



ESSENTIALS GUIDE

for new families

2026-2027



WELCOME

We are thrilled to welcome you to Pope Francis Preparatory School!

The coming years will be filled with exciting opportunities, countless possibilities, and life-changing moments. You have joined a community committed to your success every step of the way.

This guide contains helpful information as your family transitions to Pope Francis Prep. **While this guide provides some basic essentials for getting started at Pope Francis Prep, it is critical that students and families read and understand all policies and procedures outlined in the Student Handbook.** The 2026-2027 Student Handbook will be distributed via email in August and will then be available on the school website.

MySchoolApp

MySchoolApp will serve as a key resource for you throughout your time at Pope.

It is through this site that you can access, among other things:

- the most updated version of the school calendar
- reminders of activities happening each day
- important resources and documents (class schedules, report cards, other resources)

In addition, in the coming months you will be receiving communications, mainly via email, through our Cardinal Catch-Up newsletter and Cardinal Updates. These Cardinal communications are sent periodically and the Catch-Up is sent every other Friday during the school year. These communications contain valuable information and event details pertaining to the various happenings at the school.



ACADEMIC CALENDAR

2026-2027 Calendar of Major Events and Holidays

All dates are subject to change.

Month	Date	Day	Event
August	20	Thursday	Freshman & Transfer Student Orientation
August	20	Thursday	New Parent Meeting and Social
August	24	Monday	First Day of School - All Grades
September	7	Monday	No School
September	17	Thursday	Back to School Night
September	24-25	Thursday-Friday	Grandparents Celebration
October	2	Friday	Blessing of the Animals
October	5	Monday	1/2 Day - Remote Schedule
October	5	Monday	Cardinal Classic Golf Tournament
October	12	Monday	No School
October	16	Friday	Mid-Semester Grade Reports Issued
October	30	Friday	Professional Development - No School
November	2	Monday	All School Service Day
November	8	Sunday	Admissions Open House
November	25-27	Wednesday-Friday	Thanksgiving Break - No School
December	17-22	Thursday-Tuesday	Fall Semester Exams
December	23	Wednesday	Exam Make-up Day If Needed
December	24-31	Thursday-Thursday	Christmas Break - No School
January	1	Friday	No School
January	4	Monday	Professional Development - No School
January	4	Monday	1st Semester Report Cards Issued
January	5	Tuesday	School Resumes - 2nd Semester Begins
January	18	Monday	No School
February	15-19	Monday-Friday	Winter Break - No School
March	5	Friday	Faculty Retreat - No School
March	8	Monday	No School
March	10	Wednesday	Day of Giving
March	15	Monday	Mid-Semester Grade Reports Issued
March	26 & 29	Friday & Monday	No School - Easter Break
April	19-23	Monday-Friday	Spring Break - No School
May	31	Monday	No School
June	2	Wednesday	Baccalaureate Mass
June	3	Thursday	Commencement
June	3-8	Thursday-Tuesday	Spring Semester Exams, Grades 9-11
June	8	Tuesday	Last Day of School, Grades 9-11

ACADEMIC & PERSONAL SUCCESS

Our goal is to enhance the opportunity for all Pope students to strengthen their skills and meet their personal goals and potential, while adhering to the school's demanding academic standards.

Individual teachers are the best resource when students and parents have questions about assignments, grades, behaviors, and progress. Students may request time to meet with a teacher before or after school. These requests can occur in person or via email. The email format for all personnel is: first initial of their first name followed by their last name @popefrancisprep.org (example: Samantha Jones: sjones@popefrancisprep.org). A directory of all Pope Francis Prep personnel may be found on our website: <https://popefrancisprep.org/about/faculty-and-staff-directory/>.

The Counseling Office also provides staffing and resources to assist students and parents along the way. This office is located on the second floor, adjacent to the Learning Commons. Within their office students have access to their academic counselor, dean of counseling and student services, college counselor, and dean of students. For appointments or for additional information about this office, please contact Mrs. Christina Bracci, Administrative Assistant to the Guidance Office, at cbracci@popefrancisprep.org or 833-999-7673, ext. 1104.

ATHLETICS

Tryouts

For fall season tryouts, please check the athletic page of our school website popefrancisprep.org/athletics and pay close attention to our email newsletter, the Cardinal Catch-Up, throughout the summer months.



Some fall sports will have tryouts and practices before the start of school. Please note: medical information will need to be current. Details will be communicated. Families should be aware that there are athletic games and practices during the Christmas, February, and April school vacations and absences during these times are not excused. Further, students must be present for at least 3 full periods in a given day in order to participate in athletics on that day or on the weekend based on Friday's attendance. Specific questions regarding individual sports should be directed to the head coach of each program. Coaching contact information may be found on the athletic page of our school website.

Concussion and Baseline Testing

Every incoming freshman and transfer student athlete will be required to take a baseline test. All student-athletes will be expected to complete the required testing with the Athletic Trainer at a scheduled time in August. Please contact our Athletic Director or Athletic Trainer if you have any questions. Athletic Director: Mr. John Goda jgoda@popefrancisprep.org Athletic Trainer: Ms. Kayla Blair kblair@popefrancisprep.org

ATTENDANCE

Parents/guardians must contact Mrs. Lori Fenton in the front office by phone (833-999-7673, ext. 1134) or email (lfenton@popefrancisprep.org) before 7:45 a.m. if your child will be absent for the day or if your child will be tardy. Parents/guardians must also contact the front office in writing (email to Mrs. Fenton is acceptable) if your child will be dismissed early from school.

BOOKS AND SUPPLIES

Most books and course resources will be available digitally and accessed via the student's device. Very few hardcover textbooks, paperback books, or workbooks will be used. On occasion, individual teachers may ask students to have specific supplies for their course. In these cases, teachers will communicate this information to students at the start of the school year via their syllabus. Please contact Ms. Laura Irwin, IT Media Specialist, at LIrwin@popefrancisprep.org or 833-999-7673, ext. 3201, if you have any questions regarding books.

CLASS SCHEDULES

The process for developing freshmen schedules begins at Accepted Student Night in March and for transfer students this process begins upon registration. Schedules are finalized in June and July and available to students and families in mid-August in their MySchoolApp account.

COMMUNICATION

During your time at Pope Francis Prep, we will communicate with you in a number of ways, including email, text messaging, and our electronic newsletter (the Cardinal Catch-Up) every other Friday. We will also provide a number of important resources and documents on our website and through the MySchoolApp.

DRESS CODE

We believe that students should be valued for who they are, not by how they look or what they wear. Our uniform supports our identity as a learning community and it serves to unify the student body by instilling pride in appearance and bolstering school spirit.

There will be some minor changes made to the uniform for the 2026-2027 school year. The updated uniform policy will be distributed to families at our New Student Welcome on May 7, 2026. Uniform vendors will also be present.

For families interested in free, gently used uniforms, they will be available on Tuesday, August 11 through Thursday, August 13 between 9 a.m. and 3 p.m. at the school. Feel free to stop by to pick up a few items.

Spirit Wear

Most Fridays are Cardinal Spirit Wear days. Students may wear a school approved casual top with their regular uniform bottoms. Spirit wear may be purchased at various events throughout the school year. Spirit wear may also be purchased online through our Cardinal Spirit Store at: www.sideline.bsnsports.com/schools/massachusetts/springfield/pope-francis-prep-school

Class Color Spirit Wear

On special occasions students may be asked to wear a class colored PFPS spirit top. We recommend all students purchase a PFPS shirt in their class color:

FRESHMEN: GREY

SOPHOMORES: WHITE

JUNIORS: RED

SENIORS: BLACK



ENROLLMENT AGREEMENTS

Enrollment agreements are reissued annually. These agreements are issued and due with deposit in February of each year for the following school year. Student course selection for the following year is contingent on timely completion of the annual enrollment agreement.

EXAMS

Semester exams occur in December and June. The only acceptable reasons to be excused and allowed a make-up an exam are: a.) a physician documented medical illness, or b.) bereavement for an immediate family member. Other absences are not excused and students will not receive credit for those exams.

FUNDRAISING

Pope Francis Prep operates as a 501c3 charitable organization that relies on tax-deductible contributions every year. We encourage all parents to participate in the Cardinal Fund, our ongoing annual fundraising campaign. The Cardinal Fund generates the finances necessary to provide the wide range of programs and initiatives offered to support our core values and is also vital in keeping the school fiscally sound. The continuous annual growth of the Cardinal Fund is crucial to the school's endurance and ability to provide a Catholic education to our most deserving students while helping bridge the \$3,000 gap between the tuition and the actual cost of a Pope education.

Throughout the school year, there are two primary opportunities for you to contribute. Each fall, we host our annual Cardinal Classic Golf Tournament, where parents can join by playing golf, attending the dinner reception, donating raffle items, or sponsoring a hole or foursome either personally or through a business. In March, we hold our annual Day of Giving, where we invite families, alumni, faculty,

Please note that independent fundraising for clubs and sports teams is not permitted.

FOOD SERVICE

Pope Francis Prep is fortunate to participate in a food program through the City of Springfield that provides free breakfast and lunch options to every student each day. Breakfast is available from 7:15 - 7:40 a.m. in the dining commons. Students have a 25-minute lunch period that falls during third period. A student's lunch time will vary each day depending on their class that falls during the lunch block.

Students may bring their own lunch. Delivery of outside food is not permitted at any time.

HEALTH OFFICE

Current health information is required for all new students, including transfer students. We ask for your cooperation in completing and returning all of the required PFPS health forms by August 1. You must also update your information on file with the Nurse's Office during the year as needed. The information provided is used to get to know your child's health needs and to plan for care. Contact information is used to reach parents/guardians in times of illness and injury and, therefore, it is crucial that these forms be thoroughly completed. Students may not participate in sports or wellness classes without a completed form on file. All new students must provide a copy of their up-to-date immunization record, evidence of a negative tuberculosis test in the past or a statement of low risk for tuberculosis, and a report of a current physical examination from their health care provider for school entry. By public health law, the examination must be dated within a year of starting school. Students without health information and/or incomplete immunization may be excluded from attending school.

Medications: Students are not permitted to carry medication in school including nonprescription medications. The only exceptions to this rule are for those students requiring emergency medications: inhalers, Epipens/Emergency Epinephrine, and diabetic supplies which may be carried by the student. Students must have a written order from their physician and permission from parents to have medication in school (including emergency medications). Please note: all medication sent to school, to be given to your child, must be in a properly labeled pharmacy or manufacturer's container. If you require a container for school and home, please ask your pharmacist to give you two labeled containers.

Epipens/Emergency Epinephrine:

Parents/guardians of students who require or have been prescribed an Epipen/Emergency Epinephrine should contact the school nurse by phone or email prior to the start of school to inform her of the student's allergies.

All students with an Epipen/Emergency Epinephrine must carry it with them at all times. Parents/guardians must provide their Emergency Epinephrine and also provide a written order from the prescribing doctor. Parents/guardians may also provide a backup pen for the nurse's office. Students who play sports or travel with a club must inform the coach/moderator that they carry an Epipen/ Emergency Epinephrine. Athletes must also introduce themselves to the athletic trainer at the start of the sport season and inform the trainer that they have an Epipen.

Emergency Medication: Any medication required for emergency purposes must be delivered to the nurse by the first day of school.

Health Needs: If a student has a health issue to be addressed (i.e. diabetes or severe allergies), we ask that parents/guardians contact the school nurse directly by phone or email prior to the start of school as this allows time to plan for care. If a specific health issue arises during the school year, please contact the nurse.

Nurse Contact Information

Mrs. MaryAnn Jackson

Phone: 833-999-7673, ext. 1106.

Email: mjackson@popefrancisprep.org

Fax: 413-417-6748

HOURS

School Day

The school day includes 4, 80-85 minute periods with 6-minute passing periods.

The warning bell rings at 7:45 a.m.

First period begins at 7:50 a.m.

Dismissal occurs at 2:05 p.m.

Buses depart at 2:30 p.m. to allow students to seek a teacher's help or to attend a brief club/activity meeting.

After school supervision is available in the event lobby until 5:00 p.m.

Office Hours

The main office is open from 7:30 a.m. to 3:00 p.m on school days.

LOCKERS

All students are assigned an academic locker for use during the year. This assignment is given during orientation in August. These lockers are located on the second and third floor. Sports/wellness lockers are also available in the locker rooms. Students should speak with the athletic director or their wellness teacher regarding locker room lockers.



ORIENTATION

We bring all new students together just prior to the start of the school year in late August. Orientation for freshmen and transfer students will be on Thursday, August 20, 2026 from 1:00 p.m. to 5:30 p.m., followed by a New Family BBQ.

PARENT ENGAGEMENT

Parents/guardians are highly encouraged to become involved in the Pope Francis Prep community. In the fall, there are opportunities planned to allow new parents to meet other new and current parents and to become involved in the school community.

On Thursday, August 20, there will be a new family welcome meeting at 5:00 p.m. in the theatre followed by a New Family BBQ hosted by our faculty and staff. Watch your email inbox this summer for more details.

SERVICE HOURS

Consistent with our school mission, we are committed to helping and serving others. Each student must complete a minimum service requirement each year for theology class. The summer months are a good time to begin service work, so students are encouraged to help their parishes and other non-profit organizations that align with the mission of the Church. By May 1 of each school year, all students must have performed and recorded 25 service hours. Full details about the service project will be provided to students at the start of the academic year. Questions about service can be directed via email to John Anziano, Director of Campus Ministry, or Michael Dewey, Theology Department Chairperson.

STUDENT HANDBOOK

All students and parents are expected to read the Student Handbook outlining our community's norms and expectations. More information and a link to the updated Handbook will be provided in a summer edition of the Cardinal Catch-Up.

STUDENT PHOTOS AND ID CARDS

Photographs for the yearbook and school IDs are taken on the first day of school (Monday, August 24). Note: Liturgy attire is required on this day.

SUMMER MATH & READING

Each summer, PFPS students are assigned summer reading and math work. Summer assignments will be distributed to students at the New Student Welcome in May. Additionally, all summer assignments will be available on our website beginning in May.

TECHNOLOGY INFORMATION

Students lease a 1:1 device from the school. Devices will be available to new students prior to orientation. The pick-up days and times will be:

Tuesday, August 11 from 9am to 11am

Wednesday, August 12 from 11am to 1pm

Thursday, August 13 from 1pm to 3pm

Students unable to pick up their devices on the dates above will receive their device during orientation.



TECHNOLOGY INFORMATION (CONT.)

The pick-up process should take about 20 minutes. Students unable to pick-up their device during these times will receive the device at orientation.

As a 1:1 school, Pope Francis Prep also requires students to have reliable access to the internet and Wi-Fi outside of school hours to complete assignments. Additional technology information and policies may be found in the Student Handbook. If you have any questions about MySchoolApp, the 1:1 device, your lease agreement, or the school's technology policies, please contact Mr. Darryl Geoffrey, Director of Technology, at dgeoffrey@popefrancisprep.org or 833-999-7673, ext. 2232.

TRANSPORTATION, DROP-OFF, PICK-UP

Busing

Free to/from bus transportation is available to Springfield students living 2 miles or more away from PFPS. Busing for Springfield students is automatically assigned. Springfield families do not need to complete a transportation registration form.

Students from other surrounding communities will be bused using Five Star Transportation and must complete the Five Star Transportation Form located on our website: <https://popefrancisprep.org/students/transportation>.

Busing begins on Monday, August 24. The busing schedule will be shared on our website as soon as it becomes available.

Drop-off and Pick-up

Parents/guardians should enter the school

driveway from Surrey Road, nearest the tennis courts and follow the loop around to the student entrance (Alumni Plaza where the flagpoles are located). It can be busy and slow at peak times. You are welcome to park in the parking lot, however for safety reasons, we ask that you not use the parking lot as a drive through drop-off/pick-up location. We also ask that the front entrance driveway not be used for drop-off and pick-up. Please be patient and allow yourself enough time in the morning and afternoon.





TUITION, FEES, PAYMENT PLAN

Tuition

Per the signed Enrollment Agreement, a family's financial obligation to Pope Francis Preparatory School is to pay the agreed upon tuition and all fees, net of scholarships and financial aid. Pope Francis Prep is able to offer families a choice of tuition payment plans that range from a single payment in full to a 10-month payment option. The plan you choose will determine when your tuition payment is due. Detailed information on the various plans is included in the Enrollment Agreement. A tuition refund policy is also outlined in the Enrollment Agreement.

- Exams (SAT, and Advanced Placement) costs vary by exam
- Seniors (yearbook, senior week activities, diploma/cap/gown) - \$225
- Parking - \$125
- Athletics - \$400 (ice hockey only - to defray ice time expenses)

Please contact Mr. Rob Cestola in the Business Office with any questions regarding tuition, fees, and financial assistance:
rcestola@popefrancisprep.org or
833-999-7673, ext. 1131.



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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