

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

For both the student's and the school's information, we ask each parent and student to read the following declaration and to sign the Agreement Form online.

**\*\*Please sign the form below electronically by September 14, 2018.\*\***

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

- I/We have read and are in accord with the contents of the student handbook.
- I/We understand that the school assumes and expects that each student who accepts admission at Pope Francis Preparatory 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/guardians remain as a party to this contract. In all matters where parental authorization and responsibility is required for the student who is a minor, the same shall remain in force as a matter of contract during the student's enrollment here even though such student has reached the age of majority.
- Students must live under an adult's supervision.
- Students who enter upon or remain on school grounds or in buildings in a non-supervised situation waive all rights of legal action for non-supervision on the part of Pope Francis Preparatory School or its agents.
- Unauthorized use of the school name and logo: No student or student's parent or guardian, without the written authorization from the Head of School, may utilize the school's name, abbreviation thereof, school employee's names, pictures, or any identifying logo for any purpose.
- I/We grant Pope Francis Preparatory School and its agents our permission to seek emergency medical attention for our child, if in their judgment, such attention is warranted and I/we are not immediately available to grant such permission.
- I/We have read and discussed the Pope Francis Preparatory 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 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 the beginning of the fourth quarter (April 9<sup>th</sup>, 2018). 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 Preparatory School students. Pope Francis Preparatory School policies regarding international students as well as international student applications and forms are available on the school's website at [www.popefrancisprep.org](http://www.popefrancisprep.org). Any questions regarding admission of International Students should be directed to the Admissions Office.

**\*Periodically, students at Pope Francis Preparatory School may be in photographs and/or interviewed that may be used in the media. If I do not wish to have my child photographed or interviewed, I will provide a statement in writing with a signature. This will be kept on file in the main office.**

# STUDENT AND PARENTS/LEGAL GUARDIANS AGREEMENT FORM

Pope Francis Preparatory School requests after the student and parents/legal guardians have reviewed the Student Handbook, that all the agreements below be signed electronically.

I/We the parents/guardian of \_\_\_\_\_ in \_\_\_\_\_ have read the Student Handbook  
**Print Student Name                      Grade**

of Pope Francis Preparatory School and agree to abide by all the policies stated herein.

## TERMS AND CONDITIONS FOR USE OF INTERNET

### Student User Agreement

As a user of Pope Francis Preparatory 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

### Accident Insurance Waiver

As a parent or legal guardian of the minor student signing above, I hereby prefer another insurance arrangement with adequate coverage and I understand that the school will be held blameless in case of an accident in school or on school property.

**Please check either yes or no.**

\_\_\_\_\_ YES

\_\_\_\_\_ NO

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

\_\_\_\_\_  
Date

**\*\*\*\*RETURN COMPLETED FORM BY SEPTEMBER 12, 2018\*\*\*\***

**2018 - 2019 STUDENT EMERGENCY INFORMATION**

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

STUDENT EMAIL: \_\_\_\_\_ CELL: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_ CELL: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FATHER'S NAME: \_\_\_\_\_ CELL: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**RACE (CIRCLE ONE):**

CAUCASIAN    BLACK    ASIAN    NATIVE AMERICAN    PACIFIC ISLANDER

HISPANIC/LATINO:    YES    NO

CATHOLIC:    YES    NO

PARENT/LEGAL GUARDIAN SIGNATURE: \_\_\_\_\_

STUDENT LIVES WITH: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

**(NAME AND RELATIONSHIP)**

EMERGENCY PHONE: \_\_\_\_\_

**\*\*\*\*RETURN COMPLETED FORM BY SEPTEMBER 12, 2018\*\*\*\***

## PERSONNEL DIRECTORY

HEAD OF SCHOOL:	DR. W. PAUL HARRINGTON
ASSISTANT HEAD OF SCHOOL/ACADEMICS	MRS. CYNTHIA GEIGER
ASSISTANT HEAD OF SCHOOL/STUDENT SERVICES	MRS. MARYANN LINNEHAN
ADMINISTRATIVE ASSISTANT TO STUDENT SERVICES	MRS. LORI FENTON
BUSINESS ADMINISTRATOR	MRS. THERESA OLEJARZ
OPERATIONS COORDINATOR	MRS. HOLLY O'CONNELL
DIRECTR OF TECHNOLOGY	MR. DARRYL GEOFFREY
ATHLETIC DIRECTOR	MR. JOHN GODA
ATHLETIC TRAINER	MS. SARAH MYERS
CAMPUS MINISTRY	MR. JOHN ANZIANO
GUIDANCE COUNSELOR	MR. CHRISTOPHER BRESNAHAN
GUIDANCE COUNSELOR	MRS. JENNIFER SCIBELLI
COLLEGE COUNSELOR	MRS. JANET KELLY
ADMINISTRATIVE ASSISTANT TO GUIDANCE	MS. CARIANNE HALUCH
SCHOOL NURSE	MRS. MARY ANN JACKSON, RN

## ASSISTANCE DIRECTORY

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

Absenteeism	Main Office/Assistant Head of School's Office
Athletics	Athletic Director
Auto Registration	Operations Coordinator
Change of Address	Guidance
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 Office
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	Operations Coordinator
Scholarships	Counseling Office
School Insurance	Main Office
Tardiness	Assistant Head of School's Office
Transcripts	Counseling Office
Transportation	Operations Coordinator
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

## **SCHOOL CALENDAR 2018 – 2019**

### **AUGUST**

Freshman Orientation – August 23

First Day of School – August 27

### **SEPTEMBER**

Labor Day – September 3 – No classes

### **OCTOBER**

Columbus Day – October 8

Diocesan In-Service Day – October 19

### **NOVEMBER**

Half-Day Dismissal – November 6

Thanksgiving Recess – November 21 – 24

### **DECEMBER**

Christmas Recess – December 24 – 31

### **JANUARY**

New Year's Day – January 1 – No classes

Professional Development – January 2 – No classes

Martin Luther King Day – January 21 – No classes

### **FEBRUARY**

Winter Break – February 18 – 22

### **MARCH**

Faculty Retreat – March 15 – No classes

### **APRIL**

Spring Break – April 15 – 19

### **MAY**

Memorial Day – May 27 – No classes

### **JUNE**

Graduation – June 6

## **MISSION STATEMENT**

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

## **ACCREDITATION**

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

## **MEMBERSHIPS**

Pope Francis Preparatory School holds memberships in the following organizations:

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

## **STUDENT HANDBOOK**

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

## **CHANGES IN POLICY**

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

## **NON-DISCRIMINATION POLICY**

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

## **GENERAL INFORMATION**

Pope Francis Preparatory School  
99 Wendover Road  
Springfield, MA 01118

Teacher Hours: 7:25 a.m. – 2:45 p.m.

Student Hours: 7:45 a.m. – 2:05 p.m.

Main Office: 833-999-7673

Main Office Hours: 7:15 a.m. – 3:00 p.m. Monday – Friday

Summer Office Hours: 7:30 a.m. – 3:30 p.m. Monday – Thursday

Pope Francis Preparatory School begins each regular school day at 7:45 a.m. and ends at 2:05 p.m. We begin and end each day with a school wide prayer. Students should not arrive to school before 7:20 a.m. and will not be allowed past the lobby until faculty have arrived. Students should leave the premises no later than 3:00 p.m. unless participating in an extracurricular activity. The main office closes at 3:00 p.m. The school is not responsible for students after 3:00 p.m.

**2018 – 2019**  
**DAILY SCHEDULE**

7:20	STUDENT ARRIVAL
7:20 – 7:45	CAFÉ-BREAKFAST/MTGS/TUTORING
7:45	WARNING BELL
7:50 – 9:15	1 <sup>ST</sup> PERIOD
9:23 – 10:43	2 <sup>ND</sup> PERIOD
10:43 – 12:08	3 <sup>RD</sup> PERIOD/LUNCH
	FIRST LUNCH 10:43 – 11:13 CLASS 11:18 – 12:38
	SECOND LUNCH 12:08 – 12:38 CLASS 10:48 – 12:08
12:43 – 2:05	4 <sup>TH</sup> PERIOD
2:05	DISMISSAL
2:30	BUSING DEPARTURE

**\*\*The school is not responsible for supervision of students after 3:00 p.m.\*\***

**DELAY & CANCELLATION SCHEDULE: POSTED ON WEBSITE**  
**LISTEN TO 93.1 OR 94.7 OR WATCH WWLP-TV OR WFSB-TV**

**ACADEMIC INFORMATION**

**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, artwork, 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, test, 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 Assistant Head of School, Academics and the Assistant Head of School, Student Services 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, Student Services, with progressive consequences for subsequent infractions.

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

## **ACADEMIC ENVIRONMENT**

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

## **INELIGIBILITY**

**A student who fails one or more subjects for the quarter, or has a grade point average for the quarter of 1.8 or less is NOT ELIGIBLE to participate in extra-curricular activities until the next mid-semester grade review Oct 22/March 19) or report card (Dec/June) is issued.** Ineligibility becomes effective the day mid-semester grade review. (Oct 22/March 19) or report card (Dec/June) is issued and continues until the day mid-semester review (Oct22/March 19) or report card (Dec/June) is issued at the end of the semester.

**\*Eligibility Waiver:** There is a one-time waiver option (one time in four years) that is available to students who become ineligible. The student must request the waiver hearing from the Assistant Head of School for Academics within 3 days of the issuance of progress reports (Oct 22/March 19) or report cards (Dec/June). The student then goes before a committee to explain the circumstances that led to the ineligibility. If the waiver is granted, 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. Any two consecutive negative reports will result in the cancellation of the waiver. Please note: Students with the minimum MIAA grade equivalent will not qualify for a Waiver.

## **COURSE CREDIT VALUES**

Grades are assigned on the basis of the student's academic achievement and include a comprehensive final exam/assessment score weighted 10% of the overall grade. Final grades for each semester are recorded by the teacher and archived on the student's transcript. Semester grades are the only permanently recorded grades. Report cards are emailed at the end of each semester, and progress reports are issued to students at the half point of the semester.

## **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. Student's 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. All level eligibility will be reviewed by the Assistant Head of School, Academics and the Guidance Counselors after final grades have been posted. Appropriate changes (adding or dropping a course) will be made and an updated schedule will be emailed to students and parents.

## **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. Prerequisites 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 Assistant Head of School, Academics. Courses are offered at Pope Francis Preparatory 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.

## **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 they would benefit from it with approval from the Assistant Head of School, Academics.

## **DUAL ENROLLMENT**

Juniors or seniors may take a course at a local college or university for college credit. Students will be notified as to the availability of courses as soon as they are supplied to the school from our partner colleges. Pope Francis Preparatory School recommends students if they have demonstrated ability and interest in related courses. The course grade will not be included in the calculation of the GPA grade.

## **EVALUATION AND GRADE REPORTING**

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

## **EXAMS**

**Comprehensive exams, or equivalent projects are given to students in every course at the end of each semester.** All students are expected to be present during their scheduled exams. Acceptable reasons for missing an exam would be an excused illness or bereavement. If a student misses an exam due to illness or bereavement, that student must take the exam during the make-up period. If that is not possible, permission must be granted by the Assistant Head of School, Academics for alternative arrangements after the close of the exam period. **Travel, sporting events, and vacation arrangements ARE NOT acceptable reasons for missing exams. The end of the year travel date for all students is June 8<sup>th</sup>. No travel arrangements should be made before this date.**

**Please note:** No student may take 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, two exams per day. If a student has a study hall during one of the exam periods, the student may opt to come in late or be dismissed early.

**WRITTEN DOCUMENTATION WITH PARENTAL PERMISSION IS REQUIRED.** Parents should check the school calendar for dates to make sure no vacations are scheduled during the exams. All students must remain in attendance for the entire exam period during all exams.

## **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 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. Teachers are in their rooms every day from 2:05 to 2:45 p.m. for this purpose as well as to be available for parents wishing a teacher conference. Students and/or parents should contact the teacher directly to set up a date and time for a conference. Students with learning differences that have a clinical diagnosis meet yearly with a team composed of counselors, administrators, teachers, 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.

## **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 Assistant Head of School, Academics 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.

## **GRADUATION POLICY/REQUIREMENTS**

All students graduating in 2019 must have successfully earned 26 credits. Students must successfully complete a Senior Shadow Experience at the end of the year to graduate.

- Minimum of 60 community service hours, served over four years
- Participation in annual class retreats is mandatory and a core requirement for graduation
- Please refer to the Program of Studies to see mandatory academic requirements

## **HOMEWORK**

Homework is an important part of a student's education process. 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.

## **INCOMPLETE COURSEWORK**

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

## **NATIONAL HONOR SOCIETY**

National Honor Society is a national organization celebrating student accomplishments in academics, leadership, service, and character. The St. Thomas Aquinas Chapter of the National Honor Society at Pope Francis Preparatory School has a minimum eligibility requirement of a cumulative GPA of 3.600. Provisional membership may be attained at the beginning of the third quarters of 3.600 and meet additional NHS requirements as noted in the PFPS NHS Charter Bylaws. (Refer to Pope Francis Preparatory School Website.)

## **PLACEMENT CRITERIA**

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

## **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.

## **SCHEDULE CHANGES**

Careful advance planning is an important part of student scheduling. Pope Francis Preparatory 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 Preparatory 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 Assistant Head of School, Academics 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 as a result of the change
- 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 approval from the Assistant Head of School, Academics. After four weeks into the semester, no course change will be made. **After the issuance of grades after the first semester is completed, a failing student may be removed from a class and arrangements will be made for credit recovery.**

**SENIOR EXAM EXEMPTIONS**

Seniors may be exempt from exams, with their teacher’s permission. A grade of 90 or better for the semester grade must be achieved in order to ask for permission to be exempt from an exam.

**SENIOR SHADOW EXPERIENCE**

The purpose of the Senior Shadow Experience is to provide Pope Francis Preparatory School seniors with a different, yet focused, learning experience in the broader community. It is a two week shadowing experience to enable seniors to explore a profession, a vocation or social justice program. This is a graduation requirement; however, it does not replace the senior community service requirement of 20 hours. The Senior Shadowing Experience will begin Monday, May 20th and continue until Friday, May 31st. Presentation date is Monday, June 3rd. The deadline for confirming placement is Monday, April 1st. In the event of illness during the shadow experience, all missed time must be made up before graduation in order to meet the requirement. Students are not allowed to perform their internship under their parent’s direct supervision. Students’ sites will be visited by a member of the PFPS Staff sometime during the internship.

**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 Assistant Head of School, Academics 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, and the student receives a passing score, will be changed to a grade of 60 regardless of how well the student performed in the shortened course. The GPA will be recalculated based on the new course. If a student fails Religion, he/she must work in conjunction with his/her teacher in order to remediate the credit over the summer.

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 Preparatory School has partnered with VHS Collaborative (VHS), a non-profit pioneer in the area of online learning. Students will have access to approximately 200 courses with classmates who are geographically distributed across several states and countries. Participation in VHS requires students to work independently, fully utilize technology, and be extremely disciplined and self-motivated. All VHS courses receive Pope Francis Preparatory School credit and are factored into the GPA. An application process must be completed in order to take advantage of this opportunity. Students may only take the equivalent of one year of VHS coursework per year. If a student decides to drop a VHS course or fails a VHS course, they will be required to reimburse the school for the cost of the class.

**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.

## CAMPUS MINISTRY SERVICES

The purpose of the Campus Ministry Program at Pope Francis Preparatory 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 Preparatory 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.

### 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:

- 9<sup>th</sup> Grade: Six hours of community service (service journal)
- 10<sup>th</sup> Grade: Twelve hours of community service
- 11<sup>th</sup> Grade: Eighteen hours of community service
- 12<sup>th</sup> 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 1). Community Service verification forms are to be submitted to the student's religion teacher. Forms can be located at the school's website, under the STUDENTS tab. Service hours beginning July 1, 2018 and running through the summer, maybe applied to the subsequent 2018 – 2019 school year. Students are encouraged to serve beyond the bare minimum requirements.

### 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.**

### 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 Preparatory School community who might need the sacramental support of an ordained priest.

### RETREATS

Retreats are required of all students at Pope Francis Preparatory 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. Retreats are mandatory. If a retreat is missed, it will have to be made up before the end of the school year.

## 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 8/9 PSAT for grade 9, the PSAT for grades 10 and 11, and the SAT and AP exams for grade 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

Students and their families/guardians 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 Preparatory 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 school day as well as school sponsored events. Students and parents are held responsible for knowing and adhering to all the policies stated herein.

## **ATTENDANCE POLICY**

Attendance to class is essential to academic success. Students are required to attend all scheduled classes. Meeting the minimum attendance criteria is necessary for the satisfactory completion of all courses. The school and parents must work together in developing a commitment among students concerning attendance. Every effort should be made to schedule all appointments, including dental and medical visits, driving exams, etc., outside of school time. Parents should not make appointments during liturgy time. Below is a summary of the attendance policy.

### **ABSENCE(S)**

If a student arrives after 9:00 a.m. or leaves before 11:00 a.m. they are marked absent. That student will not be allowed to participate or attend any extra-curricular activities. Students who are absent on Friday will not participate in any event until school reopens on the following Monday.

### **PROCEDURES FOR ABSENCE FROM SCHOOL**

The attendance line is available 24/7 (413-331-2480 ext. 1134). Parents must notify the main office before 9:00 a.m. to verify their child's absence. After 9:00 a.m. a phone call will be made home by the Attendance Secretary to verify absence.

### **EXCUSED/UNEXCUSED ABSENCES**

Parents/guardians should make every effort to schedule all appointments, including dental and medical visits, driving exams, etc. outside of school time.

Legitimate Reasons for **Excused Absence** (Documentation is required):

- Illness (medical excused) – a signed doctor's note is required
- Death of a family member or close friend
- College visits (maximum of 3). Official form must be filled out in guidance prior to visit.

- Legal responsibilities- necessary court appearance - a signed court document is required.
- School approved workshops/school sponsored sport events.

**Unexcused absence:**

- Truancy or absent without parent/guardian knowledge or consent.
- Cutting or skipping classes.
- Family trips/vacations – extended absence form (see below) must be submitted with approval from administration in order to notify teachers and the attendance office.
- Illness not documented by a physician.

**ANTICIPATED ABSENCES**

If a student knows he/she will be absent for more than 3 days in a row, an extended absence form must be obtained from the Assistant Head of School’s office and completed before absence.

**ATTENDANCE REQUIREMENTS**

Pope Francis Preparatory School teachers are required to maintain attendance records, documenting whether a student is present or absent, prompt or tardy for each class. Tardiness and dismissals are factored in as class absences. Each student is expected to be in his or her scheduled class on time every day. Students may not have more than (9) unexcused absences in any semester or more than (18) unexcused absences in a full year course. Parents/guardians will be notified when a student shows five (5) or more unexcused absences in a semester, with potential danger of loss of credit. At twelve (12) unexcused absences, a meeting will be held with parents/guardians to discuss loss of probable credit.

**Appeal Process**

If an appeal is requested, it will be arranged by the Assistant Head of School, Student Services. At this time, the student and parents/guardians may present documentation to the Pope Francis Preparatory School Administration, explaining a student’s unexcused absences. Information from the classroom teacher and the student’s counselor may also be considered. Once all information is reviewed, the decision from administration is final.

**EARLY DISMISSALS**

- Parental notification is required for early dismissal.
- The written excuse must be signed by the parent specifying the reason for dismissal and turned in to the Main Office before 7:45 a.m. on 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.
- Before leaving school, parent/students will sign out on the dismissal form in the Main Office.
- 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.**

**SCHOOL TARDINESS**

Students who arrive after the 7:50 a.m. bell must report to the attendance secretary, who will log them as tardy and issue a late slip. If parents have not called the school by 9:00 a.m., the attendance secretary will call home to verify tardiness and alert parents as to student’s time of arrival

Students will be allowed four tardies per semester. If a student is tardy more than seven times, there will be a parent, student, and administration conference. Excessive tardiness will result in loss of driving and senior privileges.

**TRUANCY**

Truancy is defined as an absence for any 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 will be notified of all truancy violations. **Penalty for truancy is a one day Internal Suspension on a day to be determined by the Assistant Head of School, Student Services.**

**STUDENT BEHAVIOR**

**CODE OF CONDUCT**

All students at Pope Francis Preparatory 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.

## **BULLYING**

The Pope Francis Preparatory 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 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 Preparatory School:

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

## **DISCIPLINE AND/OR CORRECTIVE ACTION**

It is further the purpose of this policy, when it is found that bullying has occurred, to ensure that prompt and appropriate action, reasonably calculated, to stop bullying, is taken by the administration. Reasonable action includes the full range of disciplinary consequences up to and including long-term suspension 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.

## **DETENTION POLICY**

It is expected that students accepting admission to Pope Francis Preparatory 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**

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 outside the classroom
- Disrespectful behavior

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**

These include but are not limited to:

- Non-excused tardy
- Exceed tardy limit
- Tardiness to class
- Failure to serve teacher detention
- Failure to return required forms
- Violation of Uniform
- Food, beverages, gum, candy during class
- Inappropriate display of affection
- Misuse of electronic devices including cell phones
- Skipping detention
- Skipping class//homeroom
- Disrespect/Insubordination/Lying
- Disturbance/Inappropriate Behavior
- Profanity
- Cheating
- Any other behavior consistent with the school's expectations for appropriate behavior

Students will report to the detention room on Tuesday, or Thursday from 2:30 – 3:00 p.m. After school jobs, extra-curricular activities including sports will not serve as an excuse for not reporting to detention.

Copies of detention slips are given to the student and the Assistant Head of School, Student Services. A third copy is mailed home to the parents. If a student accumulates 3 detentions, the student must serve the detention at the first available session date of the following week, regardless of whether the student has a contest or practice, or planned school activity. **Students who fail to serve detention within one week will be issued an additional school detention.**

## **DISCIPLINE POLICIES**

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.

### **Teacher Interventions**

- Reprimand/Teacher detention
- School Issued detention
- Parent contact and/or Parent conference

### **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
- Restitution

## **POSSIBLE DISCIPLINARY ACTIONS**

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

- 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 recommended)
- Expulsion

## **EXPULSION**

Expulsion of a student is an action taken by the Head of School in conjunction with the other administrators after a careful study of all pertinent facts has indicated that a student's continuation at Pope Francis Preparatory School would not be in the best interest of the student and/or the school. Both the student and the parent are entitled to a hearing before the Head of School prior to final action. Expulsion can be considered any time after a student is suspended.

- Second offense of drinking of alcoholic beverages or evidence thereof in the building, on campus, on school buses, at or prior to school functions. Second offense use of, evidence of use of, or possession of marijuana, other controlled substances, or any drug paraphernalia in the school building, on campus, in school buses or at school functions.
- Habitual Truancy.
- Selling marijuana or other controlled substances regardless of where this activity takes place.
- Possession of dangerous weapons.
- Multiple suspensions within the same school year.
- Stealing or possession of stolen property.
- Threatening statements towards any member of the school community or bullying.
- Seriously disrespectful behavior towards any faculty or staff member.
- Membership in organizations opposed to the philosophy and mission of Pope Francis Preparatory School.
- Vandalism.
- Actions that serve to damage the reputation of the school.
- Violations of the acceptable use policy for computers and telecommunications.
- Any offense or series of offenses considered by the Head of School and other administrators to be serious enough to warrant such action;

### **Appeals:**

Students may appeal any disciplinary action to the Assistant Head of School, Student Services 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, Student Services.
- The Assistant Head of School, Student Services will convene the Accountability Board to hear the appeal if the situation warrants.

### **Accountability Board:**

A discipline committee, appointed by the Assistant Head of School, Student Services, 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 need arises.

## HAZING

The staff and faculty of Pope Francis Preparatory School will not tolerate any form of hazing of students or team members. Students engaging in any form of hazing on or off school grounds will be 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 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 or 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, forces 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 ever 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 organization, a copy of this section and sections seventeen or eighteen to unaffiliated student groups, teams or organizations 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 it designated officer, to deliver annually, to the institution and attested acknowledgement slating 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 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 or 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 had adopted a disciplinary policy with regards 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 Preparatory School.

## **SERIOUS MISCONDUCT**

If a student is accused of a crime or other serious misconduct, the school administration reserves the right to impose immediate suspension which may lead to a request for withdrawal from Pope Francis Preparatory School.

## **SEXUAL HARASSMENT**

Sexual harassment will not be tolerated at Pope Francis Preparatory 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 comments.** 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 Preparatory 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.

## **SUBSTANCE ABUSE POLICY**

The community of Pope Francis Preparatory 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, Student Services.
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, Student Services.
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.

## **SUSPENSION POLICY**

### **Internal Suspension**

The offenses listed below will be punishable by **Internal Suspension** in most instances, depending on the severity of the offense. The parent/legal guardian will be notified.

These include the following offenses but are not limited to:

- Multiple detentions
- Vandalism
- Defiance of administration/staff authority
- Repeated infractions of failing to adhere to any school policy
- Habitual Tardiness
- Revocation of cell phone for the third time
- Truancy
- Removed from class more than once
- Any action that damages the reputation of the school

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

#### **External Suspension**

The offenses listed below will be punishable by short-term suspension (ten school days or less) in most instances, depending on 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 tobacco 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
- Bullying/Harassment
- Vandalism
- A second violation of Pope Francis Preparatory School on Academic Dishonesty
- Any action that damages the reputation of the school

**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 Preparatory School.**

**\*\*Any external suspension will be reported to colleges both by the student and by the Pope Francis Preparatory School's college counselor.\*\***

#### **TOBACCO PRODUCT POLICY**

**The possession of or use of any tobacco product (including but not limited to electronic cigarettes, vaping materials and smokeless tobacco (Dip)) on school property or at school functions held elsewhere is prohibited.**

In compliance with Massachusetts State Law, students may not use tobacco products 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. Using tobacco products is also forbidden on school, city and chartered buses.

Violation of this policy will result in disciplinary consequences determined by the administration.

Penalties for using tobacco products:

**1<sup>st</sup> offense:** One day of internal suspension

**2<sup>nd</sup> offense:** Two days of external suspension

**3<sup>rd</sup> offense:** **Must attend a smoking cessation program and provide written documentation to the Assistant Head of School, Student Services.**

## SCHOOL UNIFORM POLICY

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 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 (with the exception of small nose studs), 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 to be worn in school at any time. This includes dress down days.** If students are not in correct uniform, a detention will be issued. ***Clothing must be purchased through Donnelly's School Apparel ([www.donnelysclothing.com](http://www.donnelysclothing.com)) and/or Blake's School Uniform Company ([www.blakesschooluniform.com](http://www.blakesschooluniform.com)).***

<u>Boys</u>	<u>Girls</u>
<p style="text-align: center;"><b>Pants</b></p> <p>Khaki dress pants/docker style Black dress pants/docker style <i>*Must be loose fitting</i></p> <p style="text-align: center;"><b>Shorts</b></p> <p style="text-align: center;"><i>Summer option only</i></p> <p>Knee length Khaki color dress shorts Knee length Black dress shorts</p> <p style="text-align: center;"><b>Shirt</b></p> <p>Pope Francis Polo White/Black/Wine Long sleeve or short sleeve SS Oxford with Logo LS Oxford with Logo White/Light Blue Senior '19 Option</p> <p><b>Sweater/sweatshirt/ <i>Pope Francis Only</i></b></p> <p>V-Neck pullover sweater (black) V-Neck Sweater-vest (black) ¼ zip pullover sweatshirt (black) ¼ zip pullover fleece (black) Hooded Pope Francis sweatshirt</p> <p><i>*(Pope Francis polo or shirt must be worn underneath the sweater, sweater-vest, sweatshirt and fleece)*</i></p>	<p style="text-align: center;"><b>Pants</b></p> <p>Midrise Khaki pants/dress style Midrise Black pants/dress style <i>*Must be loose fitting</i></p> <p style="text-align: center;"><b>Capri khaki color or black</b></p> <p style="text-align: center;"><i>Summer option only</i></p> <p style="text-align: center;"><b>Skirts</b></p> <p><i>Must be knee length or below</i></p> <p>Grey/box pleat or Grey kilt <i>*must be purchased at Donnelly's or Blakes</i></p> <p>Leggings, stockings and yoga pants are only allowed to be worn under the skirt</p> <p>Netted stockings and sweat pants are not acceptable to be worn under the skirt.</p> <p style="text-align: center;"><b>Shirt/Blouse</b></p> <p>Pope Francis Polo White/Black/Wine Long sleeve or short sleeve SS Oxford with Logo LS Oxford with Logo White/Pink/Light Blue ¾ length blouse White Senior '19 Option</p> <p><b>Sweater/sweatshirt/ <i>Pope Francis Only</i></b></p> <p>V-Neck pullover (black) V-Neck Sweater-vest (black) ¼ zip pullover sweatshirt (black) ¼ zip pullover fleece (black) Hooded Pope Francis sweatshirt <i>*(Pope Francis polo or blouse must be worn underneath the sweater, sweater-vest, sweatshirt and fleece)*</i></p>

**PLEASE NOTE:**

- T-shirts and camisoles must be solid color/no writing if they are worn under a shirt, blouse, or polo.
- Slippers, flannel leisure pants and pajamas are never acceptable
- Hats are **never** to be worn in the school building. This includes skull caps, doo rags, bandanas, and other headgear.

**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.

## **LITURGY ATTIRE**

Students are required to purchase an oxford shirt or blouse from Blake's or Donnelly's. In addition, each student must have a pair of dress shoes. (Sneakers and shorts are not acceptable on Liturgy Days.)

## **WELLNESS ATTIRE**

Students who take a wellness class will be required to wear a t-shirt and knee-length shorts or sweatpants and sneakers. T-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. This includes the promotion of drugs or alcohol.

## **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. 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 OPTIONS**

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.
- Blouses/shirts may be solid, printed, and collarless. T-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. This includes the promotion of drugs or alcohol.
- Alternate sweatshirts are allowed provided they do **NOT** display or promote any illegal behaviors, violence, demeaning, defamatory or harassing language or ideas.
- Hats are not allowed to be worn in the school at any time.

## **ATHLETICS/EXTRA-CURRICULARS**

Pope Francis Preparatory 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 PFPS 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 9:00 a.m. and must not leave before 11:00 a.m. 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 Preparatory 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.

Pope Francis Preparatory School values our membership in the Massachusetts Interscholastic Athletic Association and the Pioneer Valley Interscholastic Athletic Conference. We expect all athletes and coaches to abide by any decisions or rulings made by the MIAA, the PVIAC, and their committees and representatives. The Administration at Pope Francis Preparatory School does not endorse, support or condone the use of litigation in an attempt to reverse, vacate or suspend any rule or decision made by the MIAA, the PVIAC, or by a committee or representative of the MIAA or the PVIAC. At all times, the administration at Pope Francis Preparatory School reserves the right to make the final determination of a student's eligibility for athletics or co-curricular activities.

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**

### ATHLETIC HANDBOOK & CONCUSSION POLICY IS ON THE POPE FRANCIS PREP SCHOOL WEBSITE.

Participation in interscholastic sports at Pope Francis Preparatory 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 or athletic participation as determined by the coaches, athletic director, and administration of Pope Francis Preparatory 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 guide-line for all parties and is not exhaustive. These rules and policies may be raised with the athletic director.

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

1. **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.
2. A student athlete may only take part in one formal practice of 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-around, batting practice, etc. are not considered a formal practice.)
3. 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.
4. 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.
5. A student must be under nineteen years of age to compete; however, he or she may compete during the academic year he or she turns nineteen, provided the nineteenth birthday occurs on or after September 1<sup>st</sup> of that year.
6. 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.
7. Massachusetts General Law (Chapter 269 Section 17) states that it is a criminal offense to commit an act of Hazing." The law defines hazing as "any conduct or method of initiation into any student organization...which willfully or recklessly endangers the physical or mental health or any student or other person." Examples of hazing include, but are not limited to, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor or beverage, drug or other activity that physically

endangers someone or subjects them to extreme mental stress. Incidents of hazing must be reported to an administrator as soon as it is practicable.

## POPE FRANCIS ATHLETIC RULES

1. Pope Francis Preparatory School values the safety of our athletes at all times, and is opposed to the use of chemical inhalants not specifically prescribed by a licensed medical practitioner. Athletes at Pope Francis Preparatory School are prohibited from the use of smelling salts, and any item designed to simulate the effect of smelling salts. A student who, regardless of quantity, uses, sells or gives away smelling salts or their equivalent is ineligible for 25% of the season. A second or subsequent violation renders a student ineligible for an additional 60% of the season. Any remaining time will carry over to the next season.
2. 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.
3. Parents will be required to attend a mandatory pre-season meeting with the administration and athletic director.
4. A student may not participate in a contest or practice when that student is not in attendance by 9:00 a.m. 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 practice 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. Administration may waive this rule only for a 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".
5. Coaches will impose appropriate penalties for non-excused absences from team practices.
6. **EARLY DISMISSAL PROCEDURES:**  
Athletes will drop off all equipment needed in the designated area before school in the morning before class begins. An announcement will be made in the morning as to what time athletes will be dismissed.
  - 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.
7. 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.
8. 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 ground for dismissal from athletics and student may be asked to leave PFPS.
9. 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.
10. All athletes must travel to away games on the bus provided by the school.
11. 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 1.5 hours of detention or more, 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.\*\***

## 12. ELIGIBILITY

**A student who fails one or more subjects for the quarter, or has a grade point average for the quarter of 1.8 or less is NOT ELIGIBLE to participate in extra-curricular activities until the next mid-semester grade review Oct 22/March 19) or report card (Dec/June) is issued.** Ineligibility becomes effective the day mid-semester grade review. (Oct 22/March 19) or report card (Dec/June) is issued and continues until the day mid-semester review (Oct22/March 19) or report card (Dec/June) is issued at the end of the semester.

**\*Eligibility Waiver:** There is a one-time waiver option (one time in four years) that is available to students who become ineligible. The student must request the waiver hearing from the Assistant Head of School for Academics within 3 days of the issuance of progress reports (Oct 22/March 19) or report cards (Dec/June). The student then goes before a committee to explain the circumstances that led to the ineligibility. If the waiver is granted, 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. Any two consecutive negative reports will result in the cancellation of the waiver. Please note: students with the minimum MIAA grade equivalent will not qualify for a Waiver.

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

14. SCHEDULING ATHLETIC EVENTS:

The scheduling of athletic events is not totally in the control of Pope Francis Preparatory 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. Administration will remove student(s) from sporting event and the following school day the student(s) will report to the Assistant Head of School, Student Services for further disciplinary action.

**CLUBS AND ACTIVITIES**

Acapella Choir	Art/Anime, Circus Club	Book Club
Creative Writing	Drama Club	Dude, Be Nice! Club
Fencing Club	Film Club	French Club
Future Leaders of America	Green Club	International Club
Jazz-Rock Ensemble	Key Club	Mass Mutual Achievers Club
Mathletes	Model Senate	Model U.N.
National Honor Society	Outdoor Adventure Club	Photography
Quiz Team	Rocketeering	Science Club
Sewing Club	Spanish Club	Speech Club
Special Olympics Support (SOS)	Yearbook	

**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.

The utmost courtesy and respect should be given to every person who speaks to the student body. Any response other than clapping is rude, undignified, and unacceptable. No student may leave an assembly without permission and knowledge of an adult.

**BUSES**

Riding the buses that are provided for transportation is a privilege afforded to many of the students at Pope Francis Preparatory School. Conduct on these buses 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.

## **COLLEGE VISITS**

Juniors and seniors are encouraged to visit three colleges they are considering for application per year. Prior to a visit, the student obtains and completes a College Visit Form from guidance, and has it signed by a parent and the appropriate teachers, then return to the main office. The form needs to be in the main office one day before the scheduled visit.

## **CELL PHONES**

Cell phones should not be used in class unless the teacher has assigned them as an educational tool. The use of cell phones to photograph, record or video without permission is strictly prohibited. Students may only use cell phones during the lunch period. During study halls, students may listen to music on their surfaces with ear buds at the discretion of the teacher. 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, Student Services immediately, and that student will receive one 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 Internal Suspension will be issued. Repeat offenses could lead to the loss of extra-curricular participation in activities, and possible dismissal from Pope Francis Preparatory School.

## **CHANGE OF ADDRESS**

The Guidance 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.

## **CONSUMPTION OF FOOD AND BEVERAGES**

No food or beverage is allowed in the classrooms, media commons, or other common areas. (This excludes the school breakfast program.) Water bottles are allowed in the classroom. They should be in a clear bottle, with water only.

## **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 for semi-formal and proms must be accompanied by a Pope Francis student and a guest form with a copy of his/her ID must be completed and turned into the dance supervisor, prior to the dance date.
- No one will be admitted late to the dance. 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.
- 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. Backpacks will not be allowed into school dances.
- Grinding and twerking style of dance are not acceptable.
- All school policies apply at all school sponsored events.

## **DINING COMMONS**

Students are expected to cooperate with legitimate requests to maintain order and cleanliness. The use of the student dining is a privilege. Food service personnel are entitled to the same respect as other members of the school staff.

Students are required to swipe their ID card in order to obtain a lunch.

**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.

Ordering food from outside restaurants is prohibited unless permission is given from administration.

## **ELECTRONIC DEVICES**

All electronic equipment not authorized by the school is not to be used during the school day, with the exception of the dining commons during lunch. Students are only allowed to use ear buds during study halls with the proctor's permission, and during lunch in the cafeteria. Ear buds are NOT to be used in the hallways.

## **ELEVATOR PASSES**

If a student needs an elevator entrance card due to an 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 entrance card with them at all times. A deposit of \$10.00 will be required in order to secure the pass. The ten dollars will be returned when the entrance card is returned to the nurses' office.

## **FIELD TRIPS**

Educational field trips may be made during school time only with prior permission of the administration. Parents must complete and submit the school permission trip form, to be distributed to students by the teacher conducting the field trip, before a student will be allowed to participate in the excursion. The use of parental permission forms also applies to club trips.

The school requires that students conform to the uniform policy when on school-sponsored field trips.

Exceptions will be considered by the administration when the nature of the trip may make the school uniform awkward or impractical. Field trips are a privilege and can be revoked for discipline reasons by administration.

- 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 required.

## **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 place outside where they will line up single file 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 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 antisocial 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 2:45 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 and 1 dose of Tdap
- 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.

### **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 \$5.00 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.

### **LOCKDOWN**

- Students must remain silent.
- Follow teacher directions.
- Follow lockdown procedures posted in the classroom.
- If you are in any common areas, proceed to the nearest classroom or office

### **LOCKERS**

All students will be assigned a locker and issued a lock at the beginning of the school year. This lock will be returned at the end of the school year. If the lock is not returned at the end of the school year, there will be a \$20.00 charge. 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 the end of the school day. Lockers may be randomly checked throughout the school year. 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 a local charity.

### **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/Operations Manager and pay a fee of \$100. After supplying all required information a parking tag 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. If there are no spaces available, student's name will be placed on a waiting list.

Students should not park anywhere but the student parking lot. This will result in disciplinary action.

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

- Excessive tardiness 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 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.
- The consequence for breaking any of these rules could be revocation of parking space.

### **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.

## **SCHOOL MASSES AND PRAYER SERVICES**

Liturgical attire must be worn on liturgical days. 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.**

## **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 the 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 the damage is willful and malicious. The school will report the damage to the police.

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.

## **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 Preparatory School student who entertains unauthorized visitors anywhere on campus will be subject to disciplinary action.

## **WEAPONS**

Any object that can be classified as a weapon (box cutter, jack knife, penknife, kitchen knife, hunting knife, gun, brass knuckles, 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 Preparatory School.

## **WORK PERMITS**

Working papers are available from the city or town offices of a student's residence – not through the school.

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

Internet access and computer use through Pope Francis Preparatory 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 will also be subject to disciplinary action. Pope Francis Preparatory 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 Preparatory 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.

The Microsoft Surface should meet the electronic needs of the student in most cases. However, student use of their own devices such as smart phones, iPads, notebooks, etc. while on school property shall be governed by this policy, whether through personal data plans or when authorized, connection to the school provided wired or wireless networks. Student and/or parents assumes all risk and liability if personal equipment is used.

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 Preparatory School computer system and its resource limits including, but not limited to, guidelines for 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:
  - a. Fostering misuse of 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.
  - b. Attempting to log in through or to access another person's files
  - c. Accessing or transmitting pornographic, obscene, offensive, or threatening material of any kind.
  - d. Posting or sending messages, accessing social networking sites, either by internet or intranet mode.
  - e. Violation of Pope Francis Preparatory 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.
  - f. 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.
  - g. Participating in commercial activities that are not directly related to the educational purpose or financial status of Pope Francis Preparatory School, i.e. online shopping in any form, online auction sites, online wallet/credit card software sites, and related activities.
  - h. Downloading music and music software, games, software/ hardware/firmware up-grades/updates, or any other download not authorized by appropriate school personnel.
  - i. Use of cell phones during school for any phone calls or non-school related texting/communication is prohibited.
  - j. 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 penalties according to the school's discipline policy.

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, data-bases, and other providers of information throughout the world.

Pope Francis Preparatory 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.

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 Preparatory 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 Preparatory School, in its commitment to promote a safe and secure learning environment, cannot screen the Internet for all inappropriate contacts. Pope Francis Preparatory 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 Preparatory 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 Preparatory 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.

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