



STUDENT HANDBOOK

2026-2027

99 WENDOVER ROAD
SPRINGFIELD, MASSACHUSETTS 01118

MISSION STATEMENT

Pope Francis Preparatory School 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.

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. Any changes implemented by the school are effective when made unless specified otherwise. Oral and written notice will be made to students and parents.

HONOR CODE

The PFPS community believes in our mission to grow spiritually and intellectually and believes that honor and integrity are essential to achieving those key aspects of our mission while embodying justice. To encourage and guide students, we have an Honor Code that serves to guide our student and community engagement. Students and staff are asked to embrace this in each and every endeavor here at PFPS and within our community at large.

PFPS 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.

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AGREEMENT BETWEEN PARENTS, STUDENTS, AND
POPE FRANCIS PREPARATORY SCHOOL

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

- ***By enrolling at Pope Francis Preparatory School we, the student and the student's parent/guardian, agree to and will abide by all of the terms and the conditions listed in this handbook and its amendments as published via this handbook and other notices.***
- The administration has the exclusive right to set and change policy, and make all school-based decisions. Any changes implemented by the school are effective when made unless specified otherwise.
- Students who reach the legal age of eighteen agree that the parent/guardian remains as a party to this contract even though the student has reached the age of majority.
- Students must live under a parent or legal guardian's supervision while enrolled at PFPS.
- Parents/guardians and the students themselves 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.
- No student, parent/guardian, or student organization, may utilize the school's name, logo, abbreviation, school employee's names, or pictures, without the written authorization from the President.
- Parents/guardians grant PFPS and its agents our permission to seek emergency medical attention for our child, if in their judgment, such attention is warranted.
- We have read the PFPS Acceptable Internet and Computer Use Policy and grant permission for our student to use the school computers and access the associated networks and network services, including the Internet. We accept responsibility for guidance of Internet use, setting and conveying standards for our student to follow when selecting, sharing, or exploring information and media.
- 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 and all purposes the school deems appropriate.
- We acknowledge that our student(s) at PFPS may periodically be in photographs, videos, and/or interviews. We authorize the use of these in various venues and formats. We understand that if we do not wish to have our student photographed or interviewed, the parent/guardian will provide a statement in writing and that this exclusion is good for the period of the academic year.
- We, the parents/guardians, understand and agree that our email address may be shared internally with other parent leaders, volunteers or coaches when our student is participating in a school-sponsored activity, team, production, etc. for the sole purpose of communicating about that activity. These communications will be sent in a "bcc" format to protect email identities. We acknowledge that if we do not wish to have our email address shared internally for these communications, we/I will provide a statement in writing. This will be kept on file in the front office for the academic year. The email addresses will not be shared externally by the school at any time.

GENERAL INFORMATION

PERSONNEL DIRECTORY

PRESIDENT	DR. PAUL HARRINGTON
PRINCIPAL	MRS. CYNTHIA GEIGER
ADMINISTRATIVE ASSISTANT	MRS. LORI FENTON
ADMINISTRATIVE ASSISTANT FOR COUNSELING	MRS. CHRISTINA BRACCI
ATHLETIC DIRECTOR	MR. JOHN GODA
ATHLETIC TRAINER	MS. KAYLA BLAIR
CHAPLAIN	FR. DAVID AUFIERO
COLLEGE COUNSELOR	MRS. JORDYN TAVARES
DEAN OF COUNSELING & STUDENT SERVICES	MS. DIANA MASTROCOLA
DEAN OF STUDENTS	MR. SCOTT E. O'NEILL, J.D.
DIRECTOR OF CAMPUS MINISTRY	MR. JOHN ANZIANO
DIRECTOR OF TECHNOLOGY	MR. DARRYL GEOFFREY
SCHOOL COUNSELOR	MR. CHRISTOPHER BRESNAHAN
SCHOOL COUNSELOR	MRS. JENNIFER SCIBELLI
LEAD BUSINESS OFFICER	MRS. MAI-HONG FEROLITO
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

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 National Collegiate Athletic Association (NCAA).

SCHOOL CALENDAR 2026-2027
 Below is the [School Calendar as published](#)
 Please refer to the [My School App](#) for any updates



POPE FRANCIS PREPARATORY SCHOOL

Master Calendar 2026-2027

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 - PSAT/SAT Day
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	21-31	Monday-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	7	Monday	Last Day of School, Grades 9-11

updated 8.13.26

TUITION & PAYMENT POLICY

Students whose tuition accounts are delinquent may be prohibited from taking exams, may receive incomplete grades, or be barred from attending classes. Under no circumstance will a student be allowed to graduate if there remains unpaid tuition or fees. In addition, diplomas and other credentials may be withheld.

All student billing, including all fees, will be done through the Tuition Management module in Blackbaud. Families are responsible for checking their respective Tuition Management account for updates throughout the year. Communication will be sent to the email address on the family account in Tuition Management when billing items are added throughout the year. Depending on the payment plan selected at time of enrollment/re-enrollment, payment for these billing items will be remitted accordingly. For example, if an auto-debit payment is selected on a family payment plan, the additional billing item added throughout the year will be paid during the same monthly payment cycle.

For families that select the “Invoice” payment method in Tuition Management, payment may be remitted through either 1. online through Blackbaud, subject to a 3% processing fee for credit card payments and a \$1.00 fee per transaction for bank drafts or 2. cash, personal check, cashier check, or money order (with no additional fees) through the Business Office. There are no late fees charged for delinquent payments.

Families are required to have all tuition and fees fully paid according to the following timeline throughout the school year, depending on their respective payment plan: 1. The Friday before the first day of class in August, 2. The Friday before the start of mid-term exams in December, and 3. The Friday before the end-of-year exams, which is different for seniors and underclassmen. If full payment is not remitted by the dates prescribed above, the student will not be allowed to attend school until the balance due is paid in full.

For credits on family Tuition Management accounts, the credit amount will be addressed at the end of the school year. Families will be given the option to either 1. apply the credit amount to the next school year or 2. have the amount remitted by check. For families that choose to withdraw their student from school or are asked to leave the school throughout the year, please see the enrollment/re-enrollment agreement for details of amounts due, applicable refunds, and release of transcripts.

SCHOOL CANCELLATION

In the event of inclement weather, PFPS will notify parents through email, text, and local news channels.

PARENTAL CONTACT INFORMATION

All students enrolled at PFPS must be under the care of their parents or legal guardian unless special circumstances arise. All records in Blackbaud regarding student contact information must be kept current in order for a member of the school to discuss that student. Any change of address, telephone number, cell phone number, email address, or custody must be reported to the Main Office as soon as the change occurs. If an individual is not listed in the student’s portal, they may not pick up, dismiss, sign permissions slips or documents, request information (verbal or via email) or set up a teacher meeting regarding that student.

PARENTAL APPOINTMENTS

Parents who wish to see a particular member of the faculty or administration are asked to phone or email for an appointment. When doing so, parents should provide a brief explanation for the purpose of the meeting.

PHYSICAL EXAMINATIONS

All students are required to have a physical on file on file in the Nurse's Office at the start of each school year. No student athlete may try out for any team without a physical on file in the Nurse's Office.

MEDICATION

Students may not bring any medication, prescribed or over the counter, 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*).

IMMUNIZATIONS

Massachusetts State Law requires that students registered at the school must have written verification on file that they have received the appropriate immunizations. Massachusetts school immunization requirements are created under authority of [105 CMR 220.000 Immunization of Students Before Admission to School](#)

ELEVATOR

Students who require use of the elevator due to illness or injury may obtain a pass from the main office reception desk after making a \$10 deposit (which will be fully refunded when the pass is returned). A student may, when necessary, bring only one other student in the elevator with them if needed to help carry their materials. Unauthorized use, retention of the pass beyond the permitted time or otherwise inappropriate use of the elevator may result in disciplinary action.

SCHOOL VISITORS

No visitors are allowed in classrooms without obtaining the approval of the school's administration several days in advance. Upon entering the building, all visitors **must** sign in at the front desk and obtain a visitor's name tag. Before leaving, all visitors must sign out and return the name tag.

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.

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.

DAILY ANNOUNCEMENTS

Important information regarding student life will be communicated daily during morning and afternoon announcements. Students are expected to be attentive to all the announcements made during the school day. During morning prayer, the pledge of allegiance, and announcements, students must stop what they are doing and listen until announcements are concluded. Students are required to check their PFPS email and Blackbaud portal on a daily basis.

EMERGENCY PROCEDURES

Evacuations are conducted in absolute silence during both the exiting and re entering of the building. Evacuation instructions are found in all classrooms. Any student who fails to comply with the rules and regulations of emergency procedures will receive detention and may be a candidate for suspension. After an emergency event, parents/guardians will receive a text communication regarding any next steps.

FIELD TRIPS

Guidelines for behavior on a field trip will be the same as during the school day. A permission form must be submitted prior to the trip. Only students in good academic and disciplinary standing will be allowed to participate.

ILLNESS

Students who are ill should report to the nurse. Upon returning to class from the Nurse's Office, the student should have a pass from the school nurse. The school nurse will contact the parents of those students who are too ill to return to class. In such cases, parents must pick up their student promptly.

LOCKERS

All freshmen are assigned a school locker. Sophomores, juniors and seniors may request a locker from the Main Office. Athletic lockers will be issued by request only from the Wellness teachers. Students are entirely responsible for the state of their locker and its contents. All assigned lockers must be kept clean, must at all times be locked *with the school-issued lock*, 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

Books, clothing, or other items of personal property should be kept in lockers. Any misplaced materials found must be turned into the Main Office. The school will not be responsible or liable for lost or stolen personal property. Valuable non-educational items should be left at home. Students should contact the Main Office for lost items.

LAVATORIES

The only behaviors appropriate in school lavatories are toileting and those necessary personal hygiene activities that cannot be done in other places. Students are not allowed to use staff designated restrooms. 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.

FOOD AND DRINK

During their assigned lunch period, students must be in the Dining Hall. Seniors may eat in the Event Lobby. All food and drink are to be consumed in the Dining Hall. Each student sitting at a table is responsible for the cleanliness of the entire table and the area around the table. Students may use their cell phones during their lunch period. Water bottles are permitted in classrooms, but all food and beverages must be consumed in the designated areas, either during breakfast, lunch, or after school. Students may keep food/drink to be consumed later, in the Dining Commons, in their backpack or locker. Students/parents **may not** order food to be delivered to the school building, either during or after school hours. Therefore, anyone attempting to deliver food will be turned away, and disciplinary action may follow. The school does not bear any financial liability to the student violating this policy when a delivery person is turned away. Gum is not allowed to be chewed in school.

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 study 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 nor are they permitted to sit on fixtures or non chair surfaces. Students may not congregate at the help desk. During study halls the learning commons is a classroom, all students in the study hall need to submit their cellphones to the collection point as they do in all other classrooms.

WEIGHTROOM

The weightroom is available to students before and after school only with the supervision of a PFPS faculty or staff member. The schedule is published each school year.

BUS INFORMATION

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 all PFPS rules and policies are in place while on the bus and awaiting transport.

PARKING

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, vehicle registration from the issuing state and complete and submit a parking application form to the Front Office and pay the non-refundable fee of \$125.00 per year. This is not a prorated fee and issuance of a parking permit at any time during the academic year requires payment of the fee. Registered students are assigned a numbered parking spot that correlates with the parking tag number. The tag must be displayed from the rearview mirror when using the school parking lot. Students may only park in the students' assigned numbered spot. Swapping of parking permits or spots is not permitted. Purchase of a parking permit does not preclude the administration, in its sole capacity, from suspending or revoking parking privileges as appropriate to reinforce and support the student conduct policy and provide a safe environment for our neighbors and members of our community.

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 of Students or front office to go to the parking lot during school hours.
- 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 10 mph at all times.
- The vehicle must be lawfully registered and comply with the safety standards of the registered state.

Violating any of these conditions may result in loss or suspension of parking privileges (and possible further disciplinary action). If a student loses parking privileges, the \$125.00 fee will not be refunded.

Students parking vehicles do so at their own risk. Students should lock vehicles as 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. The parking lot is school property and all school policies are in effect.

Students need to respect our neighbors, follow traffic and parking regulations, and operate their vehicles and sound systems in a safe and respectful manner appropriate for the residential neighborhood we are located in.

GRADUATION REQUIREMENTS

Students fulfill graduation requirements by taking additional elective courses. Students who enroll at Pope in 9th grade must earn 28 credits to graduate. All students must earn seven credits yearly. Depending upon their number of transfer credits, transfer students may be required to take additional credits each year. (You can refer to the [Course Catalog](#) for specific requirements.)

ONLINE COURSES

During the school year, seniors are allowed to take online courses through Virtual High School with approval of the School Counseling Department if they meet the GPA requirement, the course they are applying for is not similar to one offered at Pope, and it is in their best interest. Depending on availability, juniors may also take a course through Virtual High School. Parents/guardians are billed for any additional costs beyond the initial cost of the course. However, if a student withdraws from a VHS course after VHS's add/drop period, they are required to reimburse PFPS for the cost of their course. A W (withdrawn) or WF (withdrawn while failing) will be recorded on their transcript. Grades earned in online courses during the school year are calculated in a student's midsemester grade report, final semester grade, and cumulative GPA.

During the summer, students who need to remediate a course will be advised by their school counselor which course to take and will incur the full cost of the course. Grades earned in online courses over the summer are not calculated into a student's cumulative GPA and will be represented with a P (passing) on the student's transcript.

INDEPENDENT STUDY

Students who wish to take an independent study course, must submit a proposal to the Principal for that course that includes the rationale as to why, topics covered, methods for assessment, and a teacher to oversee the course, including maintaining grades in Blackbaud.

SEMESTER EXAMS

At the end of each semester, it is the teacher's discretion to administer a final exam or comparable culminating assessment. Attendance at exams/assessments is mandatory unless students are officially exempted or an alternative testing day is arranged by the Principal. Teachers have the option, at their discretion, to exempt seniors with an average of 90% or higher from their exams. Only seniors are eligible for this exemption.

INCOMPLETE COURSEWORK

Incompletes are approved only 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 Dean of Counseling & Student Services *prior* to the end of the semester. The Dean of Counseling & Student Services, in consultation with the classroom teacher and counselor, will determine a specific time frame to complete the work. The Dean of Counseling & Student Services is responsible for ensuring that the work is completed in accordance with the agreed upon conditions.

MAKEUP WORK

The acceptance of make-up work is specified by their individual teacher or department policy. Since the make-up policies of teachers vary, students should consult with their teachers or refer to the course syllabus regarding individual policies.

COURSE FAILURES

A passing grade at PFPS is a 60. Students with a failing grade in more than two (2) subjects in a year may not be allowed to return to PFPS. Classes that students fail need to be remediated. A student failing fewer than two (2) credits **must**, to return to PFPS in the fall, make up all those courses through a program approved by the Dean of Counseling & Student Services. Once the summer course is successfully completed, the student's transcript will be amended to reflect that the credit was re-attempted and earned in summer school, with a grade of P (Pass). The original grade of F from the school year will remain on the transcript. The student's GPA will not be re-calculated. It is the parent/guardian's responsibility to pay for the course. The counseling department must receive the final grades from the summer school program prior to the August start date of the new school year. Students who do not successfully remediate their failed credits, or need to remediate in more than one summer, will be reviewed for academic dismissal from PFPS. *Note: A student who fails a second semester course or whose GPA drops below a 2.0 is automatically placed on the ineligibility list for the following school year.*

ACADEMIC INELIGIBILITY

A student who fails a class, has an incomplete as a grade at the end of the grading period, or has an overall GPA below 2.00 is academically ineligible for athletics. Ineligible students may be 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). Since the commitment for Pope Francis Players is more like an athletic team than a typical club, members of Pope Francis Players are subject to the same academic eligibility requirements as athletics. *Eligibility is set at the time and date of the grade report and will not be reassessed prior to the next grade report, whether end of term or mid semester.* Subsequent remediation of the failed grade or an increase in overall grade after the grade report is issued does not change the student's ineligibility. Any change in eligibility will only be effective after the next scheduled grade report. (*See School Calendar for dates*).

ELIGIBILITY WAIVER

A student can apply for a waiver if they failed only one (1) class, and have semester or mid-semester average of 2.00 or higher, may apply to waive their ineligibility. This waiver is available only once in the student's entire time at PFPS. Students whose GPA is less than 2.00, regardless of whether or not they have passed all their classes at the time the grade report is issued may not apply for a waiver. A waiver form can be obtained from the student's school counselor.

ACADEMIC LEVELS

PFPS offers courses at the College Prep, Honors, and Advanced Placement (AP) levels. During the course selection process, students are advised to meet prerequisite requirements to take Honors and AP level courses. Some College Preparatory classes also have prerequisites. Incoming freshmen are placed in Honors classes based on the results of the High School Placement Test and an optional math and world language test. If a student changes classes after the first two weeks of school, they will have a W (withdrawn) on their transcript or a WF (withdrawn for failing). It is the student's responsibility to seek support and work with their teacher and counselor to exhaust all possible options to attempt to pass the course.

GRADING SYSTEM

PFPS reports a weighted GPA, which is determined by using quality points. 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. Semester grades are official reports published at the end of each semester and are included on a student's transcript. (A breakdown of our GPA scale can be found on the PFPS [high school profile](#).)

GRADE APPEALS

If a parent wishes to appeal a final report card grade, the parent must contact the Principal in writing within seven (7) calendar days from the date grades are posted online. Failure to appeal within seven calendar days constitutes acceptance of the grade. Only grades from the most recent quarter may be appealed.

CRITERIA FOR ACADEMIC HONORS

For a student to attain First Honors for a given marking period, they must have at least a 4.00 grade point average for that semester.

For a student to attain Second Honors for a given marking period, they must have at least a 3.50 grade point average for that semester.

To qualify for an Honorable Mention for a given marking period, they must have at least a 3.00 grade point average for that semester.

****** For a student to be considered for Valedictorian and Salutatorian they must complete eight semesters at PFPS.***

CRITERIA FOR NATIONAL HONOR SOCIETY (NHS)

The Thomas Aquinas Chapter of the National Honor Society includes qualified sophomores, juniors and seniors. Returning members need to have earned an overall cumulative weighted GPA of 3.80 to remain in good standing. New members need to have earned an overall cumulative GPA of 3.80 to be invited to apply for membership. Transfer students must complete two semesters at PFPS to be eligible to apply. If a transfer student was in NHS at their previous school, they can join the PFPS chapter if the NHS advisor received a letter confirming the transfer student was in good standing in NHS at their previous school. Each new member is required to participate in the NHS induction ceremony. Besides honoring outstanding students, the focus of the local chapter is to give service to the school community. Members of the society are expected to complete 20 hours of service which can include tutoring PFPS students and participating in service events at and outside of PFPS. Ten service hours may be rolled over from Theology service hours. A student may not be considered for admission to NHS, if they did not

complete and submit the application by the due date, the GPA threshold is not met, or has a disciplinary history. All applications will be reviewed by a Faculty Counsel for final approval. Active NHS students may be placed on probation, or removed from membership for various reasons, including decrease in GPA, failure to complete service hours (school or NHS), loss of good standing, attendance or disciplinary issues. Students will receive an honor chord at graduation contingent upon completion of service hours, consistent attendance, and maintaining a 3.80. Ms. Mastrocola is the advisor.

ONLINE GRADE BOOK/REPORT CARDS

Parents are encouraged to routinely visit Blackbaud to monitor their student's academic progress. Assignments and grades will be posted regularly with the expectation that teachers update their gradebook every two weeks. Parents are encouraged to contact their student's teachers if they have any questions or concerns. Final marking period averages reported in the online gradebook are not official until official report cards have been published. Official report cards are published at the end of the fall and spring semesters. Mid-semester grade reports are a snapshot of a student's academic progress. They are unofficial reports to inform families, however, they are used to determine eligibility and the fall mid-semester grade report will be sent to colleges as part of a senior's secondary school report.

SCHOOL COUNSELING

School counselors remain with students for four years, providing adjustment and academic counseling, in addition to course selection guidance. School counselors manage learning plans, PFPS's version of an IEP or 504. In addition to maintaining students' permanent academic records, the School Counseling Department administers the PSAT, SAT and AP tests. Parents are encouraged to reach out to their student's counselor if they have any questions or concerns regarding their student's academic, social, and emotional well-being.

COLLEGE COUNSELING

All seniors will have a college counselor to assist them in all areas of the college process. Seniors will have dedicated time built into their schedule to work on their college applications. In order to release transcripts to a college or scholarship agency, the parent/guardian or student, if 18 years old, must sign a records release form. Teachers are expected to write recommendation letters for students who solicit letters from them. However, students and parents/guardians cannot request that letters be given directly to the student and/or parent/guardian. In order for the college counselor, teacher, and administrative assistant to process any application materials for both colleges and scholarships, it is advised that the student inform their counselor of their application deadlines three weeks prior to the deadline. All college application materials are processed through Naviance.

STANDARDIZED TESTING

Students in grades 9 - 11 are required to take the PSAT. Scores will be reviewed with counselors and department chairs may use the data to assist students with additional academic support. The school day-SAT is offered at PFPS in March of 11th grade and October of 12th grade. Participation is strongly encouraged and students will receive guidance on how many SATs they should take. Students who sign up for an AP class are required to take the AP test administered through the College Board. It is important that students try their best as a passing score may earn them college credit. Families will be billed the standard rate for an SAT and AP test in accordance with the College Board. The testing coordinator is Ms. Mastrocola.

COURSE SCHEDULING

Students work together with their counselor 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. Most courses have prerequisites which can include a specific grade standard. After students have made their course requests in Blackbaud, they will review their selections with their counselors. Students may not be able to take all of the courses they initially requested due to schedule conflicts, limited availability, and insufficient enrollment.

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 authorization from the Principal. Such changes are not made without serious cause, and they may not cause a student to drop below the seven credit minimum. Changing courses may result in a book fee. The final decision of the Principal on all schedule changes is final.

EXTRA HELP & TUTORING

Students who are experiencing academic difficulties should first seek extra help directly from their teacher. Teachers are in the building regularly until 2:40 p.m. and available for extra help by appointment. There is also the option of peer tutors. Students can seek them out via their counselor or the National Honor Society advisor.

EDUCATION PLANS

Education plans may be created for students with diagnosed disabilities that need minor adjustments 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. Plans are reviewed yearly to ensure any services are appropriate for the student's current needs. These plans may include minor adjustments. Plans will not modify curriculum or curriculum requirements.

ACADEMIC SUPPORT CLASSES

PFPS offers two support classes: Student Success Seminar and Math Enrichment. Student Success Seminar provides a teacher-facilitated learning experience for students to promote learner resiliency, self-advocacy, and organization skills. Math Enrichment is a content-based support class for Algebra I students. Students who fail Algebra I in the first semester will be required to take Math Enrichment in the second semester to bolster their skills. Students who are using Math Enrichment to remediate a course will have to pass the midterm exam to show mastery of the content. If they do not pass that final, they will have an F for Math Enrichment and need to do an online remediation course at the family's expense. Both classes are recommended by the School Counseling Department based on data from the High School Placement Exam, middle school report cards, standardized testing and other qualitative information.

CLASS PERIODS

There are eight class periods in a student's schedule. Four class periods scheduled per day and class periods rotate on their designated day. Classes meet every other day.

<i>1A Day</i>	<i>2E Day</i>	<i>3B Day</i>	<i>4F Day</i>	<i>5C Day</i>	<i>6G Day</i>	<i>7D Day</i>	<i>8H Day</i>
A	E	B	F	C	G	D	H
B	F	C	G	D	H	A	E
C	G	D	H	A	E	B	F
D	H	A	E	B	F	C	G

Regular Day

Arrival/Breakfast - 7:25-7:40

Passing Time - 7:40-7:50

First Period - 7:50-9:15 (85 min)

Passing Time - 5 min

Second Period - 9:20-10:45 (85 min)

Lunch and Third Period - 10:45-12:40 (see below)

Passing Time - 5 mins

Fourth period - 12:45-2:10 (85 min)

Lunch Schedule:

First Lunch - 10:45-11:10; Class - 11:15-12:40

Class - 10:50-11:30; Second Lunch - 11:30-11:55; Class - 12:00-12:40

Class - 10:50-12:15; Third Lunch - 12:15-12:40

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. In addition to school-wide liturgy days, three days per week, the Chaplain offers Mass before school (7:20 a.m.) Students, faculty and staff are invited and encouraged to attend whenever possible. Mass will be offered Tuesday, Wednesday and Thursday mornings at 7:20 a.m. Adoration and Reconciliation will be offered Tuesday and Wednesday during 1st and 2nd periods.

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.

CHAPLAIN

The school is blessed to have the services of a diocesan priest as a member of our staff and to celebrate the Sacraments with our community. Fr. David Aufiero is our school Chaplain.

RECONCILIATION

The Sacrament of Reconciliation is available with the Chaplain. 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 or the Chaplain 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 PFPS community who might need the sacramental support of an ordained priest.

CHRISTIAN LEADERSHIP

The Christian Leadership Team has been an important part of PFPS’ community, having a reputation as servant leaders, role models and representatives of our school. Students apply during the second semester of their junior year and serve through the end of their senior year. This is a class that is built into a student’s schedule. Christian Leaders are called upon to facilitate activities that enhance the spiritual life of the school, including student retreats and discussion groups, school prayer and worship, and parent programs. Christian Leaders also represent PFPS in the local community through such activities as local community service trips and recruiting activities. Mr. Anziano is the Christian Leadership teacher.

SERVICE REQUIREMENTS

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 a minimum of 25 hours of community service each year. Students are required to complete a personal community service project, to be approved and graded by their Theology teacher. 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.

STUDENT GOVERNMENT

Students are involved in decision making and event planning through their elected representatives who constitute PFPS' Student Government. Class representatives and Executive Board members must apply and interview for the position. The student government, with the faculty and administration, coordinates activities and generates enthusiasm for class activities. Each class has representatives who serve on the executive board and are responsible for representing their grade and assisting with the planning and executing events. Students who are no longer in good academic standing may lose the privilege of being a member of the student government. Ms. Rivers and Mrs. Scibelli are the advisors.

PATHWAYS CAREER EXPLORATION PROGRAM

The Pathways Program allows motivated students to set their career path in motion through college trips, internships, specialized workshops, advice from local business leaders, and 1-on-1 coaching. Rising 10th and 11th graders can apply when the application is available in the spring. Students must attend two Pathway events per semester, including the Pathways Kick-Off, and meet all attendance requirements. Students who do not complete the required amount of events by the end of the year will be asked to leave the program.

In this case, students are not allowed to re-apply. Students must be in good academic standing while participating in the program, therefore, students who are academically ineligible will be asked to leave the program. Their eligibility may be reviewed at the next grade report to then re-join if they are passing their classes. Students who wish to reenter the program must reach out to the advisor and participate in a re-application process. Students in this case must complete four events before the end of the year. Students will receive an honor chord at graduation upon successfully completing two years of the Pathways program. Mrs. Perreault is the advisor.

ADVISORY

Advisory is a grade-level group of students guided by two members of the staff or faculty to engage with students across the community and discuss topics to help students have a rewarding time as members of the PFPS community. Advisory typically meets once per month for 25 minutes.

DANCES

The school occasionally hosts dances, especially Semi-Formal and Prom. While these dances are primarily intended for PFPS students, outside guests are sometimes welcome, provided they register ahead of time with a copy of their school ID. Only high school age students are permitted to attend dances (Prom may have approved guests under 21). Dress code for the dance will be published with the dance information. All students and guests will be subject to an intoxicant detector and or a breathalyzer test upon entry and may be randomly tested during the event or prior to departure. Semi formal and prom have specific requirements for attendance set forth in the student contract for those events. Of particular note for guests, both PFPS and non-PFPS, is that freshmen students can not be a guest at the prom and all semi formal participants must be students at PFPS. Dress and appearance guidelines for the events are specific for each event and venue. Students need to follow the dress code for each event provided on the event contract. 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. Students need to be in attendance at school on the day of or the last school day prior to the event for a minimum of three (3) full class periods.

ATHLETICS PROGRAM

PFPS is a member of the Massachusetts Interscholastic Athletic Association and therefore is bound by all rules of that organization. PFPS competes in the Pioneer Valley Interscholastic Athletic Conference (PVIAC). Mr. John Goda, Athletics Director, and the coaching staff supervise interscholastic sports on varsity, junior varsity, and freshmen levels. Our athletic trainer, Ms. Kayla Blair, is available each day after school and for game coverage for designated sports.

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

Participation in athletics and school extra curricular activities is a privilege, not a guarantee. Poor grades, failure to complete service hours each year, lack of good standing, misbehavior, and absences can each result in ineligibility to compete or perform (*see Academic Eligibility*) or even in not being allowed to attend practices or meetings (*see Disciplinary Actions and Participation in Athletic and Extracurricular Activities*). Additionally, athletics are governed by MIAA rules, key items are delineated below and a link to the full policies from MIAA is provided.

The school offers the following inter-scholastic sports:

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

SPECIFIC PFPS ATHLETIC RULES

(For detailed 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.
- PFPS 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 PFPS are prohibited from the use of smelling salts, and any item designed to simulate the effect of smelling salts. In addition to accountability under the Code of Student Conduct a student athlete 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, and the athlete is responsible for their care. At the end of the season or if a student transfers, the student must return these issued items in serviceable, good and clean condition. Failure to return issued items makes the student athlete and family financially responsible.
- 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 is not grounds for skipping or rescheduling such conflicts.

SPECIFIC MIAA & PVIAC RULES

The rules and policies of the Massachusetts Interscholastic Athletic Association (MIAA) and the Pioneer Valley Interscholastic Athletic Association (PVIAC) govern PFPS 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.

- 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.
- A student must have a physical examination administered by a licensed medical physician, nurse practitioner, or physician's assistant in order to be eligible to participate. The MIAA recommends the use of an American Academy of Pediatrics participating physician. 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.
- On entering 9th grade 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.
- A student must be under 19 years of age to compete; however, he or she may compete during the academic year he or she turns 19, provided the 19th birthday occurs on or after September 1st of that year.
- 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.
- 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.

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 you are interested in a club that is not offered, please contact Mrs. Cindy Geiger, Principal, cgeiger@popefrancisprep.org to investigate the possibility of the development of a new club.

ATTENDANCE

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 at 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. In the event that a student misses school, it is their responsibility to check Blackbaud for the assignments they missed. 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*).

Attendance for the day is taken at the beginning of every period. All students are expected to arrive on time prior to the start of the first class and remain in school after their arrival until properly dismissed by a parent/guardian, or when dismissed at the scheduled end of the school day. Students need to be in the classroom and in their assigned seats when the bell begins each class. A student may not be absent for more than half a class period in order to be marked present for that period.

ABSENCES

PFPS does not distinguish between "excused" and "unexcused" absences. In order to earn course credit, a student may not exceed **eight (8) absences** in a class for the semester, regardless of reason. Students and parents will receive a written warning notice from the Dean of Students when they reach five (5) absences from school or in a class. Students exceeding eight absences in any one class per semester may not receive academic credit for those classes. *NOTE: tardy to school and early dismissals 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.

TARDINESS

Students who are tardy to school more than three (3) times per semester will receive disciplinary sanctions. The first offense will be detention. Additional tardy events will result in additional sanctions and require a family meeting. Continued non compliance may result in a suspension, or other administrative actions. Tardiness to school may cause a student to be marked absent from class (*see Absences*), loss of parking privileges, or loss of senior privileges.

PROCEDURE FOR ABSENCE

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

WAIVER FOR EXCESSIVE ABSENCES

In extraordinary circumstances (such as documented hospitalizations, long term illness requiring recurring and continuing medical treatment, *etc.*), an attendance waiver from the attendance policy may be requested. The waiver request should be made to the Dean of Students in a timely fashion, no later than five days after returning to school. Wherever possible this notice should be made **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 Principal, School Nurse, School Counselor, Dean of Counseling and Student Service 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 Nurse's Office on the morning of the absence.

ABSENCES DUE TO COLLEGE VISITATIONS

College visits for seniors should be planned for holidays and school vacations. In some circumstances, permission to visit a college during the school week may be granted by the College Counselor. Permission must be requested one week in advance by completing a college visit form, located in the School Counseling Office. Seniors may visit up to three colleges. The school reserves the right to limit the number of college visits. Non-seniors may not miss a day of school to visit a college.

ABSENCES DUE TO FAMILY VACATIONS OR SPORTING EVENTS

Students are expected to be in school whenever school is in session. Considering this, absences for vacation or athletic tournaments are to be avoided whenever possible. Parents who decide to extend the beginning or end of a vacation or weekend, or who arrange to take trips and/or vacations during times when PFPS is in session, should note that such absences will still count towards a student's attendance totals. As such, the student will not be excused from any material that was covered or from any tests and/or exams that took place during such absences. Parents need to contact the Dean of Students when these situations arise. Teachers are not required to stay after school with students to provide additional instruction on material missed. **All assigned work excluding quizzes or tests is due on the day the student returns to school. Tests and quizzes will be made up in consultation with the teacher. The marking period will not be extended due to family vacations. Consequently, assignments, tests, and quizzes missed due to a vacation that are not made up by the time grades are due will result in a zero.**

REMOTE LEARNING ATTENDANCE

PFPS does not cancel school for inclement weather. All regularly scheduled classes will take place remotely and follow a modified schedule. Students will be required to attend classes. Absences will be counted toward students' recorded totals. Students need to use their assigned PFPS device via the Zoom or Google Meet link provided by their teacher via Google Classroom to sign into their classes. Please follow the guidelines below while participating in remote learning:

- All students need to attend their entire class meeting, alone and seated in an appropriate work area, dressed in school uniform or Cardinal Spirit Wear.
- Students will follow their regularly scheduled classes, utilizing the class meeting links posted by the teacher and in accordance with their academic schedule and the day's rotation. It is not necessary to check-in for Study Hall periods.
- Students must have their laptop camera on throughout their class and be visible on camera. Students who do not appear on screen will be considered absent.
- No class material will be recorded without the explicit permission of the teacher.
- Students should not have anything distracting or inappropriate in the background.
- Classroom decorum observed, for example: no food during class.
- Academic honesty is expected of students at all times.
- Students should mute themselves unless otherwise directed by their teacher in order to minimize background noise.

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*)

DEPARTURE FROM CAMPUS

Students are required to remain on campus from arrival until properly dismissed. Students leaving campus without authorization will be subject to discipline and the parents will be immediately notified. Students may remain on campus until 5:00 p.m. provided they are under direct faculty/staff supervision. When not participating in a club or extracurricular activity, students need to remain in the supervised Event Lobby or where otherwise directed and supervised until they leave campus. Once a student leaves the school campus, 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, 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 being monitored by a coach or staff member for a sporting event or practice may not enter the locker rooms.** Students remaining on campus after school and not in compliance with after school supervision will have their parent or guardian contacted to pick them up and be subject to disciplinary action.

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. **Students are always required to sign in/sign out when arriving/departing for this privilege. Failure to do so will result in the loss of senior privileges.**

The privilege is available to seniors who are in good standing in both academics and with the disciplinary and student conduct policy. 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.

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.

Regular attendance at school is necessary for academic success. Makeup assignments and makeup time do not adequately replace class attendance. Students who are absent can access Blackbaud for assignments.

It is the responsibility of each student upon returning to school after an absence to see each of their teachers about any missed work. Students who are absent from school may not participate in or attend any academic, athletic, social, or school event on the same day.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Use of any electronic device, other than your school issued PC, is not permitted, **this prohibition extends to Meta Style AI “smart” glasses in all variations under any name.**

In every classroom and assigned class area, including the study hall in the Learning Commons, cell phones must be turned into a collection area at the start of each class period. During in-class assessments students are required to store all smart watch devices with the cell phone in the classroom phone collection area. Staff and faculty who observe a student with a cell phone during class time need to confiscate the device. They will submit it to the Dean of Students. Phones can not be retrieved or used when leaving the classroom for restroom use or any other reason, except early dismissal.

- On the first violation, a student will receive a detention and for the next five school days, submit their phone to the School Counseling Administrative Assistant.
- On the second violation, the unauthorized device will only be returned to the students’ parent or guardian and a second period of detention will be assigned. For the next 10 school days, the student must submit their phone to the School Counseling Administrative Assistant.
- On the third violation, the parent/guardian must come pick up the electronic device AND have a meeting with the Dean of Students. The student will receive multiple periods of detention or assigned suspension and issued an additional infraction for dishonesty. For the remainder of the semester, the student must submit their phone to the School Counseling Administrative Assistant.

During Holy Liturgy and all other student assemblies, all phones, ear buds or other listening devices must be stored in the students’ backpack or locker. The use of a phone or ear buds during Mass is disrespectful of the prayerful nature of the time and its use is prohibited.

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, do not 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 with our Catholic mission and identity.

SCHOOL EMAIL ADDRESS

All students are assigned a school email address. All communication from staff and faculty will only be sent to your school email. You students need to check their email daily. Students must respond to emails from teachers/staff in a timely manner. Ignoring digital communications from teachers is no different than 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 or social media memberships, etc.

SCHOOL ISSUED COMPUTERS

Each student is responsible for his/her specific laptop, charger, and keyboard. Students must keep their devices in good working order, 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. The Digital Literacy class will inform students about internet safety and personal responsibility regarding computer and internet use.

LOANER DEVICES

PFPS has a limited number of laptops for students to check out should their personal one be unusable. These devices are meant for temporary usage to ensure students are not affected while their devices are not usable. While using a loaned device or charger, the student must leave a working personal cellphone as collateral. The phone will be stored in a secured location and returned immediately upon the safe, on-time return of the loaner equipment.

UNIFORM

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 worth in yourself and in your community. Students need to always **present** a modest, neat, clean, respectful **presentation** and wear the uniform items as designed without alterations or modifications. Students need to follow the entire uniform policy from arrival on campus until departure, including liturgy days, lunch and afterschool activities. The administration has the right to amend the dress code at any time.

The uniform requirements for regular attire, liturgy attire and spirit days are delineated in this policy. All outerwear garments, including jackets and coats, even those bearing a PFPS logo of any kind must be stored in the student's assigned locker or backpack. The uniform blazer, sweater, black quarter-zip and full-zip with the PFPS logo are permitted as the only uniform outerwear. Any student in violation of the uniform policy *is required to immediately correct the deficiency* and will be assigned a disciplinary action.

PURCHASING UNIFORMS

The school skirt must be purchased online through Lands End, other items may be purchased locally from Blake's School Uniform Company, or online from Tommy Hilfiger Global Schoolwear. Please see the link on the [school uniforms](#) and policy page. Please make online purchases early. Mail order delay is not an excuse to be out of uniform. These items are identified in the uniform expectations given below. Sports 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 PFPS logo does not make it permissible to wear as part of the school uniform.

REGULAR ATTIRE

Female Students

Tops - Long or short-sleeve PFPS polo either cotton or performance fabrics in white, black, or the new garnet red. A polo or a liturgy top must *ALWAYS* be worn. As an addition to the uniform top students may choose to wear the quarter-zip pullover or full zip, both in black or the v-neck pullover sweater or sweater-vest in black.

Seniors have the option of wearing their class color polo.

Non-permitted items: Outerwear worn indoors.

Bottoms - Full length loose fitting dress pants style in light khaki or black. For the fall of 2026 the only skirt permitted is the Lands End School Uniform Girls Box Pleat Skirt Top of Knee in the proper size. Skirts must fit in a way that, when standing, the skirt extends *to the top of or below the knee*. Students may wear black or khaki dress pants instead of the Lands end skirt. Female students may choose to wear full length leggings/stockings/tights (solid and of a single solid color), knee high socks (solid and of a single solid color) as an additional layer under the skirt.

Non-permitted items: Any non Lands End skirt, pants with exposed seams, pockets, rivets, or tears, sweat pants, pajama style pants, shorts, form-fitting bottoms, pants with elastic cuffs or waist.

Footwear - Students may only wear sneakers or dress shoes.

Non-permitted items: Sandals, moccasins, moccasin style shoes such as, but not exclusive to, Ugg moccasins, slipper style shoes, shoes with heels greater than two inches, open toed footwear, open back shoes.

Makeup and accessories - 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 and accessories must be free from any messages and properly modest to be reflective of our school community and mission.

Non-permitted items: Dyed or highlighted hair in an unnatural hair color, extensions or braids in an unnatural hair color, excessive jewelry, facial or visible body piercings, gauges, pocket chains, hats, hoods, any type of headwear, visible tattoos (permanent or temporary).

Male Students

Tops - Long or short-sleeve PFPS polo either cotton or performance fabrics in white, black, or the new garnet red. A polo or a liturgy top must *ALWAYS* be worn. As an addition to the uniform top students may choose to wear the quarter-zip pullover or full zip, both in black or the v-neck pullover sweater or sweater-vest in black.

Seniors have the option of wearing their class color polo.

Non-permitted items: Outerwear worn indoors.

Bottoms - Full length loose fitting dress pants style in light khaki or black.

Non-permitted items: Pants with exposed seams, pockets, rivets, or tears, sweat pants, pajama style pants, shorts, form-fitting bottoms, pants with elastic cuffs or waist.

Footwear - Students may only wear sneakers or dress shoes.

Non-permitted items: Sandals, moccasins, moccasin style shoes such as, but not exclusive to, Ugg moccasins, slipper style shoes, open toed footwear, open back shoes.

Accessories - All attire and accessories must be free from any messages and properly modest to be reflective of our school community and mission.

Non-permitted items: Dyed or highlighted hair in an unnatural hair color, excessive jewelry, facial or visible body piercings, gauges, pocket chains, hats, hoods, any type of headwear, visible tattoos (permanent or temporary).

LITURGY ATTIRE

When the school community celebrates the sacred liturgy, more formal attire is required of students, as detailed below. The first day of school for the entire community, academic awards ceremonies, recognition of scholars and most holy days of obligation when a Mass is celebrated are required liturgy attire days. 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. *All other items remain the **same** as the regular uniform policy listed above.*

Female Students

Tops - Short or long-sleeved Oxford style or peter pan style shirt without shirt tails, with school logo in white, blue or pink. Blazers with the PFPS logo are optional.

Footwear - Clean closed-toe dress shoes in a solid color. Sneakers or any kind of canvas shoes such as Vans or Vans-style slip on or lace up are not considered dress shoes.

Male Students

Tops - Short or long-sleeved Oxford style shirt, with school logo in white or blue. Shirts must be tucked in, fully buttoned, and worn with a necktie. Blazers with the PFPS logo are optional.

Footwear - Clean closed-toe dress shoes in a solid color. Sneakers or any kind of canvas shoes such as Vans or Vans-style slip on or lace up are not considered dress shoes.

SPIRIT DAYS

On Fridays, except where the Friday is a liturgy day, and on other days as designated by the President, 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. *OUTER GARMENTS (COATS or JACKETS)* are not authorized for spirit wear without express permission from the Dean of Students. *All other items remain the **same** as the regular uniform policy listed above.*

Female Students

Tops - Shirt/sweatshirt/jersey issued by PFPS in good repair or purchased by the family that includes the school name and/or logo.

Male Students

Tops - Shirt/sweatshirt/jersey issued by PFPS in good repair or purchased by the family that includes the school name and/or logo.

GRADUATION ATTIRE

Commencement is the penultimate school activity recognizing 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 dress 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 honors and 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.

All attire should be free from any messages, properly modest and reflective of our school.

Female Students

Tops - Dress blouse or dress.

Bottoms - Modest skirt, dress or dress pants that are appropriate for wear at a formal function.

Footwear - Clean dress shoes. Heels are not recommended as the graduates walk on the turf field. Sneakers of any kind are **not** permitted.

Male Students

Tops - Dress shirt tucked into belted trousers worn with all buttons fastened and a necktie or bowtie. Blazers and suit jackets are optional.

Bottoms - Full length matching suit pants or dress trousers.

Footwear - Clean dress shoes with socks. Sneakers of any kind are **not** permitted.

ATHLETIC AND WELLNESS ATTIRE

Students are required to wear appropriate and modest clothing when participating in athletic activities, including sports practices and Wellness classes. School spiritwear is encouraged. Non-formfitting modest shorts, sweatpants, school spiritwear and t-shirts, etc. are all appropriate. All attire needs to be free from any message or symbol aligned with Catholic values and be properly modest for our school environment. No tank tops, exposed sports bras, muscle shirts or like attire is allowed. Clothing needs to (1) be modest and (2) be worn only during athletic activities and in athletic areas of the campus, not in the Chapel, dining commons or the Learning Commons. Coaches may require students to wear liturgical attire on days that they have athletic contests. There are no special dress exceptions for game days.

MASKS/FACE COVERINGS

Students may choose to wear masks/face coverings. The mask/covering must:

- Be a solid color (only exception is official PFPS logo)
- 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.

DRESSDOWN OR CASUAL DAYS

Periodically and often as an award for spirit points or on days designated by the administration, non uniform attire may be authorized. A message from the Dean of Students will be directed to each class or the school community setting the dress code requirements.

PROHIBITED ITEMS

Any item not listed as authorized is a prohibited item.

PERSONAL INTEGRITY

Mutual respect is a basic value of the PFPS community. PFPS prohibits in all its programs discrimination against or harassment of any individual or group. Such behavior should be brought to the attention of the Dean of Students. Behavior inside or outside the PFPS community that violates propriety and adversely affects the well-being of an individual or the PFPS community may be subject to appropriate action, up to and including dismissal.

ACADEMIC INTEGRITY

*All assigned work for PFPS classes must be developed, completed and submitted using the issued school device **and** using the PFPS assigned Google account tools; then submitted for evaluation and grading on the Blackbaud LMS. This allows educators and students the opportunity to collaborate on work progress and better assess student learning throughout the work's development and helps avoid academic integrity concerns.*

Academic Integrity is compliance with ethical, academic and moral principles, standards, practices and a consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship. PFPS demands the strictest honesty from our students. Assignments, papers, computer programs, tests and coursework are the core of the educational process. Students must be able to demonstrate that the work submitted is their own, and are required to complete their own work. No student shall allow his or her paper, assignment, project, program, or any artifact assigned by the teacher; in outline or finished form, to be copied and submitted as the work of another; nor shall a student prepare an 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, in any manner. This prohibition extends to Artificial Intelligence and AI-powered editing tools, Grammarly, WordTune and other similar applications or programs. The use of artificial intelligence editors, known as "humanizers" or "bypasser" tools, is a violation of this policy. Using AI to suggest revisions, or edits to your writing is the use of AI. This means that generative and editorial AI on assessments, assignments or in a class work, is prohibited except where specifically directed by the teacher in that particular assignment's instructions. All work must include proper credit and citations to the original source in accordance with academic convention and the teacher's instructions. Students must be prepared to submit all notes, drafts, and source information which might be requested by an instructor, chairperson, or Dean investigating the authenticity of that work. A violation of the Academic Integrity policies will result in loss of good standing, grading limits and disciplinary action. If the student is a member of NHS, a review for probation or removal will take place.

"The danger of humanity becoming a victim of its own achievements was already clearly recognized by Saint Paul VI, who warned that "the most extraordinary scientific progress, the most astounding technical feats and the most amazing economic growth, unless accompanied by authentic moral and social progress, will in the long run go against man." [121] For this reason, technological progress — valuable in itself — requires careful discernment of the anthropological vision that guides it and the ends it pursues. If technological development advances without a corresponding ethical and social progress, the result may be an increase in means without a growth in humanity: "having more" without "being more." In such a scenario, there is a risk that individuals will be evaluated principally according to the outcomes they produce. [122]" ("Encyclical Letter of His Holiness Leo XIV Magnifica Humanitas (15 May 2026)")

Artificial Intelligence - Is a computer system or machines designed to mimic human intelligence and perform tasks that typically require human-like thinking. This can include recognizing patterns, learning from data, making decisions, understanding language, and perceiving or responding to the environment. AI can quickly process large amounts of data, detect patterns, and make recommendations or decisions based on its analysis. Use of generative AI, such as, but not limited to, ChaptGPT and other large language models, violates this policy, or using it to complete coursework in a way not *expressly permitted* by the faculty member is a violation of the Honor Code and the Behavior and Student Conduct Policy.

Plagiarism - Plagiarism is the presentation of another person's work as his or her own. It includes wholly or partially copying, translating, or paraphrasing information or data without acknowledgement of the source. This can include using the wording of a student's paper or computer program 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 - When a student uses, possesses or creates unauthorized or illicit materials during any assessment, or possess any items or materials that have as their purpose to provide an academic advantage. This can include, but is not limited to, copying from another student's examination paper or allowing another to copy from one's own paper on assignments or during an examination. Using and possessing *unpermitted* material, "cheat sheets" notes, texts, calculators, smart phones, or any other unauthorized items during an examination is a violation of this policy. Mere possession of a cellphone, smart watch, meta style glasses or any other unauthorized electronic device, or speaking with another student during any assessment is a violation of this policy. 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 at the time of the in class assessment, in the class syllabus or in the rubric and instructions for that assessment and delineate the standard for the study guide. This advisement can be in the form of oral instructions from the classroom teacher. 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 person, program, Artificial Intelligence, or utilizing a service to draft, compile or complete work for you which you intend to or do then submit as your own, is cheating. Giving or receiving *unpermitted* aid on take home academic assignments, looking at another student's work, or illegitimately acquiring copies of the assessment 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.

SANCTIONS FOR VIOLATIONS

Violations of the Academic Integrity standards will subject the student to:

- A grade for the assignment will be no greater than a 59
- The student is required to redo the assignment
- Disciplinary sanctions for major violations
- Loss of good standing for a minimum of four months from violation

DISCIPLINARY CONSEQUENCES

A student may be subject to the consequences in this policy where the student's behavior warrants it. Unless community standards or safety are at issue progressive implementation of the disciplinary policy will be used and any consequences will be proportional to the classification of the violation(s) and the nature and impact on our community. The policy is subjective 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. Student's parents or guardians will be contacted and will pick up their child for the balance of the day, where, in the estimation of the Dean of Students, the student's conduct is disrespectful or not in keeping with the mission and community standards of PFPS.

Detention - A detention is a consequence issued for a violation of this policy. A detention is a period of required attendance after school for violation or violations of a policy as defined or referenced in this handbook. 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 consequence. Students who receive more than two detentions in a semester are required to participate in a Dean's Conference in addition to the appropriate sanction or administrative consequences.

Dean's Conference - For major violations, intermediate violations, and repeated minor violations, assigned detention(s) as appropriate **and** the student and the student's parents/guardians will participate in a required meeting 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. On the day of or discovery of the infraction, the student's parents or guardians may be contacted to pick up their student for the remainder of the day, where, in the estimation of the Dean of Students, the student's conduct is disrespectful or contradictory to the mission and community standards of PFPS. Consequences for the violations discussed at the Dean's Conference may include detentions, 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 and will normally escalate to Suspension.

Suspension - Violations or repeated violations that, and conduct 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, or behaviors that are contradictory to our mission or Catholic identity and community standards 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 the Principal and the President are advised of the circumstances. While suspended, students may not attend any PFPS activities, events or their classes (neither remotely or in-person) but they are required to complete all missed material on their own and meet all due dates of assignments without extension. Students who are on a period of suspension must submit all work on the date originally due without gaining any additional time consideration for the absence. 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.

Removal - Removal may result where a student has behavior, violations, repeated violations or previous suspension, that is, in the view of the PFPS leadership harmful to our community, dangerous, criminal and or contrary to our mission, our academic or religious values. Additionally, a single violation or offense may result in an expulsion.

Administrative Action - Addressment of violations of this policy by implementation of a consequence, or any combination of consequences, does not preclude the administrators of PFPS 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.

CRIMINAL ACTIVITY

When a student's behavior constitutes criminal activity, under the Massachusetts General Law 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 the school's assigned computers. 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 issued P.C. if we believe 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. Illegal items will not be returned to the student.

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.

- Parents/guardians will be notified immediately.
- Law enforcement notification and involvement where the violation is subject to criminal statutory control.
- Counseling services will be required to the satisfaction of the school counselor.
- Review for removal by leadership.

STUDENT CONDUCT VIOLATIONS

The violations listed here are those that our community believes, when engaged in 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 potential impact of these prohibited behaviors and possible consequences that the student may be responsible for should the student engage in such conduct. This list and classifications are not all inclusive nor are they exclusive to any specific consequence, where, in the opinion of the Dean of Students or the Principal, the conduct, has an impact on our mission or our community the Dean of Students will dismiss the student for the remainder of the day or may assign any other consequences as appropriate to promote our mission. An unclassified act or behavior that is in conflict with our mission or our Catholic identity or community standards is subject to disciplinary consequences after review by the Dean of Students, Principal or the President. The Dean of Students will meet with the student and assign consequences that are most appropriate to address the impact to the community.

Minor Violations - The following behaviors are minor violations and will be referred to the Dean of Students. The initial consequence is normally a detention. Consequences may escalate for repeated violations (*see Disciplinary Actions*).

- Behavior inconsistent with the academic and religious mission of a Catholic school
- 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 are accountable for any behavior that fails to respect members of the school community, even if the behavior is not specifically mentioned here.

Intermediate Violations - Intermediate violations have as the assigned consequence of being dismissed from school for the balance of the day. Extended and multiple detention will result in administrative consequences related to the nature of the offense, and where appropriate, will result in a Dean's Conference.

- Behavior inconsistent with the academic and religious mission of a Catholic school
- Disrespect and/or dishonesty
- Disrespect during prayer or liturgy (including using electronic device or talking)
- Disturbance/inappropriate behavior
- Failure to report to assigned detention
- Gambling
- Leaving or returning after departure, from school grounds without authorization from the school
- Misuse or possession of electronic devices after any action or warning for prior violation (including personal electronic devices, *e.g.* cell phones)
- Noncooperation with staff/faculty instructions
- Skipping class
- Skipping School

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.

PROHIBITED BEHAVIOR DEFINITIONS

Bullying & Hazing - Bullying and hazing are various behaviors that target specific students in an ongoing, 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.

Improper Behavior - Academic and/or other social behavior should be consistent with the expectations of the Catholic Church. Any conduct inconsistent with the teachings of the Roman Catholic Church, or behavior that is detrimental to the reputation of the school or inconsistent with the academic and religious mission of a Catholic school is considered improper behavior, and may be subject to disciplinary action.

Insubordination - 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 - 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 - Physical violence is any action that may cause fear or intimidation, hurts, endangers, and/or inflicts bodily injury on another person (examples: fighting, pushing, hitting, or punching).

Possession of Drugs - The possession of drugs 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 - 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 - See the description as above. Selling and/or distributing drugs 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 - 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 - 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 - Theft is the taking or converting of any property that is not yours.

Vandalism - 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 - Threats of violence include written or spoken words 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 - Violations include cheating, plagiarism, or the use of AI. 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. Generative AI is the use of artificial intelligence tools, not expressly permitted by a faculty member, to complete coursework. (*For details, see Academic Integrity.*) In addition to receiving a Deans' Conference and a suspension, a student caught participating in cheating, plagiarism or AI use, will be required to make up the relevant assignment/assessment and the grade for the assessment will be no greater than a 59.

STUDENT BEHAVIOR & CONDUCT POLICY

"Consider it all joy, my brothers, when you encounter various trials, for you know that the testing of your faith produces perseverance. And let perseverance be perfect, so that you may be perfect and complete, lacking in nothing. But if any of you lacks wisdom, he should ask God who gives to all generously and ungrudgingly, and he will be given it."

James, CHAPTER 1, 2-5 | USCCB." *Bible.usccb.org*, 2025, bible.usccb.org/bible/james/1.

The purpose of the policy is to help develop 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. Behaviors that are not in keeping with our mission or our Catholic identity and community standards may be reviewed under this policy.

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.

LEGAL DEFINITIONS AND SCHOOL POLICY: It is important to bear in mind that as a private Catholic school additional standards of behavior than those provided by law may apply under the policies of the school in order that we may promote appropriate verbal and physical conduct. The school reserves the right to apply disciplinary measures and other corrective action in the case of a single expression, act, or gesture, if the school determines that it is of sufficient severity to warrant disciplinary measures or other remedial action. Conduct need not meet the legal definitions of harassment, discrimination, hazing or bullying to violate the school's expectations for appropriate behavior and be actionable.

NOTIFICATIONS OF VIOLATIONS

When a staff member is issuing a notice of violation, they will advise the student. The issuing staff member will enter the violation in the Blackbaud system under the conduct tab. Students and parents will be advised of the violation in writing after it is approved by the Dean of Students. It is the responsibility of the student to meet with the Dean of Students immediately following school dismissal at 2:10 p.m. on the day of receipt of the violation, before leaving school. After meeting with the Dean of Students, the date for service of the detention and its length of time, normally Thursday afternoons from 2:10 p.m. to 3:00 p.m., or administrative sanction will be assigned; the student is required to serve any detention or administrative sanction at the direction of the Dean of Students, regardless of extracurricular conflict. The student is responsible for advising their coach, director or club advisor that they will be late or miss an event due to their violation of the Student Behavior and Conduct Policy.

CONDUCT GOOD STANDING

Students are in good standing unless they were sanctioned for a Major violation or repeated lesser violations, fail to complete the required service hours by May 1st, violate the Honor Code or the Academic Integrity Policy. Students not in good standing remain in this status for four months of school (summers not counted).

Being a Catholic 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, not being in good standing may 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.

- Membership in or application for Student Government
- Membership in National Honor Society
- Leadership positions in clubs, activities, or sports teams
- Enrollment in Christian Leadership
- Participation in field trips, Field Day, Semi-Formal, and Prom
- Other leadership roles, including reading the announcements, representing the school, etc
- Senior privileges
- Service as a member of SOAR

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, in addition to any private remedy available to the aggrieved party.

SCHOOL SAFETY

Students are an integral component of safety for our school community. Students and staff should familiarize themselves with the fire and emergency plan for every classroom they attend. Students are expected to treat every drill as if it were a real emergency, which requires **silent** engagement and adherence with all instructions from faculty, staff, or emergency personnel. Students must never allow anyone, even parents or other students, into or access to the building. All students looking to access our campus must do so during approved and supervised times. Students requiring access outside of those supervised times may only enter PFPS via the front office.

Fire drills and safety drills are conducted in order to prepare the school community for emergencies. Any student who undermines community safety, by misusing or tampering with fire equipment, by failing to treat drills with due respect, or any other inappropriate behaviors will be subject to disciplinary consequences for offenses classified as serious.

APPENDIX - MASSACHUSETTS LEGAL TERMINOLOGY

BULLYING

DEFINITION M.G.L Part I Title XII, Ch. 71 Sec. 370((a)excerpted) & (b) (as amended 9-18-2024)

"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.

"Cyber-bullying", bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

(b) 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

PFPS works to provide a safe, secure Catholic environment that is educationally focused. 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 administration. 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, or that, in the estimation of the administration, impacts the community, will subject the participants to disciplinary consequences.

REPORTING, INVESTIGATING, AND NOTIFYING PARENTS OF BULLYING REPORTS

To address bullying, PFPS::

- 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 removal 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 PFPS 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 that will be imposed.

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 willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other 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.

NON-DISCRIMINATION POLICY

Pope Francis Preparatory School admits academically qualified students of any race, color, gender, national or ethnic origin to all 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.

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.