or at school functions</i></p> <p>~ Sandals, moccasins, slippers, open toed footwear</p> <p>~ Hats, hoods, or any other headwear.</p> <p>~ Facial or visible body piercings, visible tattoos, excessive jewelry, gauges, pocket chains</p> <p>~ Unnatural hair color</p> <p>~ Anything ripped, stained, immodest, tight, or with messages at odds with the school’s character</p> <p>~ Outdoor jackets</p> <p>~ No visible shirts or sweatshirts may be worn underneath the polo.</p> <p>~ Form-fitting bottoms</p>	<p><b>Inappropriate Items</b></p> <p><i>The following may <b>never</b> be worn or carried in school or at school functions</i></p> <p>~ Sandals, moccasins, slippers, open toed footwear</p> <p>~ Hats, hoods, or any other headwear</p> <p>~ Facial or visible body piercings, visible tattoos, excessive jewelry, gauges, pocket chains.</p> <p>~ Unnatural hair color</p> <p>~ Anything ripped, stained, skintight, immodest, or with messages at odds with the school’s character</p> <p>~ Outdoor jackets</p> <p>~ No visible shirts or sweatshirts may be worn underneath the polo.</p> <p>~ Form-fitting bottoms without a Skort, knee length; grey. Purchased from Donnelly’s, Blake’s, or Tommy Hilfiger</p>
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**LITURGY ATTIRE**

When the school community celebrates the sacred liturgy (*see [Liturgy](#)*), more formal attire is required of students, as detailed below. All liturgy days are published in advance on the school calendar and announced on the previous day as a reminder. Liturgy attire must be worn from arrival through departure. **Students may wear liturgy attire on regular school days if desired.**

<u>Boys</u>	<u>Girls</u>
<p><b>Tops</b></p> <p>~ Oxford shirt (short- or long-sleeve), with school logo, purchased from Donnelly’s, Blake’s, or Tommy Hilfiger; White or Blue, tucked into belted trousers worn with all buttons fastened and a,</p> <p>~ Necktie required</p>	<p><b>Tops</b></p> <p>~ Oxford shirt (short- or long-sleeve), with school logo, purchased from Donnelly’s, Blake’s, or Tommy Hilfiger; White, Blue, or Pink</p>
<p><b>Shoes</b></p> <p>~ Solid color clean dress shoes</p> <p>Canvas shoes such as vans or vans style, slip on or lace up are not considered dress shoes</p>	<p><b>Shoes</b></p> <p>~ Solid color clean closed-toe dress shoes</p> <p>Canvas shoes such as vans or vans style, slip on or lace up are not considered dress shoes</p>
<p>~ Optional blazer with school logo, from Tommy Hilfiger</p>	<p>~ Optional blazer with school logo, from Tommy Hilfiger</p> <p>~ Optional necktie</p>

<i>All other items remain the same as the regular uniform policy listed above.</i>	<i>All other items remain the same as the regular uniform policy listed above.</i>
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**SPIRIT DAYS**

On Fridays, except where the Friday is a liturgy day, students may express school spirit and recognize the many clubs and sports in which they participate by wearing appropriate spirit and athletic tops as detailed below. Periodically students will be encouraged to participate in special events and show support for their class, school and community by wearing a specific color or style of shirt, on these days please refer to the postings for the dress code requirements. When participating in spirit days and special events students need to wear the approved pants or skirt with the spirit attire.

<u>Boys</u>	<u>Girls</u>
<b>Tops</b> Any shirt/sweatshirt/jersey issued by PFPS in good repair that includes the school name and/or logo.	<b>Tops</b> Any shirt/sweatshirt/jersey issued by PFPS in good repair that includes the school name and/or logo.
<i>All other items remain the same as the regular uniform policy listed above.</i>	<i>All other items remain the same as the regular uniform policy listed above.</i>

**GRADUATION ATTIRE**

Commencement is a school activity and the culmination of your time at Pope Francis Preparatory School. It is a joyous occasion that celebrates your advancement into adulthood and higher education. It is respectful to attire yourself in semi formal appropriate attire that recognizes the importance of this event for yourselves, your families and our community. Students are asked to note and adhere to the following dress code and information.

Students may only wear graduation regalia; inclusive of sashes, cords, robes and headwear issued by and authorized by the school. Wearing of personalized accessories or items such as pins, cords or sashes that are issued by outside societies are not permitted. Students may not alter the headwear or robes in any manner to include but not limited to: shortening the robe, adding art or text to the academic headwear. Please direct questions to the Dean of Students.

<u>Gentlemen</u>	<u>Ladies</u>
<b>Tops</b> ~ Dress shirt tucked into belted trousers worn with all buttons fastened and a, ~ Necktie Optional seasonal blazer or suit jacket	<b>Tops</b> ~Dress blouse or dress
<b>Bottoms</b> Full length matching suit pants or dress trouser and socks	<b>Bottoms</b>

	Skort, Dress or dress pants that are appropriate for wear at a formal business function
<b>Shoes</b> ~ Clean dress shoes	<b>Shoes</b> ~ Dress shoes
<i>All attire should be free from any messages and properly modest to be reflective of our School</i>	<i>All attire should be free from any messages and properly modest and to be reflective of our School</i>

### **ATHLETIC AND WELLNESS ATTIRE**

Students should wear appropriate clothing when participating in athletic activities, including sports and Wellness class. Knee-length shorts, sweatpants, t-shirts, *etc.* are all appropriate, as long as they (1) follow the guidelines for appropriateness (*see [Inappropriate Items](#) above*) and (2) are worn only during athletic activities and in athletic areas of the campus (not in areas like the Chapel or the Learning Commons).

Students wishing more formal attire on days that they have athletic contests may wear liturgy attire. There are no special dress exceptions for game days.

### **CAMPUS MINISTRY**

The Campus Ministry program serves to cultivate the spiritual lives of the entire school community. It does so by drawing from the riches of our Catholic tradition, without prejudice to members of the school community who come from other faith traditions.

### **PRAYER**

The school day, and every class begins and ends with prayer. In addition, prayer services are occasionally conducted for the whole school, individual grades, or smaller groups (*e.g.* sports teams).

### **CHAPEL**

The school Chapel is located in the main lobby. It is always open and available as a place for prayer and/or meditation, either to individuals or to groups. Students are encouraged to visit the Chapel frequently.

### **LITURGY**

“The Eucharist is the source and summit of our life” (*Catechism of the Catholic Church* 1324). Therefore, several times a year, the school sets aside time from its ordinary activity to celebrate the Eucharist as a community. All students are required to reverently attend these celebrations, and members of our wider school community - including family members of current students - are invited to attend as well.

### **RETREATS**

Campus Ministry hosts four retreats per year, one per grade. These retreats help the students of each grade to relate to one another spiritually and thereby strengthen the entire school community. Therefore, these retreats are required of all students. Students who are absent or otherwise miss



their grade's retreat day must seek out a suitable replacement (to be approved by the Campus Minister) and participate in it before the end of the school year.

### **COMMUNITY SERVICE**

Performing acts of service for the wider community is necessary not only for responsible participation in society, but also for living our Catholic faith. Therefore, the school requires every student to perform community service every year. Students are required to complete a personal community service project, to be approved and graded by their Theology teachers, of approximately the following time:

- 9th grade: Twelve hours
- 10th grade: Twelve hours
- 11th grade: Twenty-four hours
- 12th grade: Twenty-four hours

Further details about required community service are addressed in each student's Theology class. Remember, this is only the bare minimum requirement - more community service is always encouraged!

Campus Ministry offers the student body many opportunities for performing their service throughout the wider Pioneer Valley community. These opportunities are grounded in the [Seven Themes of Catholic Social Teaching](#) and provide a wide variety of ways to serve; all students are encouraged to participate in some of these opportunities.

### **CHAPLAIN**

The school is blessed to have the part-time services of a diocesan priest to celebrate the Sacraments for our community.

### **DAILY MASS**

One day per week, the Chaplain offers Mass before school (7:15am). Students are invited and encouraged to attend whenever possible.

### **RECONCILIATION**

The Sacrament of Reconciliation is available with the Chaplain one day per week. Students must make an appointment ahead of time and may miss several minutes of any class in order to make their Confession.

### **PASTORAL COUNSELING**

The Campus Minister is available to any student, faculty or staff member who needs spiritual guidance or support. Please note that the campus minister can be of further assistance to any member of the Pope Francis Preparatory School community who might need the sacramental support of an ordained priest.

### **COMPUTER AND INTERNET USE POLICY**

Digital technology is a fully-integrated part of daily life at Pope Francis Preparatory School: students take notes, communicate with teachers, study, complete assignments, participate in activities, and socialize via their school-issued Microsoft Surfaces and internet access. Therefore, the school holds students to a high standard of digital citizenship just as it holds them to a high standard of other behaviors.

## **EDUCATIONAL TECHNOLOGY**

The school provides internet access and computers in order to enhance students' academic experience. Students are expected to use these tools primarily for academic purposes, specifically those assigned by their teachers. Therefore, students must not use this technology in any way that undermines or impedes this academic purpose (for themselves or others).

Further, students must not use this technology in any way that is harmful to themselves or others, illegal, or immoral (according to the school's Catholic identity), regardless of whether they do so in school or otherwise. Students caught misusing the technology in this way will be subject to proportionate disciplinary and or administrative consequences.

## **APPROPRIATE & INAPPROPRIATE BEHAVIOR**

Digital technology is fully integrated into daily life at the school, the same standards that govern polite and appropriate behavior also govern behavior involving digital technology. Students are required to make appropriate and responsible choices when engaging in use of technology. Students are tasked with learning which technological behaviors are inappropriate by comparing them with their non-technology equivalents. For example, if it is offensive or inappropriate to bring a photograph with a particular image into school and display it, then don't have or display the same or similar image on your screen. When a determination of what is appropriate is needed, the school, in its sole discretion, will make the determination in accordance without missions.

## **SCHOOL EMAIL ADDRESS**

All students have been assigned a standard school email address. Students must respond to emails from teachers/staff in a timely manner. Ignoring digital communications from teachers is no different from ignoring in-person communications - it can be disruptive or even disrespectful, and disciplinary action may follow. Further, students may not use their school email for any inappropriate actions, logins/memberships, *etc.*

## **MICROSOFT SURFACES**

Each student is responsible for his/her specific Surface, charger, and keyboard. Students must keep their devices in good working order; must follow the school's instructions regarding maintenance and care of their devices; and are expected to keep track of their own devices. Because the school retains ownership of these devices, it retains the right to search them at any time (*see [Searches](#)*).

## **DIGITAL CITIZENSHIP**

Students are educated in responsible digital citizenship. This unit will inform students about internet safety and personal responsibility regarding computer and internet use.

## **ATHLETICS & EXTRA-CURRICULARS**

Pope Francis Preparatory School offers a variety of athletic and extracurricular activities as an integral part of educating our students. These activities give students the opportunity to learn more deeply about topics of interest, challenge one another to grow through competition, serve the school or wider community, and to socialize with classmates and teachers in a less formal setting than academic classes.

In addition to the school’s eligibility rules each club and some activities have their own requirements and guidelines for participation. Any specific rules, guidelines, contracts or participation requirements will be available from the club advisor, coach or sponsor. To enhance the activity and ensure safety students are asked to adhere to these rules and regulations while participating.

Because school-sponsored activities are an important part of the life of the school, all policies are in effect throughout these activities, regardless of when and where they take place.

Participation in activities is a privilege that students can lose. Poor grades, lack of good standing, misbehavior, and absence can each result in ineligibility to compete/perform (see [Academic Eligibility](#)) or even in not being allowed to attend practices/meetings (see [Disciplinary Actions](#) and [Participation in Athletic and Extracurricular Activities](#)).

The school offers these activities:

### ATHLETICS

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cross Country	Basketball	Baseball
Golf	Hockey	Lacrosse
Soccer	Indoor Track	Softball
Volleyball	Skiing	Tennis
		Track

### CLUBS/ACTIVITIES

Various club activities and club sports are offered, please see the link here to view a current list of clubs. <https://popefrancisprep.org/students/clubs/>

If a club you are interested in is not listed please contact Mr. David Estabrooks, Dean of Student Activities, [destabrook@popefrancisprep.org](mailto:destabrook@popefrancisprep.org) to investigate the possibility of the development of a new club

### MIAA & PVIAC RULES

The rules and policies of the Massachusetts Interscholastic Athletic Association (MIAA) and the Pioneer Valley Interscholastic Athletic Association (PVIAC) govern Pope Francis athletics as they are published, posted, or announced. The following summary of these rules and policies is a guideline for all parties and is not exhaustive.

1. A student who transfers schools without a change of residence is ineligible for one year in those sports participated in as a varsity athlete or its equivalent, at the original school during the one-year period immediately preceding the transfer.
2. A student must have a physical examination administered by a licensed MA medical physician, nurse practitioner, or physician’s assistant in order to be eligible to participate. A physical exam is valid for thirteen months (395 days). A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.
3. On entering Grade 9 of any school, a student has 12 consecutive sports seasons of eligibility. The student’s non-participation in any such season does not extend that student’s eligibility.

4. A student must be under nineteen years of age to compete; however, he or she may compete during the academic year he or she turns nineteen, provided the nineteenth birthday occurs on or after September 1<sup>st</sup> of that year.

5. A student who, regardless of quantity, uses, consumes, possesses, buys, sells, or gives away any item containing alcohol, marijuana, tobacco, or any controlled substance, is ineligible for 25% of the season. A second or subsequent violation renders a student ineligible for an additional 60% of the season. Any remaining time will carry over to the next season.

6. Massachusetts General Law (Chapter 269 Section 17) states that it is a criminal offense to commit an act of Hazing. The law defines hazing as “any conduct or method of initiation into any student organization... which willfully or recklessly endangers the physical or mental health or any student or other person.” Examples of hazing include, but are not limited to, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor or beverage, drug or other activity that physically endangers someone or subjects them to extreme mental stress. Incidents of hazing must be reported to an administrator as soon as it is practicable.

### **POPE FRANCIS ATHLETIC RULES**

(For more specific rules/expectations, see the [\*Athletic Handbook\*](#))

- All athletes must travel to away games on the bus provided by the school.
- Students must be present for three full periods (*no partial periods, even if marked present*) of a school day in order to participate in any school-related club or activity that day. Students must be present for three **full** periods of the Friday (or last day of the school week) prior to the weekend or holiday event in order to participate in any activities. Please note tardiness and early dismissals, regardless of reasoning, will affect a student’s eligibility for athletic and other school activities for that day or weekend. Where appropriate, exceptions may be granted by the Dean of Students in rare cases (*e.g.* funeral or wake).
- Students are subject to consequences from the team coach for non-excused absences from team practices.
- Occasionally, athletes must be dismissed early to travel to a contest. When this occurs, students will not be dismissed from classes until an announcement is made over the PA system.
- Parents are encouraged to attend a pre-season meeting with the coaches and athletic director.
- Pope Francis Preparatory School values the safety of our athletes at all times, and is opposed to the use of chemical inhalants not specifically prescribed by a licensed medical practitioner. Athletes at Pope Francis Preparatory School are prohibited from the use of smelling salts, and any item designed to simulate the effect of smelling salts. A student who, regardless of quantity, uses, sells or gives away smelling salts or their equivalent is ineligible for 25% of the season. A second or subsequent violation renders a student ineligible for an additional 60% of the season. Any remaining time will carry over to the next season.
- The school issues uniforms and other equipment to athletes; these materials remain the property of the school, but the athlete is responsible for their care. Failure to return these materials in good and clean condition makes the athlete financially responsible for them.
- Under certain circumstances, disciplinary actions will prevent a student-athlete from fulfilling their obligations to their coach and team (*e.g.*, missing practice to serve detention). Membership on a team will not be grounds for skipping or rescheduling such

conflicts. Coaches may issue further athletic consequences to student-athletes who let their team down due to such issues.

### **ACADEMIC ELIGIBILITY**

A student who fails a class, has an incomplete as a grade and/or has an overall GPA below 2.0 is deemed academically ineligible for athletics. Ineligible students are allowed to practice with their team, at the discretion of the coach, but they cannot compete or otherwise represent the school at contests (and therefore they may not be dismissed early for travel). Eligibility/ineligibility takes effect automatically at 2:05 PM on the days when grades are officially issued: mid-semester grade reports and end-of-semester report cards (*see [School Calendar](#) for dates*).

### **ELIGIBILITY WAIVER**

Students who become academically ineligible by failing only one subject (while still having an overall GPA of 2.0 or higher) may apply to waive their ineligibility. This waiver is only available once in each student's entire time at PFPS. In order to receive the waiver, students must:

1. Apply to the Assistant Head of School within three days of grades being officially issued.
2. Explain the circumstances leading to the ineligibility before a committee including the Assistant Head of School, the student's guidance counselor, and the subject teacher. (Note: the committee has the right to deny applications for any reason at their discretion.)
3. Meet with their subject teacher and guidance counselor weekly to improve their grade. Students who fail to attend these meetings or improve their failing grade will have their waiver revoked.

### **POPE FRANCIS PLAYERS ELIGIBILITY**

Pope Francis Players is more like an athletic team than a typical club: members try out for individual productions, make a serious commitment for a specific season, and their performance is a public event that represents the school to the wider community. Therefore, Pope Francis Players will be subject to the same academic eligibility requirements as athletics eligibility.

### **NATIONAL HONOR SOCIETY**

The St. Thomas Aquinas Chapter of the NHS celebrates student achievement in academics, leadership, service, and character. Students are eligible to apply if they are in grade 10-12 with a minimum GPA of 3.800 and a good disciplinary record in accordance with the NHS Chapter Bylaws. Students may be denied admission to the NHS, or be dismissed from it, for various reasons, including decrease in GPA, failure to complete service, and disciplinary issues.

## **OTHER POLICIES & PROCEDURES**

### **ASSEMBLIES**

Assemblies of the entire student body, or of specific classes, will be held at various times. Students are expected to treat these assemblies with the same attitude as academic classes: respectful and attentive presence are required, and students may not skip or otherwise be excused from assemblies without the permission of a teacher.

### **BUSES**

Bus transportation is a privilege provided to our students by their school districts. Vulgarity, rowdiness, vandalism, smoking/vaping, and fighting are violations for which the student may lose

their bus privileges; should this happen, the student's parents/guardians are responsible for their child's transportation.

Because student behavior while using bus transportation is a public reflection of our school community, PFPS expects exemplary behavior from all its students riding the bus, and it retains the right to issue disciplinary actions to students misbehaving on buses.

### **COLLEGE VISITS**

Juniors and seniors may miss up to three days of school per academic year to visit colleges to which they intend to apply. Prior to a college visit, the student must obtain and complete a College Visit Form from a counselor, have it signed by a parent and the appropriate teachers, and submit it to the Front Office one full day before the visit.

### **CELL PHONES**

During holy liturgy and all other student assemblies, all phones must be stored in a student's backpack or locker, use of a phone during mass is disrespectful of the prayerful nature of the time and is considered an intermediate violation. During students' non-academic time, cell phones may be used as long as they are neither distracting nor hazardous in the estimation of the faculty or staff member. During academic time phones are not normally authorized for use; students must abide by each teacher's classroom phone policy, as explained by the teacher or delineated in the class syllabus. Teachers may allow or forbid cell phones in their classrooms, and they are allowed to confiscate phones when they deem their policy has been violated. Should a teacher not delineate a specific phone policy, the policy of PFPS is the classroom policy; electronic device use, other than your MS Surface for academic work, is not permitted. Violations of a classroom policy or a teacher's instruction regarding the use of electronic devices will result in a detention for a minor or intermediate violation and may result in administrative remedies related to the violation or repeated violations. Violation of a classroom or school policy may result in a student's phone being retained during the school day or days by the Dean of Students or their authorization to possess a phone while at PFPS may be suspended. Confiscated phones will be given to the Dean of Students and must be picked up by the student at the Dean's office at the end of the school day.

### **CHANGE OF ADDRESS**

The Counseling Office must be promptly informed of any change in mailing address, phone number, or email address to ensure that the school can still send communications as needed, especially in case of emergency.

### **DINING COMMONS**

Breakfast and lunch are both provided in the Dining Commons. Students may either eat the food provided by Sodexo or bring in their own; students may not order food to be delivered to the school. Students must respect the staff by complying with their instructions and cleaning up after themselves completely. Leaving one's table messy is inappropriate and may result in disciplinary action, regardless of which individual student left the mess. The students must remain at their table and seated during the entire meal and may not move furniture or seats.

### **DANCES**

The school occasionally hosts dances, especially Semi-Formal and Prom. While these dances are primarily intended for PFPS students, outside guests are generally welcome, provided they

register ahead of time with a copy of their school ID. Dress code for the dance will be published with the dance information. All students and guests will be subject to a Breathalyzer test upon entry. The faculty/staff in charge of the dance have the right to admit, refuse admission, or eject people from the dance at their discretion. All school policies, and consequences for violations of the policies are in full effect at school dances.

### **ELEVATOR**

Students who require use of the elevator due to illness or injury may obtain a pass from the school nurse after making a \$10 deposit (which will be fully refunded when the pass is returned). A student may, when necessary, bring another student in the elevator with them to help carry their materials. Unauthorized or otherwise inappropriate use of the elevator may result in disciplinary action.

### **FIELD TRIPS**

Educational field trips may be taken by classes or extracurricular clubs. Students must have signed and submitted parental permission forms (distributed by the teacher ahead of time) in order to participate. Students are required to make up any academic work missed due to field trips (*see [Missed Work](#)*). Because field trips are school-sponsored events, all school policies (including the Uniform Policy) are in effect throughout.

### **FOOD AND DRINK**

The Dining Commons and lobby areas are designated for eating and drinking; food or drink visible in any other area of the building is inappropriate and will result in disciplinary action. Students should keep food/drink to be consumed later in their backpack. The only exception is a clear bottle containing nothing but water, which is allowed everywhere.

Students/parents **may not** order food to be delivered to the school building, either during or after school hours. Safety of our community is paramount; therefore, anyone attempting to deliver food will be turned away, with no recompense to the student, and disciplinary action may follow.

### **GANG MEMBERSHIP**

Students at PFPS are forbidden to be members of gangs or any organization that makes them threatening to their classmates. Membership may subject the student to appropriate disciplinary consequences and may result in referral to law enforcement.

### **IDENTIFICATION**

All students are issued a school ID card at the beginning of each academic year. Students are required to carry their ID card whenever they are on campus and whenever they attend school events. Lost ID cards can be replaced at the Front Office for \$5.

### **IMMUNIZATIONS**

Massachusetts State Law requires that students registered at the school must have written verification on file that they have received the following immunizations:

- **Requirements apply to all students including individuals from another country attending or visiting classes or educational programs as part of an academic visitation or exchange program. Requirements apply to all students, even if over 18 years of age.**



Tdap	<b>1 dose;</b> and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at $\geq 7$ years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td or Tdap should be given if it has been $\geq 10$ years since last Tdap
Polio	<b>4 doses;</b> fourth dose must be given on or after the 4 <sup>th</sup> birthday and $\geq 6$ months after the previous dose, or a fifth dose is required. 3 doses are acceptable if the third dose is given on or after the 4 <sup>th</sup> birthday and $\geq 6$ months after the previous dose
Hepatitis B	<b>3 doses;</b> laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable
MMR	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given $\geq 28$ days after first dose; laboratory evidence of immunity acceptable
Varicella	<b>2 doses;</b> first dose must be given on or after the 1 <sup>st</sup> birthday and second dose must be given $\geq 28$ days after first dose; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

- Meningococcal Requirements**

Grade 11-12 <sup>‡</sup>	<b>2 doses;</b> second dose MenACWY (formerly MCV4) must be given on or after the 16th birthday and $\geq 8$ weeks after the previous dose. 1 dose is acceptable if it was given on or after the 16th birthday. Meningococcal B vaccine is not required and does not meet this requirement.
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Failure to provide necessary documentation may result in the student being excluded from classes.

In addition, a current physical examination by a health care provider is required of each new freshman and transfer student. (The athletic physical satisfies this requirement.)

**LAVATORIES**

The only behaviors appropriate in school lavatories are toileting and those necessary personal hygiene activities that cannot be done in other places. Computer use, eating, hanging out with classmates, having multiple students in one stall, *etc.* are not appropriate activities in the lavatory, and may subject the student to disciplinary consequences.

**LEARNING COMMONS**

The Learning Commons is primarily an academic area, both during and after school. Therefore, all behavior in the Learning Commons must be conducive to studying at all times, and any behavior that is distracting, disrespectful, or otherwise inappropriate may be met with disciplinary consequences. Students may not rearrange the furniture in the Learning Commons.



## **LOCKERS**

Each student is assigned a locker and issued a lock at the beginning of each academic year; students are entirely responsible for the state of their locker and its contents. Lockers must be kept clean, must be locked, **with the school-issued lock**, at all times, and must stay in good working order. Students must know their locker number and combination and may be required to open their lockers at various times. Damaged or lost locks must be replaced, at the student's expense, for a charge of \$20. The school is not responsible for items missing from student lockers. The school retains the right to search student lockers at any time.

## **LOST AND FOUND**

The lost and found is located in the Front Office. At the end of each semester, remaining items may be donated to a local charity.

## **MEDICATION**

Students may not bring any medication, prescribed or OTC, into school. Prescribed medication is permitted only with a prescription and a note from the prescribing doctor, and retained solely in the possession of the school nurse and taken in the nurse's office. Exceptions will be granted only by the school nurse where medically required and will be in writing from the school nurse. Medication possessed by students without the proper documentation will be considered illegal drugs and may subject the student to disciplinary actions (*see [Major violations](#)*).

## **PARKING AND DRIVING REGULATIONS**

Parking in the school parking lot is a privilege that is available to licensed students (on a first-come, first-served basis). Students must provide a copy of their operator's license, complete and submit a registration form to the Front Office and pay a non-refundable fee of \$100.00. Registered students will receive a parking tag, which must be displayed from the rearview mirror when using the school parking lot.

Students who apply for a parking tag agree to and accept the following conditions:

- Driving oneself is no excuse for tardiness.
- Students may park in only designated parking spots and may not park in fire or bus lanes .
- Students must drive and park safely and courteously at all times.
- Students need permission from the Dean or front office to go to the parking lot during school.
- Students who are being dismissed for illness will not be allowed to drive home without the permission of the school nurse, after notification of their parent/guardian..
- Students who change vehicles must update their registration papers with the school on the first day of parking the new vehicle
- The speed limit in the parking lot is 10mph at all times.
- The vehicle must be lawfully registered and comply with the safety standards of the registered state.

Violating any of these conditions will result in loss of parking privileges (and possible further disciplinary action). If a student loses parking privileges, the \$100.00 fee will not be refunded.

Students parking vehicles do so at their own risk. PFPS is not responsible for any injury or damage that may occur as a result of vehicles entering, leaving, or parking in the school parking lot, vandalism or other loss or damage to the vehicle. Students should lock vehicles, as PFPS is

not responsible for the security of vehicles in the parking lot. The parking lot is school property and all school policies are in effect.

Students need to respect our neighbors and operate their vehicles in a safe and respectful manner appropriate for the residential neighborhood we are located in.

### **PASSES**

Students must have a teacher-assigned pass to leave their assigned areas at any time during the school day. Passes are requested and assigned digitally using eHalPass Manager. Students outside of their assigned place without a pass may be subject to disciplinary consequences.

### **RECORDING**

The use of cell phones, computers, or other means to record another person, including audio and video recordings, without that person's expressed permission is prohibited and the student may be subject to disciplinary consequences

### **SCHOOL SAFETY**

Fire drills and lockdown drills are conducted in order to prepare the school for emergencies. Students should familiarize themselves with the fire plan for every classroom they attend. Students are expected to treat every drill as if it were a real emergency, which requires **silent** compliance with all instructions from faculty, staff, or emergency personnel. A student who undermines our safety, by misusing or tampering with fire equipment, by failing to treat drills with due respect, or by any other inappropriate behaviors may be subject to disciplinary consequences.

### **SENIOR PRIVILEGES**

Senior privilege allows seniors to arrive at school before the start of the second period when their study hall falls on the first period of the day and to leave when study hall falls during the last period of the day. Parent /guardian permission is required prior to the student making use of this privilege. We respect the parent/guardian's decision to deny permission or to rescind it at any time.

**IT IS ALWAYS REQUIRED THAT THE STUDENT SIGN IN/SIGN OUT WHEN ARRIVING/DEPARTING FOR THIS PRIVILEGE. FAILURE TO DO SO WILL RESULT IN THE LOSS OF THIS PRIVILEGE.**

The privilege is available to seniors who are in good standing in both academics and with the disciplinary policy. Academic good standing is based on the prior end of semester grade or mid semester report, whichever is closer in date. Students will lose the privilege immediately if they exceed the tardy limit. Students are also not eligible for privileges if their name is on the detention list for any reason. This privilege may be rescinded by administration at any time if a student does not adhere to all school policies.

### **VISITORS**

All visitors to the building must be signed in at the Front Office. Visitors will be assigned a pass which they must wear throughout their visit. No student should invite or receive visitors or any other persons into the school building without administrative permission, any students doing so will be subject to appropriate disciplinary consequences.

## APPENDIX - Legal Terminology

### **BULLYING**

DEFINITION M.G.L Part I Title XII, Ch. 71 Sec. 370((a)excerpted) & (b)

"Bullying", the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district or school and (ii) at a location, activity, function or program that is not school-related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school. Nothing contained herein shall require schools to staff any non-school related activities, functions, or programs.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited.

### PFPS Policy.

Acts or incidents of bullying can take numerous forms and the determination of whether a specific act or acts constitute bullying is within the sole discretion of the administrator. The means of bullying include, but are not limited to, physical actions such as bodily contact, touching, gestures, restraint, aggression and abuse; verbal comments and remarks; written and visual expression regardless of medium; electronic, telephonic and digital communications including e-mail, blogs, networking sites, instant messages; graphic displays and representations including internet, digital or web based images; photographic or video recordings, or any other form of technology. Prohibited activity as described here and in statute, that occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity will subject the participants to disciplinary consequences.

## REPORTING, INVESTIGATING, AND NOTIFYING PARENTS OF BULLYING REPORTS

To address bullying, Pope Francis Preparatory School:

- Requires students who know of or witness bullying behaviors to report personally or anonymously to teachers and school designee/administrators acts of bullying.
- Requires students or their parents or guardians to file written reports of suspected bullying as soon as possible after the event occurs to aid in the investigation.
- Requires teachers and other school staff who witness acts of bullying or receive reports of bullying to fill out a Bullying Prevention and Intervention Incident Reporting Form and promptly notify school designee/administration.
- Requires the designated employee to accept and review all reports of bullying, including anonymous reports. If after initial inquiry, an anonymous or oral report appears to warrant further investigation, the school shall promptly continue with an investigation. School designee/administration shall investigate all written reports.
- Requires school staff, as with other disciplinary action, to notify the parents or guardian of a student who commits a verified act of bullying of the response of the school and consequences that may result from further acts of bullying.

## DISCIPLINE AND/OR CORRECTIVE ACTION

It is further the purpose of this policy, when it is found that bullying has occurred, to ensure that prompt and appropriate action, reasonably calculated to stop bullying, is taken by the administration. Reasonable action includes the full range of disciplinary consequences up to and including long-term suspension or expulsion for the student or students participating in bullying. Retaliation against a person for reporting bullying or for cooperating in an investigation of a bullying report will not be tolerated. It is a violation of this policy for any person to take any retaliatory action against any person involved in the complaint or investigation.

## HAZING

The staff and faculty of Pope Francis Preparatory School will not tolerate any form of hazing of students or team members. Students engaging in any form of hazing on or off school grounds will be subject to disciplinary consequences for their behaviors. Hazing is against the law and may subject the participants to law enforcement scrutiny in addition to any disciplinary or administrative consequences.

### AN ACT PROHIBITING THE PRACTICE OF HAZING ANTI-HAZING LAW, M.G.L. CHAPTER 269 SECTIONS 17-19

Hazing; organizing or participating; hazing defined

Section 17. 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 wilfully 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 provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. 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.

Section 19. 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 to use 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 designated officer, to deliver annually, to the institution an attested acknowledgement 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 board of higher education and in the case of secondary institutions, 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 higher education and, in the case of secondary institutions, 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.

