



STUDENT HANDBOOK
2019-2020

99 WENDOVER ROAD
SPRINGFIELD, MASSACHUSETTS 01118

TABLE OF CONTENTS

AGREEMENT BETWEEN PARENTS, STUDENTS, AND

POPE FRANCIS PREPARATORY SCHOOL

GENERAL INFORMATION

PERSONNEL DIRECTORY

ASSISTANCE DIRECTORY

SCHOOL CALENDAR 2019-2020

DAILY SCHEDULE

MISSION STATEMENT

ACCREDITATION

MEMBERSHIPS

STUDENT HANDBOOK

CHANGES IN POLICY

NON-DISCRIMINATION POLICY

CONTACT INFORMATION

ACADEMIC INFORMATION

CLASS TIME

HOMEWORK

GRADES

ACADEMIC INTEGRITY

MISSED WORK

EXTRA HELP & TUTORING

EDUCATIONAL ACCOMMODATION PLANS

LEARNING LAB

EXAMS

SENIOR EXAM EXEMPTIONS

EVALUATIONS AND REPORT CARDS

REPORT CARDS AND TRANSCRIPTS

GRADE APPEAL

INCOMPLETE COURSEWORK

CREDIT RECOVERY

GRADUATION REQUIREMENTS

COURSE SCHEDULING

SCHEDULE CHANGES

WEIGHTING/QUALITY POINT SCALE

DUAL ENROLLMENT

ENRICHMENT COURSES

VIRTUAL HIGH SCHOOL

PSAT

SAT

ATTENDANCE POLICY

ATTENDANCE

TARDINESS

PROCEDURE FOR ABSENCE

PARTICIPATION IN ATHLETIC AND EXTRACURRICULAR ACTIVITIES

DISMISSAL FROM SCHOOL

ABSENCES

WAIVER FOR EXCESSIVE ABSENCES

BEHAVIOR & DISCIPLINE POLICY

DISCIPLINARY ACTIONS

APPEALS

MINOR OFFENSES

MAJOR OFFENSES

CRIMINAL ACTIVITY

SEARCHES

SUBSTANCE ABUSE

UNIFORM POLICY

REGULAR ATTIRE

LITURGY ATTIRE

SPIRIT DAYS

ATHLETIC AND WELLNESS ATTIRE

DRESS DOWN DAYS

CAMPUS MINISTRY

PRAYER

CHAPEL

LITURGY

RETREATS

COMMUNITY SERVICE

CHAPLAIN

DAILY MASS

RECONCILIATION

PASTORAL COUNSELING

COMPUTER AND INTERNET USE POLICY

EDUCATIONAL TECHNOLOGY

APPROPRIATE/INAPPROPRIATE BEHAVIOR

MICROSOFT SURFACES

DIGITAL CITIZENSHIP

ATHLETICS & EXTRA-CURRICULARS

ATHLETICS

CLUBS/ACTIVITIES

MIAA & PVIAC RULES

[POPE FRANCIS ATHLETIC RULES](#)
[ACADEMIC ELIGIBILITY](#)
[ELIGIBILITY WAIVER](#)
[POPE FRANCIS PLAYERS ELIGIBILITY](#)
[NATIONAL HONOR SOCIETY](#)

[OTHER POLICIES & PROCEDURES](#)

[ASSEMBLIES](#)
[BUSES](#)
[COLLEGE VISITS](#)
[CELL PHONES](#)
[CHANGE OF ADDRESS](#)
[DINING COMMONS](#)
[DANCES](#)
[ELEVATOR](#)
[FIELD TRIPS](#)
[FOOD AND DRINK](#)
[GANG MEMBERSHIP](#)
[IDENTIFICATION](#)
[IMMUNIZATIONS](#)
[LEARNING COMMONS](#)
[LOCKERS](#)
[LOST AND FOUND](#)
[MEDICATION](#)
[PARKING AND DRIVING REGULATIONS](#)
[PASSES](#)
[RECORDING](#)
[SCHOOL SAFETY](#)
[SENIOR PRIVILEGES](#)
[VISITORS](#)

[APPENDIX - Legal Terminology](#)

[BULLYING](#)
[HAZING](#)

AGREEMENT BETWEEN PARENTS, STUDENTS, AND
POPE FRANCIS PREPARATORY SCHOOL

It is required that every student and parent/guardian sign this Agreement (by clicking the link in the email which contained the link to this handbook) no later than AUGUST 30 2019.

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

- We have read and agree to abide by all rules and regulations set forth in the Pope Francis Preparatory School Handbook, as well as with any amendments made to this Handbook, for as long as this student attends Pope Francis Preparatory School.
- The administration has the exclusive right to set and change policy, and make all school-based decisions. We agree to abide by the school's policies and those decisions made by administration.
- Students who reach the legal age of eighteen agree that the parents/guardians remain as a party to this contract. In all matters where parental authorization and responsibility is required for the student who is a minor, the same shall remain in force as a matter of contract during the student's enrollment here even though such student has reached the age of majority.
- Students must live under a parent or guardian's supervision.
- Students who enter upon or remain on school grounds or in buildings in a non-supervised situation waive all rights of legal action for non-supervision on the part of Pope Francis Preparatory School or its agents.
- Unauthorized use of the school name and logo: No student or student's parent or guardian, without the written authorization from the Head of School, may utilize the school's name, abbreviation thereof, school employee's names, pictures, or any identifying logo for any purpose.
- We grant Pope Francis Preparatory School and its agents our permission to seek emergency medical attention for our child, if in their judgment, such attention is warranted and we are not immediately available to grant such permission.
- We have read and discussed the Pope Francis Preparatory School Acceptable Internet and Computer Use Policy. We grant permission for my/our child to use the school computers and access the associated networks and network services, including the Internet. We understand that some materials on the Internet may be objectionable, but we accept responsibility for guidance of Internet use, setting and conveying standards for my/our son or daughter to follow when selecting, sharing, or exploring information and media.
- We read the community service requirements and understand that students are to complete community service hours by May 1, 2020.
- All international students are subject to the same rules and regulations stated in this handbook as are all other Pope Francis Preparatory School students.
- Periodically, students at Pope Francis Preparatory School may be in photographs, videos, and/or interviews that may be used in the media. If I do not wish to have my child photographed or interviewed, I will provide a statement in writing with a handwritten signature. This will be kept on file in the front office for the 2019 - 2020 academic year.

By signing electronically, we agree to all of the terms and conditions listed above.

GENERAL INFORMATION

PERSONNEL DIRECTORY

HEAD OF SCHOOL	DR. W. PAUL HARRINGTON
ASSISTANT HEAD OF SCHOOL	MRS. CYNTHIA GEIGER
ADMINISTRATIVE ASSISTANT	MRS. LORI FENTON
BUSINESS MANAGER	MRS. THERESA OLEJARZ
OPERATIONS COORDINATOR	MRS. HOLLY O'CONNELL
DIRECTOR OF TECHNOLOGY	MR. DARRYL GEOFFREY
ATHLETIC DIRECTOR	MR. JOHN GODA
ATHLETIC TRAINER	MS. SARAH MYERS
DIRECTOR OF CAMPUS MINISTRY	MR. JOHN ANZIANO
GUIDANCE COUNSELOR	MR. CHRISTOPHER BRESNAHAN
GUIDANCE COUNSELOR/DEAN OF STUDENTS	MRS. JENNIFER SCIBELLI
COLLEGE COUNSELOR/GUIDANCE COUNSELOR	MRS. JANET KELLY
ADMINISTRATIVE ASSISTANT FOR GUIDANCE	MS. CARIANNE HALUCH
SCHOOL NURSE	MRS. MARY ANN JACKSON, RN
DEAN OF STUDENT LIFE	MR. DAVID ESTABROOK
DEAN OF CLUBS AND ACTIVITIES	MS. EMILY VYSE
DEAN OF STUDENTS	MR. LUKE HOLLWEDEL

ASSISTANCE DIRECTORY

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

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

SCHOOL CALENDAR 2019-2020



Pope Francis Prep Calendar 2019-2020

Month	Date	Day	Event
August	26	Monday	Freshman & Transfer Student Orientation
August	26	Monday	Freshman Parent Social
August	27	Tuesday	First Day of School
August	29	Thursday	Sophomore Parent Social
September	2	Monday	Labor Day - No School
September	3	Tuesday	Junior Parent Social
September	5	Thursday	Senior Parent Social
September	9	Monday	Grandparents' Day Breakfast
September	19	Thursday	Back to School Night
October	4	Friday	Blessing of the Animals
October	14	Monday	Columbus Day - No School
October	22	Tuesday	Mid-Semester Grade Reports
October	25	Friday	Diocesan In-Service - No School
November	3	Sunday	Admissions Open House
November	11	Monday	Veterans Day - All School Service Day
November	27-29	Wednesday - Friday	Thanksgiving Recess - No School
December	6-8	Friday - Sunday	Winter Play
December	12	Thursday	Christmas Concert
December	16-20	Monday - Friday	Final Exams
December	23-31	Monday - Tuesday	Christmas Recess - No School
January	1	Wednesday	New Year's Day - No School
January	2-3	Thursday - Friday	Professional Development - No School
January	6	Monday	School Resumes - 2nd Semester Begins
January	20	Monday	Martin Luther King Day - No School
February	17-21	Monday - Friday	Winter Break - No School
March	11	Wednesday	Mid-Semester Grade Reports
March	13	Friday	Faculty Retreat - No School
March	27-29	Friday - Sunday	Spring Musical
April	10	Friday	Good Friday - No School
April	13	Monday	Professional Development - No School
April	20-24	Monday - Friday	Spring Break - No School
May	25	Monday	Memorial Day - No School
May - June	29-3	Friday - Wednesday	Final Exams
June	3	Wednesday	Last Day of School
June	4	Thursday	Commencement

DAILY SCHEDULE

7:20	STUDENT ARRIVAL		
7:20 – 7:40	BREAKFAST/MEETINGS/TUTORING		
7:45	WARNING BELL		
7:50 – 9:15	1 ST PERIOD		
9:23 – 10:43	2 ND PERIOD		
10:43 – 12:08	3 RD 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 TH PERIOD		
2:05 - 2:25	ACADEMIC SUPPORT/ACTIVITIES		
2:30	BUSING DEPARTURE		

Pope Francis Preparatory School begins each regular school day at 7:40 a.m. with classes beginning at 7:50 a.m. Classes end at 2:05 p.m. From 2:05 - 2:25 p.m. students must be available for academic support, teacher meetings and activities. We begin and end each day with school-wide prayer. Students should leave campus no later than 5:00 p.m. unless participating in an extracurricular activity. Students not participating in athletics or organized activities must be in the Learning Commons from 2:45 - 5:00 p.m.

Delays and cancellations are announced in the following ways:

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

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/guardians, students, and Pope Francis Preparatory School. All students are expected to participate in all religious, social, and educational experiences directed by the school. Students are required to respect the principles and values explicitly and implicitly conveyed by the Roman Catholic Church and the 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.

CONTACT INFORMATION

Pope Francis Preparatory School
99 Wendover Road
Springfield, MA 01118

Front Office: 833-999-7673

Front Office Hours: 7:15 a.m. – 3:00 p.m. Mon – Fri

Summer Office Hours: 7:30 a.m. – 3:00 p.m. Mon – Thu

ACADEMIC INFORMATION

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

CLASS TIME

Time in class is the most important part of a student's academic growth. Therefore, students are expected to treat class time with the utmost respect - arriving prepared and on time, remaining attentive and engaged throughout, and participating in accord with the teacher's instruction. Students should expect both academic and disciplinary consequences for inadequate behavior in the classroom.

HOMEWORK

Homework is an important part of a student's education process and is essential for academic success. Homework is not limited to written work: reading, review of class notes, research, preparation for quizzes and tests, *etc.* are all included in the definition of homework. Students who expect to progress in their studies should be prepared to devote a substantial amount of time outside the school day to homework. The points for assignments will vary according to each teacher's criteria, which will be noted in the syllabus distributed at the beginning of the semester.

GRADES

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

ACADEMIC INTEGRITY

Students are held to a strict standard of academic integrity. All work and ideas that a student submits for an assignment or assessment must be either that student's original work or properly credited to the original source in accord with academic convention and the teacher's instructions. There are two main ways to violate academic integrity:

- **Plagiarism**, in which a student takes credit for another person's words, work, or ideas. This can include word-for-word copying, paraphrasing without giving proper credit, or failing to quote or cite sources correctly.
- **Cheating**, in which a student uses illicit materials for an academic advantage. This can include "cheat sheets," looking at another student's work, or illegitimately acquiring copies of the assessment ahead of time.

Please note that plagiarism and cheating frequently involve two students: one who shares their work inappropriately, and another who uses it inappropriately. **Both students** are guilty in such cases, and both will be held accountable.

Both plagiarism and cheating are serious offenses which will be met with both academic and disciplinary consequences (*see [Major Offenses](#) for details*).

MISSED WORK

When students miss academic work, they are responsible to find out what they missed and make up the work in no less than seven school days. Teachers may require work to be made up more quickly than this, as long as their expectations are clearly explained in their syllabus distributed at the beginning of the semester. Students whose missed work is overdue must still complete it, although they may not receive passing credit. Teachers may make exceptions for extended absences or extenuating circumstances at their discretion.

EXTRA HELP & TUTORING

Students who are experiencing academic difficulties should first seek extra help directly from their teacher. Teachers are available for Extra Help 2:05-2:40pm daily.

In addition to Extra Help, students may seek tutoring from a member of the National Honor Society. To make an appointment, students should contact the NHS faculty advisor.

EDUCATIONAL ACCOMMODATION PLANS

Educational accommodation plans are created for students with diagnosed learning needs based upon independent and district evaluations. The school creates plans that include counselors, administrators, teachers, students, and parents. Accommodation plans are reviewed yearly to ensure all accommodations are appropriate for the student's current needs. If learning differences prove to be too much to be handled within our academic setting, students and parents will be advised to seek an alternate setting in a timely manner.

LEARNING LAB

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

EXAMS

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

Students missing exams with administrative approval must make up the exam during the scheduled make-up period, or by making an alternative arrangement with the Assistant Head of School. Students missing exams without administrative approval will automatically receive a 0% for the exam, in addition to the usual disciplinary consequences for skipping class.

SENIOR EXAM EXEMPTIONS

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

EVALUATIONS AND REPORT CARDS

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

In addition, mid-semester grade evaluations are emailed to all students and parents/guardians. Parents/guardians are responsible for checking for grade evaluation emails.

These two reports form the basis for academic eligibility/ineligibility for sports and activities ([see Academic Eligibility](#)).

REPORT CARDS AND TRANSCRIPTS

Report cards and transcripts will not be sent to parents/guardians of students until they have fulfilled **all** outstanding obligations to the school, including both financial and disciplinary responsibilities (*e.g.* outstanding detentions).

GRADE APPEAL

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

INCOMPLETE COURSEWORK

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

CREDIT RECOVERY

Students who fail a course are expected to remediate the credit. A counselor will inform students and parents/guardians of the need for credit recovery in a timely manner after final grades have been received. It is the responsibility of the parent/guardian and the student to sign up for credit recovery options. Programs must be approved by the counselor or Assistant Head of School, and the school must receive final grades from the program by the end of August. Final grades below 60% that are successfully made up through credit recovery will be replaced with 60% (regardless of the score received in the credit recovery program), and the student's GPA will be recalculated based on the new grade.

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

GRADUATION REQUIREMENTS

All students graduating in 2020 and 2021 must have successfully earned 26 credits. Students graduating in 2022 and 2023 will be required to earn 28 credits. In addition to credits, students need the following to graduate:

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

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

COURSE SCHEDULING

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

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

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

SCHEDULE CHANGES

While every effort is made to give each student their best schedule, changes are sometimes necessary. Such changes are not made without serious cause, and they may not cause a student to drop below the 7 credit minimum.

Acceptable reasons for schedule change:

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

Unacceptable reasons for a schedule change:

- Student's unwillingness to work in a course
- Requests for a specific teacher

No changes will be made after two weeks into the semester. The final decision of the Assistant Head of School on all schedule changes is final.

WEIGHTING/QUALITY POINT SCALE

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

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 or recorded on the PFPS transcript.

ENRICHMENT COURSES

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

VIRTUAL HIGH SCHOOL

Pope Francis Preparatory School partners with VHS Collaborative, which offers opportunities for online learning. Students will have access to approximately 200 courses with classmates around the world. Participation in VHS requires students to work independently, fully utilize technology, and be extremely disciplined and self-motivated. All VHS courses receive Pope Francis Preparatory School credit and are factored into the GPA. An application process must be completed in order to take advantage of this opportunity. Students may only take the equivalent of one 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.

PSAT

All Freshmen are required to take the 8/9 PSAT, and all Sophomores and Juniors are required to take the PSAT. 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 are assisted with setting up their own accounts with The College Board.

SAT

Juniors and Seniors are encouraged to take the SAT, which they will be advised about by their guidance and college counselor.

ATTENDANCE POLICY

PFPS believes attendance is an essential part of a students' academic success and an integral part of the school community. This includes not only being present in academic classes but also liturgies, assemblies, and other school events. It is the expectation that students and their parents/guardians schedule all appointments, travel, *etc.* outside of school hours. There may be times when it may not be appropriate or possible to be in school part or all of the school day. Students and parents/guardians should keep the following information in mind.

ATTENDANCE

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

TARDINESS

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

PROCEDURE FOR ABSENCE

If a student is absent from school, the parent/guardian should call the front office before 9am to verify the student's absence. After 9am the school will call home to verify the student's absence.

PARTICIPATION IN ATHLETIC AND EXTRACURRICULAR ACTIVITIES

Students must be present for three full periods of a school day in order to participate in sports, clubs, or other activities that day. Students must be present for three full periods of the Friday (or last day of the school week) previous in order to participate in any weekend activities.

DISMISSAL FROM SCHOOL

A student may not be dismissed from school during the school day without a written note signed by the parent/guardian explaining the reasons for the student's dismissal. The only exception is a dismissal due to illness, which must be approved by the school nurse. Dismissal from school may also cause a student to marked absent from class (*see [Absences](#)*).

ABSENCES

PFPS does not distinguish between "excused" and "unexcused" absences. Rather, each student is not to exceed **ten absences** per semester, regardless of reason. Students exceeding 10 absences in any one class per semester will have missed an excessive amount of classroom time therefore will not be able to receive academic credit for those classes. *Please note tardy to school and early dismissals can affect a student's absence total for a specific class.* Students who lose credit for absences will have to recover credit (*see [Credit Recovery](#)*) in order to advance/graduate. Students may not exceed **ten absences** in an academic semester.

WAIVER FOR EXCESSIVE ABSENCES

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

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

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

BEHAVIOR & DISCIPLINE POLICY

The purpose of this disciplinary policy is twofold: (1) to help ensure a suitable educational environment for all members of our community, and (2) to help students cultivate virtue by encouraging good behavior and discouraging bad behavior.

This policy serves as a guideline, rather than an exhaustive list, of appropriate and inappropriate behavior. It governs student behavior from arrival on campus to departure, **and** all school events (including off-campus). In all cases, the instructions of the faculty and administration of PFPS are to be followed, and administrative decisions regarding this policy and student behavior are authoritative and final.

DISCIPLINARY ACTIONS

The following disciplinary actions may be taken against student misbehavior. Please note that these offenses are progressive: a student who commits the same offense repeatedly will receive increasingly serious consequences for the same offense.

1. Detention is served on Tuesday and Thursday from 2:30 to 3:00pm. Students must bring the detention slip issued by the teacher in order to serve. Students must serve within one week of the Detention being issued or it will escalate to an Extended Detention. No student may serve more than two Detentions for the same offense in the same semester; further offenses automatically escalate to Extended Detention.
2. Extended Detention is served on Tuesday and Thursday from 2:10 to 3:10pm. Students must bring the detention slip issued by the teacher in order to serve. Students must serve within one week of the Extended Detention being issued or it will escalate to Weekend Detention. No student may serve more than two Extended Detentions for the same offense in the same semester; further offenses automatically escalate to Weekend Detention.
3. Weekend Detention is served by appointment for three uninterrupted hours, usually on a Saturday morning; students report in school uniform and render some service to the school. Weekend detention service *does not count* for any community service requirements. When a Weekend Detention is assigned, a meeting with the student, the parent/guardian, and the Dean of Students will be called. No student may serve more than one Weekend Detention for the same offense in the same semester; further offenses automatically escalate to an Internal Suspension.
4. Internal Suspension is served during the school day by separation from the rest of the student body. When an Internal Suspension is assigned, a meeting with the student, the parent/guardian, and the Assistant Head of School will be called. No student may serve more than one Internal Suspension in the same semester; further serious offenses automatically escalate to an External Suspension.
5. External Suspension entails removal from the school community for a number of days determined by the administration on a case-by-case basis. *PFPS reports all external suspensions to colleges.* When an External Suspension is assigned, a meeting with the student, the parent/guardian, and the Head of School will be called. *A student should not receive more than one External Suspension in their entire time as a student at PFPS.* Further serious offenses may escalate to Expulsion.
6. Expulsion is the most serious disciplinary action, undertaken by the Head of School in conjunction with other administrators. The student and parent/guardian are entitled to a hearing with the Head of School before expulsion is enacted.

APPEALS

Any student who believes that a disciplinary action taken against them was unjust may appeal the action by writing a formal letter explaining their behavior, the circumstances, and the reason the

punishment was unjust. Appeal letters must be submitted to the Dean of Students within three days of the disciplinary action being taken. This may lead to a mediated discussion between the student and the issuing teacher.

MINOR OFFENSES

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

- Tardy to class
- Failure to report to teacher meeting
- Failure to return required forms
- Violation of uniform (*See [Uniform Policy](#)*)
- Disturbance/inappropriate behavior
- Profanity
- Food/beverages/gum in academic areas
- Inappropriate display of affection
- Misuse of electronic devices (including personal electronic devices, *e.g.* cell phones)
- Failure to serve detention within one week
- Skipping class
- Disrespect/Insubordination/Lying/Any other behavior inconsistent with a Catholic school

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

MAJOR OFFENSES

The following offenses are seriously damaging to our school community and opposed to the mission of PFPS. Students who witness any of the following behaviors are encouraged to report them to a teacher. These offenses will receive serious disciplinary actions, the severity of which may be affected by the circumstances.

1. Cheating is any attempt to gain an unfair academic advantage; Plagiarism is the illegitimate use of another person's words, work, or ideas as one's own. (*For details, see [Academic Integrity](#)*.) In addition to receiving Extended Detention, a student caught participating in cheating or plagiarism will be required to make up the relevant assignment/assessment for failing credit, and the parent/guardian will be notified directly by the teacher.
2. Theft is the taking of any property that is not rightfully yours. A student who commits theft will normally receive Weekend Detention and be held financially responsible for stolen goods.
3. Vandalism is any destruction or damage willfully inflicted on the property of the school or another person. A student who commits vandalism will normally receive Weekend Detention and be held financially responsible for repairing/replacing damaged goods.
4. Bullying & Hazing are various behaviors that target specific students in a hurtful, disrespectful, or dangerous way. Their legal definitions and contexts can be read below (*see [Appendix](#)*). These will be handled in accordance with Diocesan policy.
5. Sexual Harassment includes any unwelcome conduct of a sexual nature, either physical or verbal, including (but not limited to) insulting comments. Such behavior will normally receive Internal Suspension.
6. Sending or Possessing Explicit Materials, including pornography, sexting, offensive or hateful content, is inappropriate. This includes materials accessible on one's cell phone or other electronic devices, which are subject to searches at any time (*see [Searches](#)*). Students who possess or share explicit materials will normally receive Internal Suspension, and those materials may be permanently confiscated (without restitution). *Exceptions may be granted for students who receive explicit materials and immediately report them without further sharing them and also for students who are victimized by the sharing of such materials.*

7. Possession of Alcohol, Tobacco, or Nicotine/Vaping Products on campus or at any school function is strictly prohibited. A student found in possession of such materials (or any other inhalant products) will normally receive Internal Suspension, and those materials will be permanently confiscated (without restitution).

8. Possession of Illegal Drugs/Controlled Substances is prohibited. These include (but are not limited to) marijuana, narcotics, hallucinogens, stimulants, mood-altering substances, non-prescription drugs, and prescription drugs taken in any other way than prescribed. A student found in possession of such substances will normally receive External Suspension, and those substances may be permanently confiscated (without restitution).

9. Selling/Distributing of any Drugs, Alcohol, or Nicotine/Vaping products is strictly prohibited. A student found distributing any of these substances will normally receive External Suspension and may even receive Expulsion in severe cases.

10. Threats of Violence against any member of our school community include words (written or spoken) or actions meant to scare or intimidate another person. Bringing a weapon (or anything that can reasonably be construed as a weapon) to campus constitutes a threat of violence. Such behavior will receive at least Internal Suspension and may even receive External Suspension in severe cases.

11. Physical Violence or battery is any action that hurts, endangers, and/or inflicts serious bodily injury on another person (fighting, pushing, hitting, or punching). These offenses will normally receive External Suspension and may even receive Expulsion in severe cases.

CRIMINAL ACTIVITY

When a student's behavior constitutes criminal activity, the school may involve the police (in addition to issuing disciplinary actions) at its discretion.

SEARCHES

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

In addition, the school retains the right to search a student's person and personal belongings, including cell phone, if it has a high degree of suspicion that inappropriate or dangerous materials are likely to be found. In such cases, the student and belongings will be searched in the presence of two PFPS staff members.

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

SUBSTANCE ABUSE

Consuming alcohol, tobacco, or other drugs (including vaping) at school or school events, or attending school or school events while under their influence, is indicative of a serious health issue as well as a serious offense against our school community. Therefore, students found under the influence or using any of these will be subject to both serious disciplinary action (the level of which will be determined based on the circumstances) and the following:

1. Parents/guardian will be notified immediately.
2. In compliance with state law, police notification and involvement will be called upon as necessary.
3. Counseling services will be required to the satisfaction of the school counselor.

UNIFORM POLICY

The purpose of the school uniform policy is twofold: (1) to encourage an appropriate, respectful environment for the entire school community, and (2) to acclimate students to dressing appropriately for the professional world. Therefore, students must follow the entire uniform policy throughout the school day, from arrival to departure, including lunch and afterschool activities. Exceptions are granted by the administration in writing only. Any student violating the uniform policy will be subject to disciplinary action. Some items must be purchased through either Donnelly's School Apparel or Blake's School Uniform Company; these items are identified in the uniform expectations given below.

REGULAR ATTIRE

<u>Boys</u>	<u>Girls</u>
Bottoms ~ Dress pants/docker/chino style; Light Khaki or Black. Suggested to be purchased through Donnelly's or Blake's. Pants should not have drawstring waists, elastic bottom cuffs or external pockets. Pants should be loose fitting.	Bottoms ~ Dress pants/docker/chino style; Light Khaki or Black. Suggested to be purchased through Donnelly's or Blake's. Pants should not have drawstring waists, elastic bottom cuffs or external pockets. Pants should be loose fitting. ~ Skirt, box pleat or kilt, knee length; Grey. Must be purchased from Donnelly's or Blake's.
Tops, from Donnelly's or Blake's ~ Pope Francis Prep polo (long- or short-sleeve); White, Black, or Wine ~ <i>Option for Seniors: Class Color polo</i>	Tops, from Donnelly's or Blake's ~ Pope Francis Prep polo (long- or short-sleeve); White, Black, or Wine. ~ <i>Option for Seniors: Class Color polo</i>
Shoes ~ Sneakers or dress shoes	Shoes ~ Sneakers or dress shoes
Optional Items <i>These items may be worn in addition to, but not instead of, the items above.</i> ~ V-Neck pullover sweater or sweater-vest, black, from Donnelly's or Blake's ~ ¼ zip pullover or full zip black fleece jacket purchased from Donnelly's or Blakes	Optional Items <i>These items may be worn in addition to, but not instead of, the items above.</i> ~ V-Neck pullover sweater or sweater-vest, black, from Donnelly's or Blake's ~ ¼ zip pullover or full zip black fleece jacket purchased from Donnelly's or Blake's ~ Leggings/stockings/tights, knee high socks (solid navy, grey, white, black) as an additional layer under the skirt

Inappropriate Items <i>The following may never be worn or carried in school</i>	Inappropriate Items <i>The following may never be worn or carried in school</i>
<ul style="list-style-type: none"> ~ Sandals, moccasins, slippers ~ Hats, hoods, or any other headwear. ~ Facial piercings, visible tattoos, excessive jewelry, gauges, pocket chains ~ Unnatural hair color ~ Anything ripped, stained, immodest, tight, or with messages at odds with the school's character ~ Outdoor jackets ~ No visible shirts or sweatshirts may be worn underneath the polo. 	<ul style="list-style-type: none"> ~ Sandals, moccasins, slippers ~ Hats, hoods, or any other headwear ~ Facial piercings, visible tattoos, excessive jewelry, gauges, pocket chains. One, small nose stud is acceptable. ~ Unnatural hair color ~ Anything ripped, stained, tight, immodest, or with messages at odds with the school's character ~ Leggings without a skirt ~ Outdoor jackets ~ No visible shirts or sweatshirts may be worn underneath the polo.

LITURGY ATTIRE

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

<u>Boys</u>	<u>Girls</u>
Tops ~ Oxford shirt (short- or long-sleeve), with school logo, purchased from Donnelly's or Blake's; White or Blue ~ Necktie	Tops ~ Oxford shirt (short- or long-sleeve), with school logo, purchased from Donnelly's or Blake's; White, Blue, or Pink
Shoes ~ Dress shoes	Shoes ~ Closed-toe dress shoes
<i>All other items remain the same as the uniform policy listed above.</i>	<i>All other items remain the same as the uniform policy listed above.</i>

SPIRIT DAYS

On Fridays students may express school spirit and recognize the many clubs and sports in which they participate as detailed below.

<u>Boys</u>	<u>Girls</u>
Tops Any shirt/sweatshirt/jersey issued by PFPS that includes the school name and/or logo.	Tops Any shirt/sweatshirt/jersey issued by PFPS that includes the school name and/or logo.

<i>All other items remain the same as the uniform policy listed above.</i>	<i>All other items remain the same as the uniform policy listed above.</i>
--	--

ATHLETIC AND WELLNESS ATTIRE

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

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

DRESS DOWN DAYS

Administration may exempt students from the dress code for special occasions. The exact expectations will be specified on a case-by-case basis. All clothing worn for a dress down day must follow the guidelines for appropriateness (*see [Inappropriate Items](#) above*).

CAMPUS MINISTRY

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

PRAYER

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

CHAPEL

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

LITURGY

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

RETREATS

Campus Ministry hosts four retreats per year, one per grade. These retreats help the students of each grade to relate to one another spiritually and thereby strengthen the entire school community. Therefore, these retreats are required of all students. Students who are absent or otherwise miss their grade’s retreat day must seek out a suitable replacement (to be approved by the Campus Minister) and participate in it before the end of the school year.

COMMUNITY SERVICE

Performing acts of service for the wider community is necessary not only for responsible participation in society, but also for living our Catholic faith. Therefore, the school requires every student to perform a community service every year. The following requirements represent the bare minimum that the school requires of its students; more service to the community is always encouraged.

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

Further details about required community service are addressed in each student’s Religion class.

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

CHAPLAIN

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

DAILY MASS

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

RECONCILIATION

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

PASTORAL COUNSELING

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

COMPUTER AND INTERNET USE POLICY

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

EDUCATIONAL TECHNOLOGY

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

Further, students must not use this technology in any way that is harmful to themselves or others, illegal, or immoral (according to the school's Catholic identity), regardless of whether they do so in school or otherwise. Students caught misusing the technology in this way will receive proportionate disciplinary consequences (*see [Minor Offenses](#) and [Major Offenses](#)*).

APPROPRIATE/INAPPROPRIATE BEHAVIOR

Because digital technology is fully integrated into daily life at the school, the same standards that govern ordinary behavior also govern behavior involving digital technology. Therefore, students can figure out for themselves which technological behaviors are inappropriate by comparing them with their non-technology equivalents. (For example, if you wouldn't bring a photograph with a particular image into school and display it, then don't display the same image on your screen.)

MICROSOFT SURFACES

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

DIGITAL CITIZENSHIP

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

ATHLETICS & EXTRA-CURRICULARS

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

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

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

The school offers these activities:

ATHLETICS

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

CLUBS/ACTIVITIES

Art Club	Liturgical Choir	Science Club
Book Club	Mental Health Awareness	Sewing Club
Chess Club	Model Senate	Spanish Club
Creative Writing Club	Movie-Making Club	Special Olympics Support
Film Club	National Honor Society	Social Justice Club
French Club	Outdoor Adventure Club	Women in STEM
GLOW Club	Pope Francis Players	Yearbook
Key Club	Quiz Team	

MIAA & PVIAC RULES

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

1. A student who transfers schools without a change of residence is ineligible for one year in those sports participated in as a varsity athlete or its equivalent, at the original school during the one-year period immediately preceding the transfer.
2. A student 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 1st 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. A student must complete the school-provided forms that grant parental permission to allow a student to participate in athletics. By signing this form, parents agree that they understand and accept all athletic policies of the school. Also, a statement of parental permission for the school to seek emergency medical attention in the event that the parent is unavailable to grant the same must be completed.

2. Parents are encouraged to attend a pre-season meeting with the administration and athletic director.

3. Coaches will impose appropriate penalties for non-excused absences from team practices.

4. Under certain circumstances, disciplinary actions will prevent a student-athlete from fulfilling their obligations to their coach and team (*e.g.*, missing practice to serve detention). Membership on a team will not be grounds for skipping or rescheduling such conflicts. Coaches may issue further athletic consequences to student-athletes who let their team down due to such issues.

5. A student must have attended school to participate in any practice or contest that day; to participate in a weekend practice or contest, students must have attended school on the previous school day.

6. Occasionally, athletes must be dismissed early to travel to a contest. When this occurs, students will not be dismissed from classes until an announcement is made over the PA system.

7. All athletes must travel to away games on the bus provided by the school.

8. The school issues uniforms and other equipment to athletes; these materials remain the property of the school, but the athlete is responsible for their care. Failure to return these materials in good and clean condition makes the athlete financially responsible for them.

9. 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.

ACADEMIC ELIGIBILITY

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

ELIGIBILITY WAIVER

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

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

POPE FRANCIS PLAYERS ELIGIBILITY

Pope Francis Players is more like an athletic team than a typical club: members try out for individual productions, make a serious commitment for a specific season, and their performance is a public event that represents the school to the wider community. Therefore, Pope Francis Players will be subject to the same academic eligibility requirements as athletics: students who are ineligible may participate but may not perform.

NATIONAL HONOR SOCIETY

The St. Thomas Aquinas Chapter of the NHS celebrates student achievement in academics, leadership, service, and character. Students are eligible to apply if they are in grade 10-12 with a minimum GPA of 3.600 and a good disciplinary record in accordance with the NHS Chapter Bylaws. Students may be denied admission to the NHS, or be dismissed from it, for various reasons, including decrease in GPA, failure to complete service, and disciplinary issues.

OTHER POLICIES & PROCEDURES

ASSEMBLIES

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

BUSES

Bus transportation is a privilege provided to our students by their school districts. Vulgarity, rowdiness, vandalism, smoking/vaping, and fighting are offenses for which the student may lose their bus privileges; should this happen, the student's parents/guardians are responsible for their child's transportation.

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

COLLEGE VISITS

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

CELL PHONES

During students' non-academic time, cell phones may be used as long as they are neither distracting nor hazardous. During academic time, students must abide by each teacher's cell phone policy, which will be clearly explained in the syllabus distributed at the start of each semester. Teachers have the right to allow or forbid cell phones in their classrooms, and they are allowed to confiscate phones when they deem their policy has been violated. Confiscated phones will be given to the Dean of Students and may be picked up at the end of the school day.

CHANGE OF ADDRESS

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

DINING COMMONS

Breakfast and lunch are both provided by Sodexo in the Dining Commons. Students must respect the staff by complying with their instructions and cleaning up after themselves completely. Leaving one's table messy is inappropriate and may result in disciplinary action, regardless of which individual student left the mess.

DANCES

The school occasionally hosts dances, especially Semi-Formal and Prom. While these dances are primarily intended for PFPS students, outside guests are generally welcome, provided they register ahead of time with a copy of their school ID. All students will be subject to a Breathalyzer test upon entry. The faculty/staff in charge of the dance have the right to admit, refuse admission, or eject people from the dance at their discretion. All school policies (and disciplinary consequences) are in full effect at school dances.

ELEVATOR

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

FIELD TRIPS

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

FOOD AND DRINK

The Dining Commons and lobby areas are designated for eating and drinking; having open food or drink in any other area of the building is inappropriate and will result in disciplinary action. The only exception is a clear bottle containing nothing but water, which is allowed everywhere.

Students may not order food delivered to the school building. Anyone attempting to deliver food ordered by a student will be turned away (with no recompense to the student), and disciplinary action may follow.

GANG MEMBERSHIP

Students at PFPS are forbidden to be members of street gangs or any other organization that makes them threatening to their classmates. Such membership will be met with severe disciplinary consequences (including reporting to police).

IDENTIFICATION

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

IMMUNIZATIONS

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

- 3 doses Hepatitis B
- 4 doses Dtap and 1 dose Tdap
- 2 doses Polio vaccine
- 2 doses MMR
- 2 doses Varicella
- 1 does Meningococcal

Failure to provide necessary documentation may result in the student being excluded from classes.

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

LEARNING COMMONS

The Learning Commons is primarily an academic area, both during and after school. Therefore, all behavior in the Learning Commons must be conducive to studying at all times, and any

behavior that is distracting, disrespectful, or otherwise inappropriate may be met with disciplinary action. Students may not rearrange the furniture in the Learning Commons.

LOCKERS

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

LOST AND FOUND

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

MEDICATION

Students may not bring medication into school without a prescription and a note from the prescribing doctor. All medications must be in the possession of the school nurse and taken in the nurse's office. Exceptions will be granted only in writing by the school nurse. Medication possessed by students without the proper documentation may be considered illegal drugs and receive severe disciplinary actions (*see [Major Offenses](#)*).

PARKING AND DRIVING REGULATIONS

Parking in the school parking lot is a privilege that is available to licensed students (on a first-come, first-served basis). Students must complete and submit a registration form to the Front Office and pay a non-refundable fee of \$100. Registered students will receive a parking tag, which must be displayed when using the school parking lot.

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

- Driving oneself is no excuse for tardiness.
- Students need permission from the front office to go to the parking lot during school.
- Students who are being dismissed for illness will not be allowed to drive home without the permission of the school nurse.
- Students must drive and park safely and courteously at all times.
- The speed limit in the parking lot is 10mph at all times.
- Students who change vehicles must update their registration papers with the school on the first day of parking the new vehicle.

Violating any of these conditions will result in loss of parking privileges (and possible further disciplinary action). If a student loses parking privileges, the \$100 fee will not be refunded.

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

PASSES

Students must have a teacher-signed pass to leave their assigned areas at any time during the school day. Students outside of their assigned place without a pass may receive disciplinary action.

RECORDING

The use of cell phones, computers, or other means to record another person (including audio and video recordings) without that person's permission is prohibited and may result in disciplinary action.

SCHOOL SAFETY

Fire drills and lockdown drills are conducted in order to prepare the school for emergencies. Students should familiarize themselves with the fire plan for every classroom they attend. Students are expected to treat every drill as if it were a real emergency, which requires **silent** compliance with all instructions from faculty, staff, or emergency personnel. The school will issue severe disciplinary consequences (not excluding reporting to police) to any student who undermines our safety, whether by misusing or tampering with fire equipment, by failing to treat drills with due respect, or by any other means.

SENIOR PRIVILEGES

When seniors have Study Hall during first or last period, they need not report to school for that period. This privilege applies only to those seniors who are in good academic standing (*same standards as described in [Academic Eligibility](#)*) and disciplinary standing (no outstanding detentions), and students may never use it as an excuse to miss a meeting requested by a teacher or other staff member. Students who abuse senior privileges will both lose their privileges and received disciplinary action.

VISITORS

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

APPENDIX - Legal Terminology

BULLYING

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.

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

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

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student group, student team, or student organization, a copy of this 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 its designated officer, to deliver annually, to the institution and attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of 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.