



POPE  
FRANCIS  
HIGH  
SCHOOL

# Pope Francis High School

## 2016-2017

Property of: \_\_\_\_\_

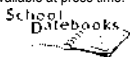
Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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# **AGREEMENT BETWEEN PARENTS AND STUDENTS AND POPE FRANCIS HIGH SCHOOL**

For both the student's and the school's protection we ask each parent and student to read the following declaration and to sign the Agreement Form on the next page.

**\*\*Please return the completed Agreement Form to school by September 9, 2016.\*\***

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

- I/We have read and are in accord with the content of the student handbook.
- I/We understand that the school assumes and expects that each student who accepts admission at Pope Francis High School will comply with the rules and regulations set forth in this handbook.
- The administration has the exclusive right to set and change policy, and make all school-based decisions. I/We agree to abide by the school's policies and those decisions made by administration.
- Students who reach the legal age of eighteen agree that the parents/guardian remain as a party to this contract. In all matters where parental authorization and responsibility is required for the student who is a minor, the same shall remain in force as a matter of contract during the student's enrollment here even though such student has reached the age of majority.
- Students must live under and adult's supervision.
- Students who enter upon or remain on school grounds or in buildings in a non-supervised situation outside the curricula or extracurricular activities schedule of the school, that the student and parent/guardian waive all rights of legal action for non-supervision on the part of Pope Francis High School or its agents.
- I/We grant Pope Francis High School and its agents our permission to seek emergency medical attention for our child, if in their judgment such attention is warranted and I/we are not immediately available to grant such permission.
- I/We have read and discussed the Pope Francis High School Acceptable Internet and Computer Use Policy with my/our child. I/We grant permission for my/our child to use the school computers and access the associated networks and network services, including the Internet. I/We understand that individuals and families may be held liable for violations of this Policy. I/We understand that some materials on the Internet may be objectionable, but I/we accept responsibility for guidance of Internet use, setting and conveying standards for my/our son or daughter to follow when selecting, sharing, or exploring information and media.
- I/We read the service requirements and understand that students are to complete community service hours by May 6, 2017. Cardinal hours are to be completed by the end of the school year. All International Students are subject to the same rules and regulations stated in this handbook as are all other Pope Francis High School students. Pope Francis High School policies regarding international students as well as international student applications and forms are available on the school's website at [www.popefranchishigh.org](http://www.popefranchishigh.org).

Any questions regarding admission of International Students should be directed to the Admissions Office.



# STUDENT AND PARENTS/LEGAL GUARDIANS AGREEMENT FORM

Pope Francis High School requests after the student and parents/legal guardians have reviewed the Student Handbook, that all the agreements below be signed and this form returned to the school's main office.

We, the parents/guardian of \_\_\_\_\_ in \_\_\_\_\_ have read the  
Print Student Name Grade  
Student Handbook of Pope Francis High School and agree to abide by all the policies stated herein.

\_\_\_\_\_  
Signature of Parent/Legal Guardian & Signature of Student Date

## TERMS AND CONDITIONS FOR USE OF INTERNET

### Student User Agreement

As a user of Pope Francis High School's computer network, I **hereby agree** to comply with the stated Acceptable Use Policy for the Internet and agree that I will communicate over the network in a reliable fashion and will honor the Policy and any applicable law.

\_\_\_\_\_  
Signature of Student Date

### Parent/Legal Guardian Agreement

As a parent or legal guardian of the minor student signing above, I **grant permission** to my student to access networked computer services on the Internet. I agree that my student will be responsible for any violations of the Policy. I understand that some materials on the Internet may be objectionable and I accept the responsibility for providing guidance and standards to my student when selecting, sharing or exploring information on the Internet.

**Please check either Yes or No**

\_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
Signature of Parent/Legal Guardian Date

## STUDENT PHOTOGRAPH / INTERVIEW AGREEMENT

As a parent or legal guardian of the student signing above, I **grant permission** to Pope Francis High School to use any photographs, interviews, etc. of the student signing above, to be published for the benefit of Pope Francis High School.

**Please check either Yes or No**

\_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_  
Signature of Parent/Legal Guardian Date

\*\*\*\* RETURN COMPLETED FORM BY SEPTEMBER 9, 2016\*\*\*\*



# PERSONNEL DIRECTORY

HEAD OF SCHOOL:	Dr. Thomas Y. McDowell
ADMINISTRATIVE ASSISTANT:	Mrs. Elaine Vdovjak
ASSISTANT HEAD OF SCHOOL/STUDENT SERVICES:	Mrs. Maryann Linnehan
DEAN OF STUDENTS:	Mrs. Holly O'Connell
DIRECTOR OF TEACHING & LEARNING:	Mrs. Cindy Geiger
ADMINISTRATIVE ASSISTANT/RECEPTIONIST:	Ms. Cari Haluch
CAMPUS MINISTRY:	Mr. John Anziano Mrs. Sandra Pollette
DIRECTOR OF TECHNOLOGY:	Mr. Darryl Geoffrey
ATHLETIC DIRECTOR:	Mr. John Goda
ATHLETIC TRAINER:	Ms. Anne Lasek
NURSE:	Mrs. Maryann Jackson
BUSINESS ADMINISTRATOR:	Mr. Joseph Barbieri

# **SCHOOL CALENDAR 2016 – 2017**

## **SEPTEMBER**

Freshman Orientation-August 31  
Juniors and Senior's first day-Sept. 1  
Freshmen and Sophomore's first day-Sept. 2  
Labor Day – September 5- No Classes  
First Day for all Students – Sept. 6  
September 27-11:30 Dismissal (no lunch)

## **OCTOBER**

Columbus Day – October 10- No Classes  
Diocesan In –Service Day – October 21- No classes

## **NOVEMBER**

Professional Development Day-Nov.8- No classes  
Veteran's Day – November 11- No classes  
Thanksgiving Recess – November 23, 24 & 25

## **DECEMBER**

Half Day Dismissal – December 23  
Christmas Recess – December 24 – January 2

## **JANUARY**

Classes resume – January 3  
Professional Development Day-January 6  
Martin Luther King Day – January 16- No Classes  
Mid-Term Exams – January 13, 17, 18 & 19, Half Day Dismissal

## **FEBRUARY**

Winter Break – February 20-24  
February 28-11:30 Dismissal (no lunch)

## **MARCH**

Faculty/ Staff Retreat-No Classes – March 3  
Professional Development Day – March 28 – 11:30 Dismissal (no lunch)

## **APRIL**

April 14-Good Friday-No Classes  
Spring Break – April 17-21  
Professional Development Day – April 25 – 11:30 Dismissal (no lunch)

## **MAY**

Memorial Day – May 29, No Classes

## **JUNE**

Graduation-June 3 11:00 AM  
Underclass Final Exams-TBA  
Last day of school-TBA



## **MISSION STATEMENT**

*Pope Francis High 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.*

## **ACCREDITATION**

Pope Francis High School is a member of the New England Association of Schools and Colleges and has been fully accredited by that organization since the merging of the two schools: Pope Francis High School and Pope Francis High School. The school is also a member of the National Catholic Education Association and the Association for Supervision and Curriculum Development.

In addition, Pope Francis High School is authorized as an International Baccalaureate World School and offers the International Baccalaureate Diploma to students during the junior and senior years.

## **MEMBERSHIPS**

Pope Francis High School holds membership in the following organizations:

- Massachusetts Interscholastic Athletic Association
- National Catholic Educational Association
- New England Association of Schools and Colleges
- Massachusetts Secondary Schools Administrators Association
- International Baccalaureate World School
- The College Board

## **STUDENT HANDBOOK**

The policies and procedures in this Handbook constitute an agreement among parents, students, and Pope Francis High 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 appointed authorities of the school. Under no circumstances may a parent excuse a student from observance of the rules and policies of Pope Francis High School.

## **CHANGES IN POLICY**

The school rules, regulations and policies listed in this document may be added to or amended at any time during the year by the administration of Pope Francis High School through an oral or written notice to students or parents.

## **NON-DISCRIMINATION POLICY**

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

## **GENERAL INFORMATION**

Pope Francis High School  
134 Springfield Street  
Chicopee, MA 01013

*Main Office: 413-331-2480*  
*Main Office hours: 7 am - 3:00 pm, M-F*  
*Summer Office hours: 7:30 am - 3:00 pm, M-Thurs.*  
*Teacher Hours: 7:25 am – 2:55 pm*  
*Student Hours: 7:45 am - 2:26 pm School Day*

Pope Francis High School begins each regular school day at 7:45a.m. and ends at 2:26p.m. We begin and end each day with a school wide prayer. Students should not arrive to school before 7:30 a.m. and should leave the premises no later than 3:00p.m. unless participating in an extracurricular activity. The main office closes at 3:00 p.m. The school is not responsible for supervision of the students after 3:00pm.

## **2016-2017 DAILY SCHEDULE**

	7:40		WARNING BELL
	7:45	-	8:00 HR
	8:03	-	8:54 1st Period
	8:57	-	9:57 2nd Period
	10:00	-	10:51 3rd Period
	10:54	-	12:39 4th Period (Lunch)
First Lunch:	10:54	-	11:18 Lunch/Class/Class/Class
Second Lunch:	11:21	-	11:45 Class/Lunch/Class/Class
Third Lunch:	11:48	-	12:12 Class/Class/Lunch/Class
Fourth Lunch:	12:15	-	12:39 Class/Class/Class/Lunch
	12:42	-	1:33 5th Period
	1:36	-	2:26 6th Period
			<b>**End Of The Day Prayer 2:24-2:26**</b>
	2:26		Dismissal

\*\* The school is not responsible for supervision of students after 3:00pm \*\*

### **DELAY & CANCELLATION SCHEDULE: POSTED ON WEBSITE**

Listen to 93.1 or 94.7 or Watch WWLP-TV, WGGB-TV or WFSB-TV

# ACADEMIC INFORMATION

## ACADEMIC ENVIRONMENT

Students who enroll at Pope Francis High School pledge themselves to the highest standards of academic ethics and reflect this commitment in the quality of work they do.

## ACADEMIC DISHONESTY / PLAGIARISM / CHEATING

The school expects all students to be academically honest. Academic dishonesty is an action intended to obtain or assist in obtaining credit for work, which is not one's own.

### Plagiarism/Cheating

Plagiarism is the act of taking, and using as one's own work, another's published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, art work, and all other types of work which are not one's own. Types of plagiarism include word for word, mosaic (rearrangement or rewording without documentation), and indirect (paraphrasing of a passage without documentation). Material taken from another source without adequate documentation may include, but is not limited to, the following:

- failing to cite with quotation marks the written words or symbols of another author
- failing to credit the author and sources of materials used in a composition
- failing to cite research material in a bibliography
- failing to name a person quoted in an oral report
- failing to cite an author whose works are paraphrased or summarized
- presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects
- copying or paraphrasing ideas from literary criticism or study aids without documentation

Cheating and plagiarism are prohibited in all areas of study, including but not limited to: homework, tests quizzes, lab reports, research papers and projects. If a student plagiarizes or cheats and/or any student willingly assists another student in plagiarizing or cheating the following consequences will occur:

- The incident will be reported to the Director of Teaching and Learning and the Assistant Head of School's Office immediately by the teacher
- The student's parents will be notified by the teacher immediately following the consultation with Administration
- The student will be given a failing grade on the test, quiz, project or assignment, but will be expected to complete the assignment.
- Discipline will be issued to the student from the Assistant Head of School's Office, with progressive consequences for subsequent infractions

**\*\* PLAGIARISM/CHEATING BY A NATIONAL HONOR SOCIETY STUDENT WILL RESULT IN IMMEDIATE DISMISSAL FROM THE NATIONAL HONOR SOCIETY\*\***

## COURSE SCHEDULING

The course selection process begins early in the second semester. Students seek information about course selection from The Program of Studies, teachers, counselors and parents. Course placement is based on a review of achievement, aptitude and student motivation. Courses that need approval must have teacher signatures. Pre-requisites must be met in order to advance to the next level. The course selection forms are returned with appropriate signatures from teachers and parents. Counselors review these forms. If any potential problems surface during this review, students, teachers and parents are contacted to solve the problem. Final approval for all course selections and levels is the responsibility of the guidance department and the Director of Teaching and Learning.

Courses are offered at Pope Francis High School based on teacher availability and a minimum enrollment of students. The school reserves the right to withdraw a course due to insufficient enrollment or lack of teacher availability.

## **SCHEDULE CHANGES**

Careful advance planning is an important part of student scheduling. Pope Francis High School will do its best to accommodate student course preferences, but parents and students must realize that not every course choice may be satisfied. It is understood that parents and students choose to be a part of the Pope Francis High School educational community and as such it is realized that personalizing a student's schedule with preferred faculty is a luxury that cannot be accommodated. A computer program designed to provide balance across the academic program randomly assigns the final class assignments. When unusual conflicts arise, the Director of Teaching and Learning decision in designing course and class assignment will be final. We will be happy to correct any clerical errors that may have been made in a student's schedule.

### **Acceptable reasons for schedule change:**

- Mechanical error or computer error
- Failure of a sequential course
- Change in educational program
- Misplacement into course or course level
- Teacher-initiated change

### **Unacceptable for a schedule change:**

Student would carry less than six class periods per semester

Student's unwillingness to work in a course

Requests for a specific teacher

After two weeks into a new semester, in addition to approval by teachers, parents/guardians, and counselors, all schedule changes must have the approval from the Director of Teaching and Learning.

- After four weeks into the semester, no course change will be made until the first marking period is completed unless a teacher and the counseling office deem a change of level is imperative or unless initiated by an administrator.
- After the first marking period, any course change will require a conference initiated by the counselor and will include the parents/guardians, teacher(s), and student.
- Counseling Office is supplied with copies of students' schedules to keep on file for reference throughout the year. When a schedule change is made, two copies are given to the counseling office; one for the student and one for the counselor's file. Students will be instructed to follow only the schedule issued by the Director of Teaching and Learning. No change will be in effect until the registrar's office has issued a new schedule.

## **COURSE LEVELS**

Courses at Pope Francis High School are offered at the college prep, honors, International Baccalaureate and Advanced Placement levels. Advanced Placement, International Baccalaureate and honors courses are the most rigorous and advanced levels of study. They are for highly motivated students who bring strong backgrounds and aptitudes to this most challenging level of courses. In addition, there are pre-requisite levels of achievement that must be reached in order to enroll in these classes.

## **PLACEMENT CRITERIA**

Students should refer to the Course of Studies, and consult with their teachers and guidance counselor to determine placement criteria in each of their courses.

## **PLACEMENT IN AP AND IB COURSES**

Students are admitted to AP and IB courses if they meet departmental standards that include the following:

- grades in current and related courses
- ability to write clearly and correctly
- willingness to attend additional teaching and practice sessions as scheduled
- approval signature of teachers is required
- all students taking an AP and/or an IB course must take the corresponding course exam (payment of fee required)
- some AP or IB courses may require a separate application process

## **COURSE LEVEL CHANGES**

Teachers are asked to review placements at the end of the school year. They may request changes based on student performance in the second semester. Students **Requests for specific teachers will not be allowed.** Teacher/counselor change requests will be honored once school begins, within the limits of staffing and balanced class size. Students will be scheduled for the course level they qualify for at the time of registration. Honors level eligibility will be reviewed by the Director of Teaching and Learning and the Guidance Counselors after final grades have been posted. Appropriate changes (adding or dropping Honors Level courses) will be made and an updated schedule will be e-mailed to students and parents.

## **DROPPING CLASSES**

This should be a rare occurrence entertained only if a student is failing a course. If after consultation with the student, parents and teacher it is felt that the course is beyond the ability of the student, a recommendation for dropping the course will be made to the Director of Teaching and Learning. Grounds for dropping are:

- failure after good faith effort and extended after school help
- drastic change in the student's ability or environment
- discovery of a clinically evaluated learning disability relevant to the demands of the course
- total failure of a full credit course by the end of the first semester

Courses are dropped only at the end of a grading period, and the grade for that course remains on the student's transcript. The administration reserves the right to make alternate arrangements for unusual circumstances.

## **EXTRA HELP/TUTORING**

Students are encouraged to seek extra help directly from their teachers whenever needed. When scheduling makes it impossible, students in need of tutoring may be assigned to a member of the National Honor Society. The teacher or guidance counselors with the cooperation of the moderator of the NHS arrange this tutoring. All scheduled tutoring sessions are held in the library where a time log is kept.

Students with learning differences that have a clinical diagnosis meet yearly with a team composed of counselors, administrators, students and parents to evaluate learning plans. Counselors provide a written version of the revised plan for teachers to use during the academic year.

If learning differences prove to be too severe to be handled within our academic setting, students and parents will be advised, in a timely manner, to seek an alternate setting. Teachers are in their rooms every day from 2:30p.m. to 2:55p.m. for this purpose as well as to be available for parents wishing a teacher conference. Students and/or parents should contact counselors to set up a definite date and time for the conferences.

## **DIRECTED STUDY HALLS**

Directed study halls are provided for students in order to help them enhance certain academic skills that will in turn increase their success in their coursework. In directed study halls, students will regularly check their progress in each class, receive help with organization and planning, have the opportunity to complete make-up work and extra credit work when available, and to receive individual attention from the study hall teacher in any area of need. Depending on academic standing, some students may be assigned to directed study halls, but any student may request to be scheduled into directed study hall if they feel that they would benefit from it with approval of the Director of Teaching and Learning.

## **AFTERSCHOOL ACADEMIC SUPPORT**

Afterschool Academic Support is provided three days per week from 2:30 – 3:30 p.m. in the library. Students may attend if they need help or just a quiet place to study. At times students may be required to attend at the request of their teachers or parent/guardians. Academic Support teachers will act as liaison between students, teachers and the student in order to coordinate work that may need to be completed or reviewed.

## **EVALUATION AND GRADE REPORTING**

Report Cards are issued quarterly. The dates for issuance of report cards are announced in school publications. Mid-Quarter Evaluations are e-mailed to students in danger of failing a course. Should a student's marks deteriorate after evaluations have been given, the teacher will notify the parents. It is the responsibility of parents to check for all academic notices. Report cards and evaluations are sent via email. Parents and students should regularly check the school portal to keep track of progress in classes.

## COURSE CREDIT VALUES

Students are required to score at least 60% (D- or above) in any course in order to receive credit. The numeric grades received in each quarter and on the midterm and final exams are used to calculate the final grade. In full year courses, each quarter makes up 20% of the Final Grade. The Mid-term exam is worth 10% and the Final Exam is worth 10% toward the Final Grade.

For example: 1st Quarter grade = 20%  
2nd Quarter grade = 20%  
Mid-term exam = 10%  
3rd Quarter grade = 20%  
4th Quarter grade = 20%  
Final exam grade = 10%

In half-year courses, each quarter makes up 40% of the Final Grade. The Final exam equals 20% of the Final Grade.

For example: 1st Quarter grade = 40%  
2nd Quarter grade = 40%  
Final exam grade = 20%

## GRADE APPEAL

Students who want to appeal a grade should notify the teacher within three days of the issuance of report cards. If the problem is not resolved, the issue should be brought to the Director of Teaching and Learning for review and further investigation. If the problem is still not resolved, the issue should be brought to the administrative team which will make a final determination after appropriate consultation with the teacher, student and parents.

## ACADEMIC REVIEW

Any student who receives an F but still has a grade point average of 1.6 or above will be placed on Academic Review until the next report card is issued. The student must agree to meet regularly with the teacher of the failed subject, and the student must continue to get positive weekly reports from that teacher about his/her attention to homework, help sessions and test/quiz grades. The student must not get two consecutive negative reports. If expectations of the Academic Review process are not met, the student immediately becomes ineligible until the next report card is issued.

**\*\*A student who fails More than one subject for the quarter is NOT ELIGIBLE** to participate in athletics or Performing Arts until the next report card is issued. **A student who is passing but who has a grade point average for the quarter of less than 1.60 is NOT ELIGIBLE** to participate in athletics or Performing Arts until the next report card is issued. Ineligibility becomes effective the day report cards are issued and continues until the day report cards are issued at the end of the quarter.

## INCOMPLETE

Incompletes are given in 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 Director of Teaching and Learning prior to the end of a marking period. The Director of Teaching and Learning, in consultation with the classroom teacher and guidance counselor, will determine a specific time frame to complete the work. Without this prior approval, all missed work that is not made up within 7 days will be entered as a 0. The Director of Teaching and Learning is responsible for ensuring that the policy is carried out in accordance with the agreed upon conditions.

## MISSED WORK

Class work missed because of absence should be made up as soon as reasonably possible, **but not to exceed 7 school days. After this time, student will not receive passing credit for the work, but is still responsible for completing it.** Individual teachers may require more timely make up deadlines for brief absences, however, these requirements will be clearly stated in teacher's syllabus which are distributed at the beginning of the semester. Exceptions will be made for extended absences or extenuating circumstances such as bereavement or medical conditions.

For short absences (3 days or less), students should contact a classmate or consult with Plus Portals for assignments. Work missed due to planned College Visits or field trips is due no later than 2 days after returning to school.

## EXAMS

**Mid-term and final exams are given to all students in every course.** All students are expected to be present during their scheduled exams. Any student who is not, must take the exam during the make-up period. If that is not possible, permission must be granted by the Director of Teaching and Learning for alternative arrangements after the close of the exam period.

**Please note:** No student may take mid-term or final exams until all financial obligations to the school are current or have been satisfactorily addressed as defined by the Business Office. Exam days are half days, 2 exams per day. Students with first period study on exam day must attend study. Students with second period study may leave after first period exam. Only under extreme circumstances may students take a final exam(s) early or late. All final exams must be taken at the regularly scheduled times. **Parents should check the school calendar for dates to make sure no vacations are scheduled during the exams.**

## SENIOR EXAM EXEMPTIONS

Seniors may be exempt from exams of yearlong classes. There are no exceptions for semester classes. Seniors wishing to be exempt from the final exam of a yearlong class must achieve a grade of 90 or over in each of the four quarters of the year, as well as passing the mid-year exam.

All exams will be taken at scheduled times with the exception of students attending educational/school related programs with prior approval from the Director of Teaching and Learning. All other missed exams must be taken during make-up time or after exams.

## WEIGHTING/QUALITY POINT SCALE

In order to determine GPA, the following weight/quality point scale will be used:

College Preparatory class will not receive any additional quality points. Honors level classes and International Baccalaureate Standard Level classes will receive an additional weight of .5. Advanced Placement classes and International Baccalaureate honors level classes will receive an additional weight of 1.

## HONOR ROLL

**First Honors:** Students who have achieved a per quarter grade point average of a 4.0 or higher.

**Second Honors:** Students who have achieved a per quarter grade point average of a 3.50 – 3.99.

**Honorable Mention:** Students who have achieved a per quarter grade point average of a 3.0 – 3.49.

**Mass Mutual Scholar:** Students who have achieved a grade point average of a 3.0 or higher for four consecutive quarters, with no failing grades.

**National Honor Society:** Students who have achieved a per quarter grade point average of a 3.60 or higher.

**Graduation with Honors:** Students who have achieved a per quarter grade point average of a 3.5 or higher.

## NATIONAL HONOR SOCIETY

National Honor Society is a national organization celebrating student accomplishments in academics, leadership, service and character. The St. Thomas Aquinas Chapter at Pope Francis High School invites students in their junior and senior years to apply for membership if they meet the basic academic requirement of a cumulative GPA of 3.60 (not rounded). Membership invitations are sent to those students who meet the following requirements:

Academics - Minimum of 3.60 cumulative GPA (not rounded)

Leadership - officer position in two or more organizations and involvement in at least three organizations. These organizations may include non-school organizations provided we can verify positions and involvement

by an independent source

Service - verified service and Cardinal Hours above the requirements

Character -

- No major disciplinary issues during the current and previous year
- No more than four negative report card comments during the current and previous year
- One-character letter of recommendation from a teacher (not an administrator or counselor)
- No major attendance or tardy issues
- No suspensions during the current or previous year

Timeline:

Last week in September - Faculty panel is named by the principal

First week in October - An information meeting is called to explain the process to all students meeting the academic standard

Second week in October (or 1 week from the information meeting) - Applications are due

Second and third weeks in October - Faculty panel meets to review applications

Last week in October - Decisions are made and letters are sent to all applicants

Second or third week in November - New members are inducted

Applications process:

Following the information meeting, students complete the application and solicit a letter or recommendation from a teacher. Any information not adequately described, or omitted from the application will NOT be considered. NO LATE applications will be considered. However, the principal has the right to have an application considered if it is late due to an extreme situation such as a student's illness or the death of a parent or sibling.

Review process:

- The application is checked for completeness (signatures, letter or recommendation, etc.)
- Discipline and attendance records are reviewed for every candidate
- Input on candidates is sought from administrators and counselors
- Each applicant is reviewed by the whole faculty panel against the printed requirements
- Decisions are made on the available data
- Guidance and administrators are informed of the decisions
- Letters are sent to all applicants either congratulating admission to NHS or explaining the reasons for non-admission.

Appeals process:

\*Students may appeal the faculty panel decisions to administration to insure that the process was uniformly applied. This is the only basis for appeal. Appeals must be made within 24 hours of receiving decision letters.

Students may be placed on probationary membership or dismissed from NHS if any of the following events occur at any time following induction:

- Cumulative GPA falls below the chapter base of 3.60 (non rounded)
- Any major disciplinary issues arise

Procedure to remove a member:

- A hearing is called before a panel consisting of three faculty members
- The moderator of NHS brings the issues before the panel
- The student in question appears before the panel to explain the circumstances and answer questions
- The panel can decide:
  - No action
  - Probationary status
  - Dismissal from NHS

## **8/9 PSAT, PSAT, SAT**

All freshmen students are required to take the 8/9 PSAT, and all sophomores and juniors are required to take the PSAT in October. These tests are very good predictors of achievement on the SAT and help to determine where students may benefit from remediation and extra help. Students and parents are strongly encouraged to set up their own accounts with The College Board. Parents are responsible to pay the fee for these tests. Juniors and Seniors are encouraged to take the SAT which they will be advised about by their guidance and college counselor.



## **HOMEWORK**

Homework is included in calculating a student's quarterly grade in each course. The actual value will vary according to each teacher's criteria, which will be explained at the beginning of a course. Homework reinforces classroom work and is essential for academic success. Homework is not limited to written work. Reading, review of class notes, research for long-term projects, preparation for quizzes and tests, etc. are all included in the definition of homework. Students who expect to progress in their studies should be prepared to devote a minimum of two hours outside the school day to homework.

## **SUMMER SCHOOL**

Students who do not pass a course are expected to remediate the credit through summer school.

A counselor will inform students of the need for summer school as soon as possible after final grades have been received. As much as possible, counselors will have information on area summer programs. It is the responsibility of the student and his/her parent to sign up for summer school classes. The Director of Teaching and Learning or the counselor must approve summer school programs, and the school must receive final grades by the first week in September. Any course with a final grade of 59 or below that is made up over the summer will be changed to a passing grade of 60 regardless of how well the student performed in the shortened course. The GPA will be recalculated based on the new course.

Enrichment Courses – Students taking any additional courses (not due to a failure) outside of school, such as a college course, must submit the course description or syllabus and accredited educational institution for prior approval in order to be considered for school credit. These requests will be evaluated on an individual basis.

## **VIRTUAL HIGH SCHOOL (VHS)**

Pope Francis High School has partnered with VHS Collaborative (VHS), a non-profit pioneer in the area of online learning. VHS holds national accreditation from the Middle States Commission on Secondary Schools. It is also the recipient of the USDLA 21st Century Award for Best Practices in Online Teaching and K-12 Education and the Stockholm Challenge Award for Global Excellence.

Students will have access to approximately 200 courses with classmates who are geographically distributed across several states and countries. Over 640 high schools participate in this virtual learning experience. Participation in VHS requires students to work independently, fully utilize technology, and be extremely disciplined and self-motivated. All VHS courses receive Pope Francis High School credit and are factored into the GPA. An application process must be completed in order to take advantage of this opportunity.

If a student decides to drop a VHS course at any time, there will be fee charged at the time of withdrawal and they do not receive credit.

## **DUAL ENROLLMENT AT ELMS COLLEGE**

Seniors may take a course at Elms College and receive dual credit-both at Pope Francis High School and at Elms College. Students apply for a fall course in the spring and for a second semester course in November. Pope Francis High School recommends students if they have demonstrated ability and interest in related courses. However, Elms College is totally responsible for accepting students based on their own criteria and space in respective courses. The course grade will not be included in the calculation of the GPA grade.

## **OTHER COLLEGE COURSES**

Students may take a course at any area college. Pope Francis High School credit for that course will only be given with administrative approval. Students may not take a course at the college level to avoid taking a course within Pope Francis High School normal curriculum.

## **GRADUATION POLICY/REQUIREMENTS**

All students who were previously attending Cathedral High School will be required to earn 26 credits in order to graduate. Students who attended Holyoke Catholic High School who will be graduating in 2017 will be required to earn 24 credits. Students who attended Holyoke Catholic High School who will be graduating in 2018 will be required to earn 25.5 credits. Students who attended Holyoke Catholic High School who will be graduating in 2019 will be required to earn 26 credits. Students must successfully complete a Senior Internship at the end of their senior year in order to graduate.

## SENIOR INTERNSHIP EXPERIENCE

The purpose of the Senior Internship experience is to provide Pope Francis High School seniors with a different, yet focused, learning experience in the broader community. It is a 2-week internship to enable seniors to explore a profession, a vocation or a social justice program. This is a graduation requirement; however, it does not replace the senior community service requirement of 20 hours. Senior seminar will begin May 15, 2017 and continue until May 26, 2017. The deadline for confirming placement is March 31, 2016. Failure to meet this deadline will result in loss of Senior Privileges and participation in any/all extra-curricular activities, including athletics and Performing Arts. In the event of an illness during the internship, all missed time must be made up before graduation in order to meet the requirement. Students are not allowed to perform their internship with family. Internships done outside of the Pioneer Valley must be approved by the Director of Teaching and Learning. Students' sites will be visited by a member of the PFHS Staff sometime during the internship experience.

## CAMPUS MINISTRY SERVICES

The purpose of the Campus Ministry program at Pope Francis High School is to fulfill the spiritual needs of the

students, faculty and staff at the school. There are three main areas under which students and staff can interact with the Office of Campus Ministry.

### CHAPEL

Our Pope Francis High School chapel is located in our main office lobby and is a beautiful and quiet place for prayer. The chapel is always open and available for private or group prayer.

### LITURGICAL AND PARALITURGICAL WORSHIP

Campus Ministry, in conjunction with different academic departments, the Spiritual Life Committee, and others, offers many opportunities for school-wide prayer and worship. Students will be exposed to the Mass, prayer services, reconciliation services, and other methods of prayer and worship in our Catholic tradition. As a Catholic school, we believe that the spiritual health of our students is just as important as the academic prowess they will gain with us. To that end, students are encouraged to become involved in worship through their participation as Eucharistic ministers, lectors, ushers and ministers of music. **Please note: All students are required to attend all scheduled religious activities regardless of personal religious affiliation.**

### COMMUNITY SERVICE

Campus Ministry acts as the clearinghouse for many of the community service opportunities that are made available to our students. Student leaders help to organize, oversee and moderate varied ministries at different locations in the greater Pioneer Valley area. All students are encouraged to participate in the wide array of community service opportunities available. Each community service activity is grounded in Catholic social teaching and spirituality, with opportunities for group prayer and reflection.

The following service hours are to be completed within each academic year.

- 9th Grade: Six hours of community service (service journal)
- 10th Grade: Twelve hours of community service
- 11th Grade: Eighteen hours of community service
- 12th Grade: Twenty-four hours of community service

**\*\* 60 Hours of Community Service is a Graduation Requirement\*\***

Service must be non-school and non-family related. Service hours are to be completed by May 6, 2017. Community Service verification forms are to be submitted to the student's religion teacher. Service hours beginning July 1, 2017 and throughout the summer, may be applied to the subsequent school year.

### PASTORAL COUNSELING

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

## **RETREATS**

Retreats are offered to all students at Pope Francis High School. These times of special prayer take on different formats depending on the age and maturity of the groups. Campus Ministry plans a variety of settings for these retreats, with some occurring off-campus.

## **CARDINAL SERVICE HOURS**

**In addition to the Community Service requirement, students are to serve the Pope Francis community with a minimum of 2 hours per year, totaling 8 hours as a core graduation requirement. “Cardinal Hours” are to be documented and submitted to the Assistant Head of School’s Office. The Assistant Head of School’s Office oversees the Cardinal Service program. Students have until the end of the school year to fulfill this requirement.**

## **SCHOOL COUNSELING OFFICE**

School counseling is a process that seeks to develop the total person by providing for the students’ needs which are spiritual, intellectual, emotional, and physical. This is accomplished by helping students to improve their self-understanding in their abilities, strengths, and weaknesses, and by integrating our own resources with those of parents, teachers, administrators, and community services. This total effort will thus promote and enable students to take the place in society for which they are best suited, and to which they can make the greatest contribution as responsible and truly Christian members.

The school counselors work specifically with students around academic, career and college issues. Counselors also assist students with personal, family or social problems. The counselor sees each student in a personal interview at least once a year in addition to the course scheduling appointment held in February or March. In addition, students who receive multiple warnings or failures are seen each quarter in order to help them achieve academic success. Counselors facilitate contact between parents and teachers and they are able to arrange parent/teacher meetings when necessary. Students and/or parents are free to schedule an appointment with a counselor to discuss any issues of concern.

The school counselors also assist in the administration of all standardized testing at the school. These include the ACT EXPLORE for grade 9, the ACT PLAN for grade 10, the PSAT for grade 11, and the SAT and AP exams for grades 11 and 12.

The College Counselor works with students and their families/guardians throughout the college search and application process including:

- Assisting students individually and in group sessions
- Researching colleges
- Navigating the application, financial aid and enrollment process
- Assisting with writing essays, completing application forms and assisting with the financial aid application process

Starting this fall student and their families/guardians will have access to the Family Connection through Naviance, a state of the art college and career planning computer program to help manage the process. The guidance staff and college counselor will work with all students at Pope Francis to implement different facet of this program depending on their grade level and task associated with that grade.

## **SCHOOL POLICIES**

The rules governing student behavior and administration of discipline at Pope Francis High School make no attempt to describe every conceivable infraction that might occur. Students therefore are expected to behave in a manner that is acceptable and reasonable, fully recognizing the rights of others as well as their responsibility in maintaining an environment conducive to learning.

All school policies are in effect for the 1 school day as well as school sponsored events. Students and parents are held responsible for knowing and adhering to all the policies stated herein.

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

Internet access and computer use through Pope Francis High School is a privilege, not a right. Therefore, student access may be limited or revoked by School officials at any time if this privilege is abused or violates acceptable use in any way. Students engaged in unacceptable use of the Internet or computer use will also be subject to disciplinary action. Pope Francis High School does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.

All student use of the Internet is to be conducted under faculty supervision, in classrooms, libraries, or laboratories. Students are responsible for acceptable use of the computers, the Internet, and the network, just as they are responsible for their behavior in other areas of the school, as outlined in Pope Francis High School's Code of Conduct and Discipline Policy.

The computers and associated networks are provided for students to conduct educational research and support educational endeavors.

Students may use their own devices such as smart phones, iPads, notebooks, etc. during classes when appropriate as determined by the teacher. Student and/or parents assumes all risk and liability if personal equipment is used. Personal equipment used on school property whether through personal data plans or connection to school provided wired or wireless networks shall be governed by this policy.

Acceptable uses are characterized by:

1. Abiding by generally accepted rules of computer use etiquette including being polite, using appropriate language, and demonstrating courtesy toward others.
2. Respecting the privacy of personal data.
3. Respecting the integrity of the computer, the computer system, network, and associated data.
4. Pride in one's own work as well as the recognition and acknowledgement of the intellectual property of others.
5. Exercising due care in the utilization of computer hardware and software, as well as to respect and follow procedures and guidelines issued in order to respect and ensure the security of the Pope Francis High School computer system and its resource limits. These include, but are not limited to, guidelines and virus protection procedures.
6. Sharing limited resources with others.
7. Reporting misuse of any of the equipment, hardware or software, to school authorities. In addition, students should promptly inform their teachers or school administrators of any on-line communication that is, in any way, threatening, harassing, or otherwise inappropriate.
8. Being accountable for all actions undertaken while using the computer, including Internet use.
9. Using computing and communications facilities in a manner consistent with local, state, and federal laws and policies.
10. Showing consideration toward the school and community.

Unacceptable uses of the computer and associated networks are characterized by:

1. Fostering private or personal information about yourself or others. Any individual's information is his or her own property and is not to be accessed, exposed, or exploited in any way.
2. Attempting to log in through or to access another person's files
3. Accessing or transmitting pornographic, obscene, offensive, or threatening material of any kind.
4. Posting or sending messages, accessing social networking sites, either by internet or intranet mode.
5. Violation of Pope Francis High School's Code of Conduct and Discipline Policy, engaging in racial or other forms of discrimination, including sexual harassment, hazing, plagiarism, cheating, or interfering with the rights of reproduction or transmission of material that is protected by copyright. Infringing upon copyrights is the inappropriate reproduction or transmission of material that is protected by copyright. Copyright laws will be respected.
6. Participation in any communications that facilitate gambling, the illegal sale or use of drugs, alcohol, or weapons, gang activity, or that threatens, intimidates, or harasses any other person, or that violates any local, state, or federal law.

7. Participating in commercial activities that are not directly related to the educational purpose or financial status of Pope Francis High School, i.e. online shopping in any form, online auction sites, online wallet/credit card software sites, and related activities.
8. Downloading music and music software, games, software/ hardware/firmware upgrades/updates, or any other download not authorized by appropriate school personnel.
9. Use of cell phones during school for any phone calls or non-school related texting/communicating is prohibited.
10. Any deliberate destruction, mutilation, modification, tampering with, or activity which inhibits or interferes with the normal operation of the computer hardware, software, or Local Area Network system, subject to referral to law enforcement authorities.

Failure to abide by the procedures stated in this Policy and the Code of Conduct and Discipline Policy can result in the following penalties:

- First offense: 3 days' revocation of computer use privileges  
Second offense: 10 days' revocation of computer use privileges  
Third offense: Permanent revocation of computer use privileges

Additional access to network services, such as access to network printers, will be provided to students who agree to act in a considerate manner and demonstrate individual responsibility in their use of the computer system.

Access to our telecommunications network will enable student to explore the many libraries, databases, and other providers of information throughout the world.

Pope Francis High School believes that the benefits to students from access to these information resources and opportunities for collaboration exceed any potential for abuse.

Ultimately, however, parent(s)/legal guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using media, communications, and information sources. To that end, Pope Francis High School supports and respects each family's right to decide whether or not to apply for independent Internet access.

Students should not assume that their use of the computers and associated systems would be private. All student files and records may be accessed and examined by the school administration, the Network Administrator, and other staff for educational and administrative purposes, including the need to ensure that this Policy is being followed. Pursuant to local, state, and federal laws, administrators and staff may provide access to student files and records to law enforcement authorities. All files will be subject to Pope Francis High School's Code of Conduct and Discipline Policy and local, state, and federal laws and regulations.

#### Disclaimer of Liability

The Internet is accessible to the public. Pope Francis High School, in its commitment to promote a safe and secure learning environment, cannot screen the Internet for all inappropriate contacts. Pope Francis High School disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

Pope Francis High School reserves the right to change this policy at any time.

Before students are authorized to access the computers and associated networks, including the Internet, they and their parent(s)/legal guardian(s) are asked to sign a statement that they have read and understand Pope Francis High School's Acceptable Internet and Computer Use Policy and agree to abide by its provisions, as well as the associated Code of Conduct and Discipline Policy.

# ATTENDANCE POLICY

The Pope Francis High School community believes that regular participation in class is a key component of intellectual growth and academic success in high school. Frequent absence or tardiness impacts a student's learning, and can result in disruption to the learning of the others in the class. We have structured an attendance policy that stresses partnership between home and school in support of individual student achievement and continuity and progress for all class members.

As part of this policy, each Pope Francis High School teacher is required to maintain attendance records, documenting whether a student is present or absent, prompt or tardy for each class. Attendance and preparedness for class is one component of the grade that a student receives in a class.

As part of this policy, each Pope Francis High School student is expected to be in his or her scheduled class on time every school day. Students may have no more than five (5) unexcused absences in any quarter or more than twenty (18) unexcused absences in a full year course. Students with more than ten (9 unexcused absences in a semester course or more than twenty (18) unexcused absences in a full year course will lose credit for that course. All students have the right to appeal.

## **Appeals**

Students with more than (9) unexcused absences in a semester course or twenty (18) unexcused absences in a full year course have the right to appeal the loss of credit before the Assistant Head of School's Office. At this time, student and parents/legal guardians may present documentation explaining a student's unexcused absences. Information from the classroom teacher and appropriate counselor may also be considered. Once all information is reviewed, the decision from administration is final.

## **Full Day Absence**

- The attendance/main office line is available 24/7 (413-331-2480, ext. 1134), please call as soon as possible to report your child's absence. **Identify yourself, give your son's or daughter's name, the date and reason for absence.**
- It is **required** that the **day the student returns to school**, a dated note, signed by the parent/legal guardian must be turned in to the main office.

**If the Main Office does not receive written documentation upon student return:**

### **THE STUDENT WILL RECEIVE A SCHOOL DETENTION**

- If the written notification of the absence is not presented to the Assistant Head of School's Office on the day of returning to school, it WILL NOT be considered during an appeal.
- If a student is absent, arrives after 10:50a.m., or leaves before 10:50 a.m., he/ she are not allowed to participate in or attend extra-curricular activities on that day.

*Acceptable Reasons for Being Absent (Documentation is required)*

- Illness verified in writing by the physician
- College visits (maximum of five)
- Legal responsibilities
- Death of a family member
- School-sponsored event

## **UNEXCUSED ABSENCES**

*Absent from class or school, without prior permission of the school or parent/legal guardian for any of the following reasons:*

*Examples of unexcused absences*

- Truancy- absent without parental knowledge or consent
- Cutting or skipping classes
- No written documentation received by the attendance office

## ANTICIPATED ABSENCE(S)

- If a student knows he/she will be absent for more than 2 days in a row, an extended absence form must be obtained from the Assistant Head of School's Office and completed prior to absence.

## SCHOOL TARDINESS

The administration considers punctuality at school to be a basic responsibility of each student and his/her parents. Students will report to their Homeroom by 7:40 a.m. Students are tardy if they enter after that time. They must sign in and obtain a tardy admission slip from the Assistant Head of School's Office before going to class.

*All students must comply with individual school procedures for reporting and documenting tardiness.*

The following are acceptable reasons for tardiness:

- Court appearance
- Driver's license appointment
- Bereavement

All of the above reasons must be documented as follows:

- Court document for court appearance
- Appointment card for doctor, dentist or license
- Parental note for bereavement

## PLEASE MAKE NOTE:

**Excessive Tardy's whether they are excused or unexcused will be monitored closely by the Assistant Head of School's Office. A parental conference will be scheduled with parent/legal guardian, student, counselors and an administrator(s) from the Assistant Head of School's Office to address the tardy issues, which may lead to the student being placed on school contract.**

## TARDINESS DISCIPLINE

Students will be given progressive discipline for an un-excused tardy. The discipline will recycle at the end of each quarter. If a student reaches the 5th offense before the end of the quarter, he/she will start at the 1st offense and continue through the cycle.

- 1st Offense:** 1 detention  
**2nd Offense:** 2 detentions  
**3rd Offense:** Parental in school conference  
**4th Offense:** One-day internal suspension

## IN-SCHOOL ILLNESS

When ill, students should report to their teacher and obtain a pass to be admitted to the health office to see the nurse. **If dismissal is necessary, the nurse will call the parents to obtain permission to send their son/daughter home.**

**No student will be dismissed without parental permission.** For this reason, parents are reminded that the nurse or a member of the school administration will call and not their son/daughter. Should a student follow a different method than this, his/her leaving will be considered **"Leaving without permission" and will be followed by an appropriate punishment.**

If a dismissal is necessary and parental permission has been received, the nurse will give the student a dismissal slip that must be presented to the **Assistant Head of School's Office.**

Should a student need to take prescribed medicine during the day, he/she should leave it with the school nurse who will administer it as directed. Over the counter medication (Ibuprofen and Tylenol) will be administered by the school nurse with written parental permission.

## EARLY DISMISSALS

- A written excuse is required for each dismissal.
- The written excuse must be signed by the parent specifying the reason for dismissal and turned in to the Main Office before 7:40 a.m. the day of the dismissal.
- An excused dismissal is considered to be a professional appointment (medical or dental), a court appearance and those approved by the administration.
- In case of unforeseen circumstances, the student may be dismissed if the parent directly communicates with the Assistant Head of School's Office/Main Office.
- Before leaving school, students will sign out on the dismissal form in the Main Office.
- All homework due that day must be turned in to the teachers before signing out.
- Dismissals for reasons of illness are done only with the approval of the school nurse.

**Under no circumstances should a student leave the school grounds without permission of an administrator.**

## TRUANCY

Truancy is defined as an absence for an entire school day or a major portion of the school day for which the student is scheduled without appropriate permission or documentation. Tests, quizzes, class work missed because of truancy may not be made up. Parents and teachers will be notified of all truancy violations. **Penalty for truancy is a One Day Internal Suspension for the first offense, on a day to be determined by the Assistant Head of School's Office.**

# STUDENT BEHAVIOR

## CODE OF CONDUCT

All students at Pope Francis High School have the right to learn in an atmosphere characterized by respect, trust, fairness and peace. The code of conduct and other policies described in this handbook demonstrate the school's commitment to provide such an atmosphere.

## DISCIPLINE POLICIES

*Responsibilities:*

Discipline is a continuum. It begins in the home and continues in the classroom and in the school community. The discipline process ends when it becomes internalized and the student practices self-discipline. For discipline to be successful, teachers, administrators, students, and parents must work together to offer behavioral intervention and support.

Any action on the part of the students that would degrade the reputation of the school would subject students to disciplinary action. This includes action on and off campus, as well as during and after school time.

### Possible Disciplinary Actions

The disciplinary actions listed below are general. The specific consequences depend on the severity of the offense and the circumstances. **Pope Francis High School is not limited to the specific disciplinary action as indicated or by the listed sequence.**

- Verbal warning
- Teacher detention
- School detention
- Removal of privileges
- Conference with parents and/or teachers
- Internal suspension (maintains credit)
- Suspension from a particular class
- Disciplinary probation (student placed on Conditional Contract: last opportunity before expulsion is recommended)
- Short term/long term external suspension (student placed on Conditional Contract: last opportunity before expulsion is recommended)
- Expulsion



## TEACHER INTERVENTIONS

- **Reprimand:** A discussion of the infraction and a stern review of the regulation
- **Detention:** Assignment of teacher detention, time supervised by the teacher involved
- **Parent Contact:** A telephone call, e-mail or letter to parents informing them of their child's misbehavior and reviewing the regulations with them
- **Parent Conference:** A meeting between school personnel, parents, and student to review the misbehavior and regulations

## ADMINISTRATION INTERVENTIONS

- Reprimand
- School detention
- Parent contact
- Parent conference
- Internal suspension (student could be placed on Conditional Contract)
- Short term/long term external suspension (student placed on Conditional Contract)
- Expulsion

## DETENTION POLICY

It is expected that students accepting admission to Pope Francis High School intend to comply with all the school policies stated in the Student Handbook. On those occasions when certain policies are not adhered to, detention is issued according to policy described below. Internal suspension may be issued for continued non-compliance of specific policies.

### TEACHER DETENTION (30 MINUTES: AFTER SCHOOL)

These include but are not limited to:

- Violation of any classroom rule
- Disruption of class – inappropriate language, talking, horseplay, noise-making, and similar behaviors in a class or outside the classroom
- Tardiness to class
- Disrespectful behavior
- Any other behavior consistent with the school's expectations for appropriate behavior

*Penalty:* Students will serve a 30-minute teacher detention, which must be served within the next two school days, to avoid receiving a 45- minute school detention. Students report to the teacher who issued the teacher detention. After school jobs, extra-curricular activities including sports will not serve as an excuse for not reporting to a teacher detention.

### SCHOOL DETENTION (45 MINUTES: AFTER SCHOOL)

These include but are not limited to:

- Non-excused tardy
- Exceed tardy limit
- Tardy to first period class without a pass
- Failure to serve teacher detention
- Failure to serve school detention
- Failure to adhere to any school policy
- Disruptive and inappropriate behavior and/or language
- Uniform Violation
- Failure to return required forms
- Food, beverages, gum or candy, during class time/in between classes
- Inappropriate display of affection
- Use of electronic devices, including cell phones, without permission during class time.

- Profanity
- Insubordination
- Cheating
- Lying

*Penalty:* Students will report to the detention room from 2:35– 3:20 p.m. on assigned day(s). After school jobs will not serve as an excuse for not reporting for school detention. It is the student's responsibility to notify his/her employer that he/she will not be to work on time.

Copies of detention slips are given to the student and the Assistant Head of School's Office. A third copy is mailed home to parents, and teachers keep a fourth copy for their records. If a student-athlete accumulates 3 detentions, the student must serve the detention at the first available detention session date of the following week, regardless of whether the student has a contest or practice.

## **SUSPENSION POLICY**

### **Internal Suspension**

The offenses listed below will be punishable by **Internal Suspension** (five school days or less) in most instances, depending on the severity of the offense. **Students will not be allowed to participate in any extra-curricular activities and sports for ten school days beginning on the date the One Day Internal Suspension was issued.** The parent/legal guardian will be notified.

These include the following offenses but are not limited to:

- Accumulation of five school detentions
- Food fight
- Defiance of administration/faculty/staff authority
- Repeated infractions of failing to adhere to any school policy

**If a student is internally suspended, the student could be put on a Conditional Contract, by the Assistant Head of School's Office. Any violation of the contract could result in student's expulsion/withdrawing from Pope Francis High School.**

### **Saturday School Detention**

Certain circumstances or repeated offenses may result in assigning student(s) to a Saturday School at the discretion of the Administration. Student(s) will report to school, in school uniform on the date assigned by administration.

### **Short Term External Suspension**

The offenses listed below will be punishable by **short-term suspension** (ten school days or less) in most instances, depending upon the severity of the offense.

- Repeated infractions of failing to adhere to any school policy
- Failure to report to internal suspension
- Violation of the school's smoking policy
- Possession or use of alcoholic beverages in school or at school related events or activities including athletic events
- Defiance of Administration/Faculty/Staff authority
- Fighting
- Stealing
- Hazing
- Gambling
- Damaging or defacing school property
- Failure to follow "Fire Drill" emergency procedures or failure to obey staff direction in time of emergency
- Bullying/Harassment
- Food Fight
- **A second violation of Pope Francis High School Policy on Academic Dishonesty**
- **Any action that damages the reputation of the school**

## Long Term External Suspension

The offenses listed below will be punishable by **long-term suspension** or expulsion in most instances, depending on the severity of the offense.

- Repeated behavior listed in the short-term suspension section above.
- Intimidation, assault, battery, and/or intent to do bodily harm.
- Other serious offenses that endanger others and/or create a climate that prevents the school from meeting its educational goals. These offenses include arson, bomb threat, false alarm, extortion, and inciting others to disrupt the order or function of the school.
- Serious harassment based on gender, race, color, religion, national origin, ancestry, disability, sexual orientation, or handicap.

**If a student is externally suspended, the student will be put on a Conditional Contract for the remainder of the school year. Any violation of the contract could result in student's expulsion/withdrawing from Pope Francis High School.**

**\*\* Any External Suspension will be reported to colleges both by the student and by the Pope Francis High Schools college counselor.\*\***

### Appeals:

Students may appeal any disciplinary action to the Assistant Head of School's Office within three school days.

- The student must first appeal to the issuing teacher.
- If the issue cannot be resolved at that level, then the student should approach the Assistant Head of School's Office.
- The Assistant Head of School's Office will convene the Accountability Board to hear the appeal.

### Accountability Board:

A discipline committee, appointed by the Assistant Head of School's Office, who provides advice and counsel regarding particularly difficult cases. The Accountability Board is also available when a student appeals a detention. The Board meets at a convenient time whenever the need arises.

## TOBACCO POLICY

- In compliance with Massachusetts State Law, students may not smoke at any time in the school building, on the grounds, or within the area surrounding the school grounds. This applies to all school-sponsored activities, as well as the regular school day. Smoking is also forbidden on school, city and chartered buses. Violation of this policy constitutes a serious offense and will result in the following penalties.

Penalties for Smoking:

**1st offense:** One day of internal suspension

**2nd offense:** Two days of external suspension

**3rd offense: Must attend a smoking cessation program and provide written documentation to the Assistant Head of Schools Office**

## TOBACCO PRODUCTS

**The possession of or use of any tobacco product (including electronic cigarettes) on school property or at school functions held elsewhere is prohibited.**

## SUBSTANCE ABUSE POLICY

The community of Pope Francis High School is aware of, and will always act in, the best interest of the student who has been entrusted to us and in the best interest of the parents who expect this care from us. We believe in the honor and integrity of our students but realize the difficulty and pressure young people are put under regarding drugs and alcohol in today's society. We discourage the idea of the social acceptance of these substances and advocate abstinence in our students' lives. Students in possession of drugs or alcohol will be subject to suspension and possible expulsion. The selling or purchasing of any illegal substance on school grounds will be grounds for expulsion.

Students approached with drugs or alcohol by anyone during, before or after school, or at any school-sponsored event, must report the incident immediately to a faculty member or administration.

While any violation of the substance abuse policy is a serious infraction and carries with it severe penalties, the overarching goal is good health. Therefore, if a student violates the policy the following procedure is pursued:

1. The student will be referred to the Assistant Head of School's Office.
2. Parents will be notified immediately.
3. The Student will be suspended from school until a meeting is held with his/her parents. Depending upon the severity of the infraction, the student could be expelled.
4. In compliance with State Law, police notification and involvement will be called upon as necessary.
5. A referral to a psycho-educational program will be required. This will be arranged by the student's guidance counselor and/or the Assistant Head of School's Office.
6. Counseling will be set up on a regular basis with the student and his/her guidance counselor in order to have the necessary support and to be able to follow up on services being provided.

[Again, in the interest of good health, students who come forth and ask for substance abuse assistance will not be penalized or suspended.]

## **BULLYING**

The Pope Francis High School recognizes that students should have a safe, orderly, civil and positive learning environment. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not meet the definition of bullying, as defined below, may still be subject to intervention and/or other discipline under another section of the discipline plan or a discipline policy.

### **DEFINITION**

"Bullying" means any overt act or combination of such acts directed against a student by another student or group of students and which:

- is repeated over time;
- is intended to ridicule, humiliate, or intimidate the student; and
- 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.

Acts or incidents of bullying can take numerous forms and the determination of whether a specific act or acts constitute bullying is within the sole discretion of the administrator. The means of bullying include, but are not limited to, physical actions such as bodily contact, touching, gestures, restraint, aggression and abuse; verbal comments and remarks; written and visual expression regardless of medium; electronic, telephonic and digital communications including e-mail, blogs, networking sites, instant messages; graphic displays and representations including internet, digital or web based images; photographic or video recordings, or any other form of technology.

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

To address bullying, Pope Francis High School:

- Requires students to report personally or anonymously to teachers and school designee/administrators acts of bullying.
- Requires parents or guardians of students 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 must 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 for the student responsible for bullying. Retaliation against a person for reporting bullying or for cooperating in an investigation of bullying report will not be tolerated. It shall be a violation of this policy for any person to take any retaliatory action against any person involved in the complaint or investigation.

## HAZING

The staff and faculty of Pope Francis High School will not tolerate any form of hazing of students or team members. Students engaging in any form of hazing **on** or **off** school grounds will be dealt with severely. Any hazing is against the law (as stated below) and participation will **be** punished accordingly. This warning applies to all students on buses used by students and teams.

**“Whoever is the principal organizer or participant in the crime of hazing as defined (in the law) shall be punished by a fine or imprisonment in a house of correction for not more than one hundred days or by both such fine and imprisonment.”**

### Chapter 269-MGL & Chapters 17 – 19

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

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 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 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 members. 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 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.

## **PHYSICAL FORCE**

The threat of physical force or actual fighting among students is considered a serious matter. The use of physical force (fighting) will result in immediate suspension and may lead to a request for withdrawal from Pope Francis High School

## **SERIOUS MISCONDUCT**

If a student is accused of a crime or other serious misconduct, the school administration reserves the right to place the student on home study.

## **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated at Pope Francis High School. Sexual harassment is defined as **unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading remarks or conduct.** Sexual harassment should be reported immediately to a faculty member or a member of the school administration. Sexual harassment is a very serious offense and will be dealt with in an appropriate manner by the administration and may lead to civil or criminal penalties.

## **STUDENT SEARCH**

The school administration retains control over lockers and desk space loaned to students and regulates admission and parking of automobiles on school grounds. The school administration, therefore, has the right and the duty to inspect and search students' lockers and desks, and student and non-student automobiles if the school administration reasonably suspects, upon information received from police or otherwise, that drugs, weapons, dangerous illegal or prohibited matter, or goods stolen from the school or members of the school staff or student body are likely to be found therein.

The school administration also has the right and duty to search a student's person if it has a high degree of suspicion that drugs, or stolen goods, are likely to be found on the student's person in the exercise of the school's duty to enforce school discipline and to protect the health and or safety of the student body. The student and his/her belongings will always be searched in the presence of two Pope Francis High School staff members. The items of such search may nevertheless be turned over to the police for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

# SCHOOL UNIFORM POLICY

We believe that students should be valued for who they are, not by how they look or what they wear. It is required that students come to school/attend activities representing the school in a uniform at all times with the exception of scheduled non-uniform days or when special permission is granted by administration. All clothing must be clean, in good repair, and must fit properly (not skin tight). Hair styles must be moderate in color and style (no unnatural hair color, i.e. purple, orange, green, fire engine red, etc.) and not take away from the learning environment. Boys' hair must not go past their collar and facial hair must be neat and groomed. No facial piercings, visible tattoos, tongue rings, gauges, chains or excessive jewelry may be worn during school. Please note that the uniform applies throughout the school day, from arrival through departure and throughout lunch period. Hats are not allowed in school at any time. Students are encouraged to make as many choices as they wish from the Donnelly's and/or Blakes uniform list. Students do not have to purchase every style and/or color. For example, blazers, sweaters, vests and sweatshirts are optional. If students are not in correct uniform, a detention will be issued.

***Clothing should be purchased through Donnelly's School Apparel ([www.donnellysclothing.com](http://www.donnellysclothing.com)) and/or Blakes School Uniform Company ([www.blakesschooluniform.com](http://www.blakesschooluniform.com)), with the exception of boys' and girls' pants. Boys' and girls' pants should be black or khaki dress style pants. Cargo, denim, and corduroy are not acceptable.***

***Girls' skirts should be at knee length. If more than two detentions are issued for this infraction, the girl to whom this applies will be required to wear Donnelly's black or khaki pants for the duration of the semester. (at least two weeks)***

***Socks/Stockings must be worn except during the hot weather option. Netted stockings are not acceptable.***

## POPE FRANCIS HIGH SCHOOL UNIFORM POLICY 2016-2017

### Boys

#### **Pants**

Khaki dress pants

Black dress pants

Blakes/Donnelly's or Dress Style

**\*No cargo, denim, or corduroy\***

#### **Shorts**

*Summer option only*

Khaki dress shorts

Black dress shorts

#### **Shirt**

Pope Francis Polo

White/Black/Wine

Long sleeve or short sleeve

Only Senior '17 Option – Dark Royal

#### **Sweatshirt/Pope Francis Only**

**\*(Pope Francis Polo must be worn underneath sweatshirt)\***

### Girls

#### **Pants**

Front twill khaki (high-waisted)

Mid-rise khaki or black

Blakes/Donnelly's or Dress Style

**\*No cargo, denim, or corduroy\***

#### **Capri khaki**

*Summer option only*

#### **Skirts**

***Must be knee length***

Grey/box pleat/Grey kilt

**\*\*Girls must wear solid color ankle socks, knee socks or stockings with their skirt.**

**Netted stockings are not acceptable.**

#### **Shirt**

Pope Francis Polo

Long sleeve or short sleeve

White/Black/Wine

Only Senior '17 Option – Dark Royal

#### **Sweatshirt/Pope Francis Only**

**\*(Pope Francis Polo must be worn underneath sweatshirt)\***

### **Please Note:**

- T-shirts and camisoles must be solid color/no writing if they are worn under a shirt, blouse or polo
- Slippers are never acceptable
- Hats are **never** to be worn in the school building or at lunch

**SCHOOL STORE:** visit on-line site at [www.popefrancishighschool.org](http://www.popefrancishighschool.org)

## SUMMER DRESS CODE

Summer dress code includes capris and knee length shorts. Sandals must have back-straps for safety reasons. Home-made back straps are not acceptable. Sandals may never be worn in the lab for safety reasons.

## SPIRIT DAY (FRIDAY)

Every Friday is Spirit Day. On this day students recognize the clubs and teams in which they participate by wearing the shirt from their sport or club's team. All shirts and/or sweatshirts must be approved by administration.

## GAME DAY

Athletes are allowed to wear their team game jersey when they have a game on a weekday. **Practice t-shirts are not acceptable.** All sports attire must be in school colors. Uniforms that are sleeveless must have a white t-shirt worn underneath, or shirt purchased as part of the uniform or other attire approved by the athletic director.

## DRESS DOWN OPTION

Dress down days are a privilege. When students participate in dress down days, dress and grooming must be neat and clean. The student's dress and appearance must not distract from the educational process. The dress down code allows ONLY the following:

- Pants must be loose fitting, with no holes of any kind. They may be any color (except white). Jeans/denim is acceptable. Low-rise, cargo, spandex or leather is not allowed. Pants must be loose enough to allow free movement but not so loose that they appear to be falling off. A belt must be worn with pants that have belt loops. Jumpers and skirts must be knee length.
- Blouses/shirts may be solid, printed, and collarless. Tee shirts in good repair are acceptable. Any clothing that displays printed material or graphics that from any perspective could be construed as promoting illegal behavior, or violence, or is in any way demeaning or defamatory or harassing is considered inappropriate dress.
- Alternate sweatshirts are allowed provided they do NOT display or promote any illegal behaviors, violence, demeaning, defamatory or harassing language or ideas.

## ATHLETICS/EXTRA-CURRICULARS

Pope Francis High School sponsors a wide variety of extracurricular activities to meet the needs and interests of its student body. These activities are designed to round out a student's education by providing experiences wherein social skills, group cooperation, and competitive drives may be integrated to develop a fuller sense of self and others.

All school-sponsored events are seen as an extension of the school life of P.F.H.S. and therefore, the school philosophy and decorum are expected to be upheld by everyone involved. All school policies, e.g., substance abuse, respect for others and for property will be in effect. To participate in school-sponsored extra-curricular activities such as practices, games, meets, tournaments, dances, school sponsored trips, etc., students must be in school by 10:30 a.m. on the day of the event, or the Friday before a weekend event. It is the responsibility of coaches and moderators to see that this expectation is upheld with proper emphasis on academics as well as concern for the student's well-being.

If a student is not able to be in school, he/she is not eligible for extracurricular activities. If they arrive at a function they will be asked to leave.

## ATHLETICS

Pope Francis High School offers an extensive inter-scholastic athletic program, which strives to promote the physical, social, and moral development of students. The purpose of the program is to teach students proper techniques of team and individual sports, encourage physical development and develop positive attitudes of good sportsmanship and team play within a competitive environment.

The following sports are offered to all students. They are listed by season.

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cross Country	Basketball	Baseball
Golf	Hockey	Lacrosse
Soccer	Indoor Track	Softball
	Skiing	Tennis
	Swimming	Track



## **ATHLETIC RULES & POLICIES**

Participation in interscholastic sports at Pope Francis High School is a privilege. As a participant, the student is a representative of the school and is expected to reflect the school's philosophy and values. Violations of our standards may call for the restriction or withdrawal of the privilege of athletic participation as determined by the coaches, athletic director, and administration of Pope Francis High School. It is a condition of participation that students, parents, and guardians recognize the right of school authorities to determine such restrictions and withdrawal of the privilege of participation, as these officials deem appropriate.

The rules and policies of the Massachusetts Interscholastic Athletic Association (M.I.A.A.) and the Pioneer Valley Interscholastic Athletic Association (P.V.I.A.C.) and those of the school govern Pope Francis athletics as they are published, posted, or announced. The following summary of these rules and policies is a guideline for all parties and is not exhaustive. These rules and policies are subject to revision. Specific questions concerning the existence or application of a rule or policy may be raised with the athletic director.

### **M.I.A.A./P.V.I.A.C. RULES:**

1. **Academic Eligibility:** A student must secure a passing grade in at least 4 traditional yearlong English courses during the last marking period preceding any athletic contest. To be eligible for the fall, students are required to have passed for the previous academic year the equivalent of 4 traditional yearlong major English courses.
2. **Transfer:** 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.
3. A student athlete may only take part in one formal practice or the equivalent of one regulation event when school is in session. The contest must be at the site of the same host and immediately follows the other and the single contest limit are not exceeded. (Walk-throughs, shoot-arounds, batting practice, etc. are not considered a formal practice).
4. If an official disqualifies a student from a contest, the student is ineligible for the next contest. If a student is so disqualified in a second occasion in one season, that student is ineligible for one year in that sport.
5. A student must have a physical examination administered by a licensed MA medical physician, nurse practitioner, or physician's assistant in order to be eligible to participate. A physical exam is valid for thirteen months (395 days). A student in violation shall be suspended for the number of contests in which he/she participated without a proper physical.
6. On entering Grade 9 of any school, a student has 12 consecutive sports seasons of eligibility. The student's non-participation in any such season does not extend that student's eligibility.
7. A student must be under nineteen years of age to compete; however, he or she may compete during the academic year he or she turns nineteen, provided the nineteenth birthday occurs on or after September 1st of that year.
8. 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.
9. 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 of 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.
10. **Concussion Policy:** In the event that an athlete exhibits any of the signs, symptoms or behaviors consistent with a concussion, the coach or EMT present at the game or practice will be responsible for removing the athlete from the game or practice. No athlete who exhibits the signs, symptoms or behaviors consistent with a concussion shall be allowed to return to a practice or game, or to participate in any practice or game, until he or she is examined by a physician or physician's assistant. In order to return to sports, the athlete must present a signed note from a physician or physician's assistant to the athletic director or nurse, indicating that he or she is cleared to participate in athletics. Copies of the note will be forwarded to the athletic director, the nurse and the coach of the athlete.

## POPE FRANCIS ATHLETIC RULES

1. A student must complete the school provided forms that grant parental permission to allow a student to participate in athletics. Also, a statement of parental permission for the school to seek emergency medical attention in the event that the parent is unavailable to grant the same must be completed.
2. Parents will be required to attend a mandatory pre-season meeting with the administration and athletic director.
3. A student may not participate in a contest or practice when that student is not in attendance by the end of 3rd period on the day of the contest or practice. This rule also holds when a student is absent the Friday before weekend or holiday contest. For example, if a student is not in attendance at school on Friday and he/she has practices scheduled that Friday and a game the following day on Saturday, the student may not participate in practice on Friday or the game on Saturday. The principal may waive this rule only for good cause (e.g., medical appointment, school-sponsored trip, required college interview, etc.) The intent of the rule is to prevent "resting up for the contest."
4. Coaches will impose appropriate penalties for non-excused absences from team practices.

### 5. EARLY DISMISSAL PROCEDURES:

Athletes will drop off all equipment needed in the designated area before school in the morning before class begins.

Athletes must get any/all books needed for the day during locker period after lunch. ATHLETES WILL NOT BE ALLOWED TO GO TO THEIR LOCKERS DURING AN EARLY DISMISSAL.

Athletes will not leave the classroom until they are called over the intercom.

Athletes will not be allowed back in the building once they have been dismissed early.

If there are two teams being dismissed on the same day, alternate arrangements will be made with the Athletic Director/Assistant Head of School's Office on that day.

6. All school property such as uniforms and equipment issued to athletes by a team is the team member's responsibility. Failure to return this same equipment in good and clean condition makes the athlete financially responsible for the equipment.
7. The stealing of school property or the property of any individual while a student is a participant in athletics, and/or when such an act is carried out in connection with such participation, are grounds for dismissal from athletics.
8. Violations of the code of conduct established for all students of Pope Francis when committed by team members shall cause the same penalty as for any other student. If such penalties imposed cause a failure to adhere to the rules of a given team's membership requirements, the appropriate athletic penalties may be imposed with the approval of the athletic director. However, the remedial benefits of athletic discipline will be borne in mind in such cases. A coach may not impose additional sanctions for non-athletic violations without the approval of the athletic director.
9. All athletes must travel to away games on the bus provided by the school.
10. A student who receives a detention must serve the detention on the first available detention session date of the following week. A student-athlete is excused from detention on the day of a contest but must serve the detention immediately at the next available detention session. **\*\*If a student-athlete accumulates over 1.5 hours of detention, the student must serve the detention at the first available detention session date of the following week, regardless if the student has a contest or practice.**
11. INELIGIBILITY:

**A student who fails More than one subject for the quarter is NOT ELIGIBLE** to participate in athletics or Performing Arts until the next report card is issued. **A student who is passing but who has a grade point average for the quarter of less than 1.60 is NOT ELIGIBLE** to participate in athletics or Performing Arts until the next report card is issued. Ineligibility becomes effective the day report cards are issued and continues until the day report cards are issued at the end of the quarter.

**Academic Review:** Any student who receives an F but still has a grade point average of 1.6 or above will be placed on Academic Review until the next report card is issued. The student must agree to meet regularly with the teacher of the failed subject, and the student must continue to get positive weekly reports from that teacher about his/her attention to homework, help sessions and test/quiz grades. The student must not get two consecutive negative reports. If expectations of the Academic Review process are not met, the student immediately becomes ineligible until the next report card is issued.

12. Practice and games will not occur after noon on Good Friday.

### 13. SCHEDULING ATHLETIC EVENTS:

The scheduling of athletic events is not totally in the control of Pope Francis High School. Membership in a league dictates the teams we will compete against. When teams have to travel a distance to compete, team members will be allowed to leave school early. The athletic director, coach, or activity moderator will emphasize to the students in their care that it is each student's responsibility to make up work they may miss. If a student is abusing the privilege of early dismissal, or if a student is doing poorly academically because of missing class time, the subject teacher will speak to the athletic director and/or coach in an attempt to resolve the problem.

#### **Sporting Event Discipline Policy**

Students are expected to act appropriately and maturely at all sporting events. The following is the discipline policy for those student(s) who act inappropriately at sporting events:

- **1st Offense:** Verbally warned by administrator on duty
- **2nd Offense:** Administrator will remove student(s) from sporting event and the following school day the student(s) will report to the Assistant Head of School's Office for further disciplinary action.

**REPEATED OFFENDERS WILL NOT BE ALLOWED TO ATTEND SPORTING EVENTS AND/OR SCHOOL ACTIVITIES FOR THE REMAINDER OF THE SEASON**

## **ADDITIONAL GUIDELINES & PROCEDURES**

### **ASSEMBLIES**

Assemblies of the entire student body or of classes will be scheduled throughout the school year. These assemblies provide us with the opportunity to discuss issues of school life and celebrate special moments together. At all times, students should follow the directions of the attending faculty members and act in a mature and courteous manner. Students will assemble in the designated areas by home room groups. They will fill in the space quickly and in an orderly fashion. Seniors will be called to assemblies first.

The utmost courtesy and respect should be given to every person who speaks to the student body. Silence should prevail regardless of one's own predisposition, interests, or indifference. Any response other than clapping is rude, undignified and unacceptable. No student may leave an assembly without permission and knowledge of an adult.

### **BUSSES**

Riding the busses that are provided for transportation is a privilege afforded to many of the students at Pope Francis High School. Conduct on these busses should be above reproach at all times. Vulgarity, boisterous and loud shouting, vandalism, smoking and fighting are offenses for which the student may lose the privilege of riding the school bus. Should this happen, parents are responsible for their child's transportation to and from school during the suspension period of bus privileges. Parents are also responsible for any cost that may have occurred because of student vandalism.

### **CARD PLAYING/GAMBLING**

The use of cards for playing and gambling is not allowed in the school building or on school grounds at any time.

### **CONSUMPTION OF FOOD AND BEVERAGES**

Unless special permission is given from the Administration or a doctor writes a medical excuse, no food or beverage is allowed in the classrooms or hallways.

### **CELL PHONES**

Cell phones should not be used unless the teacher has assigned them as an educational tool. If a student is seen with a cell phone, or if a cell phone is confiscated, the cell phone will be given to the Assistant Head of School's Office immediately, and that student will receive 1 detention. If the same student has a cell phone taken away for a second time, a parent/guardian must come into school and pick up the cell phone. If there is a third time, an In-House Suspension will be issued. If a cell phone goes off during class and the student who owns it cannot be identified, administration reserves the right to search the students. Repeat offenses could lead to the loss of extra-curricular participation in activities, and possible dismissal from PFHS.

## **CHANGE OF ADDRESS**

The Main Office should be informed of any change in address or phone number to ensure that the mail is correctly addressed and parents can be reached in case of an emergency.

## **DAILY ANNOUNCEMENTS**

All announcements must be submitted in writing—approved with a faculty member’s signature—to the main office the day before or by 7:30 a.m. on the day the announcement hopes to appear. The written announcement must include the date(s) for its inclusion in the bulletin.

## **DANCES**

- All school dances are for Pope Francis students only, with the exception of the semi-formal and proms.
- Dance tickets will be sold the week before the dance and may not be purchased after the deadline.
- Guests must be accompanied by a Pope Francis student and a guest form must be completed and turned into the dance supervisor, prior to the dance date. Guest will be required to show photo identification at the door.
- No one will be admitted late to the dance without prior permission from administration or the faculty member in charge and no one will be allowed to leave early unless arrangements have been made with the dance supervisor and written parental/legal guardian permission obtained. They will not be allowed to return as well.
- Those in charge of the dance have the right to ask any undesirable person to leave.
- Students should not leave the dance. If they do, parents will be called.
- All students attending the dance may be subject to being breathalyzed upon entry to the dance and any time after that when deemed necessary. The use of alcohol, drugs or other illegal substances is prohibited and any violation of this will be subject to school disciplinary action and possible arrests.
- No food or drink will be allowed into school dances. Only drinks provided by PFHS.
- Backpacks will not be allowed into school dances.
- Grinding and twerking style dance are not acceptable.
- All school policies apply at all school sponsored events.

## **ELECTRONIC DEVICES**

All electronic equipment not authorized by the school are not to be used during the school day.

## **ELEVATOR PASSES**

If a student needs an elevator pass due to illness or injury, he/she will be required to see the school nurse. Unauthorized use of the elevator will result in a detention. Students must carry the pass with them at all times.

## **FIELD TRIPS**

Field trips are privileges, not rights. Students can be denied participation if they fail to meet academic and/or behavioral requirements. Field trips are educational experiences provided to the student outside of the classroom environment. The experience must represent a unique educational opportunity and facilitate the attainment of specific educational objectives.

- Parents must complete a parent permission form. These can be obtained from the teachers or from the Assistant Head of School’s Office. Students who fail to submit the proper form and fail to have all required teacher signatures will not be allowed to participate in the field trip.
- On the day of the field trip students need to wear the school uniform. Exceptions must be cleared through the Assistant Head of School’s Office.
- The student is responsible for making up any class work missed because of the field trip.
- Appropriate behavior in accordance with the rules set down in the handbook is expected.

## FIRE DRILLS

From time to time during the year, fire drills are held for the purpose of insuring order and protection should a real fire occur. During these drills a quiet atmosphere is mandatory.

Students should familiarize themselves with the fire drill regulations posted in every classroom.

Students will go in **silence** from their rooms, through the assigned exits and to their designated places outside the building until the signal is given to return. Students then go directly back to the area they left.

State and local ordinances require that fire alarm boxes and fire extinguishers be placed in public buildings for the safety of all should a real fire occur. Students found tampering with fire equipment will be dealt with severely and if necessary reported to the Arson Squad for prosecution.

## GANGS AND GANG ACTIVITIES

Gangs and gang activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes: recruitment, initiation, a manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories which by virtue of color, arrangement, trademark or other attribute denotes membership in a gang, tattoos, possessing literature that indicates gang membership, fighting, assault, hazing, extortion, establishing turf, use of hand signals, gang vocabulary and nicknames, possession of beepers or cellular phones, possession of weapons or explosive materials, possession of alcohol, drugs, drug paraphernalia, attendance at functions sponsored by a gang or known gang members, exhibiting behavior fitting police profiles of gang-related drug dealing, selling or distributing drugs for a known gang member, helping a known gang member commit a crime, or any other action directly resulting from membership or interest in a gang.

**Anyone affiliated with gang activities may be subjected to the following infractions:**

- Suspension with the possibility of expulsion
- Parents/guardian contacted and appropriate intervention initiated
- Legal authorities notified
- Liable and financially responsible for all forms of vandalism

## HEALTH SERVICES

A registered nurse is responsible for the school health program and will be in the building every day until 2:30 p.m. Massachusetts State Law requires that students registered in the school **must have written verification on file** that they have received the following immunizations:

- 3 doses of Hepatitis B
- 4 doses of DtaP/DTP
- 4 doses of polio vaccine
- 2 doses of MMR
- 2 doses of Varicella
- 1 dose of Meningococcal

Failure to provide information will result in the student being excluded from classes until written verification of proper immunization is provided to the school.

A current physical examination by a health care provider is required of each new freshman and transfer student. The athletic physical **does** meet this requirement.

## LOCKERS

All students will be assigned a locker at the beginning of the school year. The school is not responsible for items missing from the lockers. Students will be allowed to use lockers between classes and at the beginning and end of the school day. Lockers will be randomly checked throughout the school year. Students dismissed early for sporting events or senior privileges must have all materials they need from their locker after lunch. Students must keep lockers closed and locked at all times.

## LOST AND FOUND

Lost and Found items are located in the front office. At the end of each semester, items will be donated to the Salvation Army.

## PASSES

Passes must be obtained by ALL STUDENTS who need, AT ANY TIME, to leave their assigned rooms. No student may be out of class or study without a pass.

## PARKING AND DRIVING REGULATIONS

All students wishing to park their cars in the school parking area must obtain a registration form from the Main Office/Assistant Head of School's Office and pay a fee of \$100.00. After supplying all required information a sticker and a parking spot will be assigned. No cars are allowed to leave the premises during school hours without permission. Upon arrival, students are not to loiter in cars or in the parking lot. During the course of the school day students are not to go to their cars without the express permission of an administrator. Vehicles that are parked without authorization from the administration will be towed at the owner's expense. If there are no spaces available, student's name will be placed on a waiting list. Excessive tardies will result in loss of driving privileges.

Speed must never exceed 10 mph in the student parking lot. Repeat violations of speed regulations in student parking lot could result in the loss of driving privileges. This speed regulation also applies during any athletic and/or social function in which a car is used. Students who lose their driving privileges will forfeit the \$100.00 fee. **There is no parking in front of Assumption Church or Pleasant Street at any time.** If this is done a detention will be issued.

Students sign a contract agreeing to the rules for having a car on campus:

- Excessive tardies will result in loss of driving privileges.
- Students are not allowed to go to the car during the day without permission from an administrator.
- Students must not drive more than 10 miles per hour in the parking lot at all times.
- If students get a new car during the year, they must bring a copy of the new registration to the Assistant Head of School's Office/Main Office as soon as possible.
- If student becomes ill during the day at school, he/she will not be allowed to drive home without permission from a parent.
- The one hundred-dollar parking fee is non-refundable. If the student loses his/her parking privilege for any reason, a refund will not be issued.
- Students are required to follow the direction of the crossing guard.
- The consequence for breaking any of these rules could be revocation of parking space.
- Students who park in non-school designated areas must be in accordance with the City of Chicopee's parking regulations.

### Driving Infraction

- First Offense - Warning Issued
- Second Offense - Loss of driving privilege (5 days)
- Third Offense - Loss of driving privilege (10 days)
- Fourth Offense - Loss of driving privilege for the remainder of the year

## SENIOR PRIVILEGE POLICY

Senior privileges are granted to seniors only. Seniors are required to have on file with the Assistant Head of School's Office, a signed parental/guardian Pope Francis High School Senior Privilege Permission Form. Eligible seniors are allowed to come in late when their study hall falls in first position or leave early when their study hall falls in last position. In either case the student is asked to sign-in / sign-out in the front office. Students who choose not to utilize their senior privilege must remain in their study hall and continue to follow all school rules, including uniform policy. Administration will announce when senior privilege is in effect for the school year.

**Students forfeit Senior Privileges if they:**

- **Receive D or F on progress report in any given quarter**
- **Fail a subject in any given quarter**
- **Required by Administration**
- **Received a Suspension**

- **Student on Contract**
- **Must not have four or more tardies per quarter**
- **Must not have five or more unexcused absences per quarter**
- **Must not owe any detentions**

## **SCHOOL MASSES AND PRAYER SERVICES**

Silence and appropriate posture and decorum are to be observed as a sign of respect. Students are encouraged to participate fully in the liturgy and services. Non-sincere gestures and forms of appreciation will not be tolerated during these services. **Parents and guardians are invited to attend any school Mass or Prayer Service.**

## **SKIP DAYS**

In keeping with the current policy concerning attendance, Pope Francis High School does not recognize at any time or for any reason the so-called student **skip days**. Students participating in them will be subject to the penalty described for truancy.

## **STUDENT DINING ROOM**

The use of the student dining room is a privilege. Food service personnel are entitled to the same respect as other members of the school staff.

Students are expected to cooperate with legitimate requests to maintain order and cleanliness. Failure to do so may result in the loss of the use of the dining room.

### **Food and beverages may not be taken from the student dining room.**

The throwing of food by **anyone** will not be tolerated and immediate action will be taken.

To eliminate any possible theft within the cafeteria, backpacks are not allowed to go through the serving line. If a student is caught stealing food from the cafeteria, he/she will receive a One-day internal suspension and parent/legal guardian will be notified. If the theft continues, the student may be required to bring lunch for the remainder of the year.

Ordering food from outside restaurants is prohibited unless permission is given from administration. Discipline from the Assistant Head of School's Office will be given to those students that violate this rule.

## **STUDENT IDENTIFICATION CARD**

All students will be issued a school I.D. card in September. They must carry it throughout the school day and at school sponsored events. If a student loses his/her I.D., there will be a \$3.00 charge for a new one. They are used for identification as well as entrance to school-sponsored activities. Students who ride the bus must have their I.D. card. School I.D. cards will also be used for Elms College Library privileges once an orientation program has been completed and a bar code has been attached.

## **TELEPHONE**

**Urgent messages** from parents for students will be delivered. Other messages will be taken and students will be called down at the end of the day to pick them up. Students are allowed access to a phone in the front office.

## **VISITORS**

All visitors must sign in at the main office. They will be provided with a visitor's pass. No student should invite or receive visitors into the school building or on school grounds without prior approval from administration.

Any student who is currently suspended or any individual who has been dismissed, expelled, or left the school in other than good standing is considered a "visitor." He/she is not allowed to return for school functions such as dances, proms, games, etc. Any Pope Francis High School student who entertains unauthorized visitors anywhere on campus will be subject to disciplinary actions.

## **VANDALISM**

The proper care of the school building, equipment and school grounds is the responsibility of every student. Students who accidentally damage school property shall report it to the office immediately and it shall be treated as an accident. In cases of vandalism where the student(s) is known, the student(s) and their parents shall be held responsible for the cost of repair.

Any student found to have deliberately and maliciously caused such damage may be expelled from school immediately and prosecuted under vandalism laws. In cases where such damage is done and left unreported as an accident, it must be assumed that the damage is willful and malicious. The school will report the damage to the police. If the responsible individual(s) cannot be identified and the cost to repair collected, then the cost shall be divided among the four classes and paid from each class treasury.

Since the actions of a few can directly affect the student body as a whole, it is important that the individual(s) responsible for the vandalism be reported to the school administration so that the cost of repair is borne by those responsible for the damage.

## **WEAPONS**

Any object that can be classified as a weapon (jack knife, pen knife, kitchen knife, hunting knife, gun, brass knuckles, bat stick, pipe, chains, etc.) may not be brought to school at any time. Possession of any such object during the school day, at any school function on or off campus, in the school parking lot or on school buses is a serious violation of school policy. A student found with such objects will be immediately suspended and their parents called in to determine the student's status at Pope Francis High School.



## ASSISTANCE DIRECTORY

The list below indicates some areas of concern encountered by students and the appropriate place to seek the necessary assistance:

Absenteeism .....	Main Office/Assistant Head of School's Office
Athletics .....	Athletic Director
Auto Registration .....	Main Office/Assistant Head of School's Office
Change of Address .....	Main Office
Changing Schools .....	Counseling Office
Confiscated Items .....	Assistant Head of School's Office
College Information .....	Counseling Office
Detention Conflicts .....	Assistant Head of School's Office
Early Dismissal .....	Main Office
Financial Assistance .....	Business Administrator
Homework for Prolonged Absences .....	Counseling Office
Illness during School Hours .....	Nurse
Locker Problems .....	Assistant Head of School's Office
Lost & Found .....	Main Office
New ID Cards .....	Assistant Head of School's Office
Parking Permits .....	Main Office
Schedule Changes .....	Counseling Office
Scholarships .....	Counseling Office
School Insurance .....	Main Office
Tardiness .....	Assistant Head of School's Office
Transcripts .....	Counseling Office
Transportation .....	Main Office/Assistant Head of School's Office
Truancy .....	Assistant Head of School's Office
Tuition/Fees .....	Business Office
Tutors .....	Counseling Office
Uniforms .....	Assistant Head of School's Office
Visitor's Pass .....	Main Office
Work Permits .....	Main Office