I welcome you back to the 2020 – 2021 school year with great excitement and enthusiasm. I hope you found some time over the summer to rest, pray, and get ready for the start of the school year that will be different.

While we were all in it together, the COVID-19 pandemic has changed our way of life in many ways. It makes it difficult to plan or predict what the future will look like. Nonetheless, our work at St. Francis Prep continues. The administration, faculty, and staff have worked diligently over the past three months preparing for our students to return. We are ready for changes in how our students learn, whether it be through a hybrid or fully remote model. We follow our 4 Principles of reopening:

1. To protect the safety and well-being of the students, faculty, staff, and all members of the school community.
2. To follow the most up to date guidance from the Department of Health, CDC and City and State Officials.
3. To provide clear guidance and procedures to create the safest possible school environment, allowing for social distancing and compliance with all health protocols.
4. To ensure that the education and social-emotional health of everyone in our community is a top priority. We continue to nurture in our students their intellectual, spiritual, physical, and social comports according to our Franciscan Mission.

As we begin this “different” school year, we know there will be challenges but let us also understand there will be celebrations, moments of accomplishments, and important lessons to be learned. Let us use this time period of pandemic to ask the question, “What can I learn from this experience?” I hope these past six months, no matter how difficult, have made us more conscious about the “essential” things and the ones that are important in our life.

Now, this is the time for all of us, with the help of God, our loved ones, and our teachers to reflect and build a better version of ourselves. In the words of St. Francis of Assisi, “Start by doing what’s necessary, then do what’s possible, and suddenly you are doing the impossible.”

God Bless!
Stay Terrier Tough!

Sincerely,

Patrick McLaughlin

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As the President of St. Francis Prep, I’m delighted to welcome you to the 2020-2021 school year. In this role, much of my work centers on fostering our mission, working with alumni and benefactors, fundraising, admissions, finances, and other business components. Our Principal, Mr. Patrick McLaughlin, handles the day-to-day operations and academics of the school. Together we work to provide you with the best Catholic education in our Franciscan tradition. Last year, I was able to meet with many alumni to seek the financial support for St. Francis Prep programs and plans. I am enjoying sharing the good news about the Prep, including your successes, with our graduates.

The start of the school year is very different because of the pandemic. I want you to know that the priority of all our plans are the health and safety of our students, faculty and staff. You need to do your part by following all of the guidelines of our plan. In doing so, we will be able to continue to provide you the best Catholic education in the Franciscan traditions. May I ask you to continue to pray for all those that suffer from the coronavirus.

As you begin this school year
• Base all that you do on our mission and Franciscan heritage, beliefs & values
• Model yourself after our patron St. Francis and help others in need.
• Grow spiritually by actively participating in religious services and your religious education classes

Have a great school year and I encourage you to stop by and see me whenever you have a question or comment.

May the Blessings of St. Francis always be with you.

Sincerely,

Brother Leonard Conway, O.S.F.
President
BELIEF STATEMENTS

The community of St. Francis Prep values God’s life in each person. Therefore, we are compelled:
  - to be seekers of Truth
  - to develop a critical intellect
  - to treat all with respect and dignity
  - to lead lives of justice, integrity, and compassion.

MISSION STATEMENT

St. Francis Prep is a Catholic college preparatory school in the Franciscan tradition. Our mission is to enable all students to develop and broaden their spiritual, intellectual, creative, emotional, social, and physical abilities. We value the unique contribution each person makes to the Prep community. Together we create an environment filled with academic success, respect, integrity, and joy.

PHILOSOPHY

St. Francis Preparatory School is a community that affirms its Catholic identity by the four “Golden Links” of Franciscan education, which holds that Spiritual, Intellectual, Social, and Physical values can be drawn from learning. We direct our educational efforts through academic programs and activities to enable students to value all of God’s creation. Enlightened by the teachings of Jesus, we—the students, parents, faculty, staff, administration, and alumni—view the school as a means of encountering God and as a visible sign of our religious beliefs. In the words of Pope John Paul II, the mission of the Catholic school is “to communicate Christ.” At the Prep, this is uniquely interpreted in the spirit of Franciscanism, which is to manifest peace, love, and respect for the individual, the community, and the environment.

At St. Francis Prep we create an atmosphere where all can experience, communicate, and live the Gospel message. We challenge every individual to value learning, thinking, and critical inquiry. The teachers strive to not only instruct students, but to inspire them. We provide opportunities for students to develop their academic potential and make college and career choices in concert with their personal desires and talents. We appreciate and respect the cultural diversity in the school and the New York metropolitan area while embracing our shared humanity. We encourage active citizenship in our democracy by increasing students’ awareness of and involvement in local, national, and global issues.

This is the vision we mutually define. To work for these ends is a task of joy, which provides fulfillment to the entire Prep community.

GRADUATE PROFILE

Our focus at St. Francis is the whole person. Therefore, Prep graduates strive to live the Four Golden Links of a Franciscan education:

SPIRITUAL
To continually experience a loving God in themselves and in others.
To live the teachings of Jesus in the spirit of St. Francis of Assisi.

INTELLECTUAL
To always value learning, thinking, and critical inquiry.
To make responsible decisions in all aspects of their lives.

SOCIAL
To recognize themselves as members of the world community.
To respect and accept the unique contributions of each individual to society.

PHYSICAL
To accept and nurture our bodies as gifts of the Creator.
To encourage stewardship of our planet.
When the new diocese of Brooklyn was created in 1853, one of the priorities of its first Bishop, John Loughlin, was to establish more schools. Accordingly, Bishop Loughlin applied to the Irish Congregation of Franciscan Brothers from Mt. Bellew, County Galway, to undertake the work of education in the Diocese. In response to the Bishop's invitation, two Brothers, John McMahon and Vincent Hayes, arrived on May 31, 1858, to found a house for the Franciscan Brothers in America.

By autumn, they had secured that house at 300 Baltic Street; the Brothers took up residence, using the basement as their monastery and the upper floors for classrooms. In the fall of 1858, the Brothers and three additional teachers formally opened the doors of this primitive school known as St. Francis Academy, the first private Catholic School on Long Island - the predecessor of St. Francis Preparatory School.

Then in 1884, the academy became the preparatory school for St. Francis College and was known variously as St. Francis Academy, St. Francis High School, and St. Francis College High School.

As the high school grew to include more than 600 students, it became evident it could no longer function as part of the college. On June 21, 1935, the Board of Regents of the State of New York conferred upon St. Francis Academy a new charter establishing St. Francis Preparatory School.

Brother Charles Rynne became the first principal of St. Francis Prep and Brother Charles remained a part of the Prep for the rest of his life. After his three terms as principal ended in 1944, he returned to his former teaching position. Even after his retirement, Brother continued to work in the library on North Sixth Street and at Fresh Meadows until his death in April 1982, after 67 years as a Franciscan Brother, 50 years at Prep.

During the term of Brother Charles, the Prep grew in scholastic and academic standing. Its teams were the envy of the city and, in 1943, the Prep became the first school in the area whose basketball team was able to bring home three post-season trophies. When Brother Charles left his office in 1944, the Prep was educating almost 1,000 boys.

Brother Bernard was appointed principal in 1944. He began the band, the glee club, and the orchestra. The annual concert was part of his cultural program. When the war ended and a greater influx of students flocked to the college on the G.I. Bill, Prep students could no longer use the college’s facilities.

By this time, Brother James had become principal. With help from Archbishop Molloy, a St. Francis College alumnus, and Diocesan authorities, a new location was picked. After extensive renovations, the former St. Vincent DePaul Academy opened in September 1952 as St. Francis Preparatory School. The new facilities included a modern cafeteria and a gym in an annex building.

During Brother Timothy's leadership as principal, it was quite clear that the “Prep Spirit” had moved into the new quarters as well. In 1954, 1154 students enrolled at the Prep, the passing grade was raised to 75%, and the Student Council was instituted. The Prep publications flourished during these years. The Seraph, the school paper, won first place in the Columbia Scholastic Press Association Conference for the fourth year in a row. The San Fran, the yearbook, was picked as the finest high school yearbook in the country in 1958 and 1960. In 1958, Brother Timothy created The Little Portion, the Prep’s literary arts magazine.

In 1955, St. Francis became triple champs of the CHSAA, winning the city championships in swimming, track, and basketball. The football team tied for first place with Archbishop Stepinac. In 1956, the basketball, track, and swimming teams repeated their feat, and the football squad joined them as city champs. In 1957, the swimming team won its fourth straight city championship; the track team won the indoor, outdoor, and cross-country trophies; the basketball team won its third straight title. In 1958, the track team repeated all three titles, the basketball team won the private school championship, and the swimming team added its fifth straight title.

In 1961, Brother David Trapp became the principal of the Prep. The Prep tradition of excellence was recognized in 1963 when St. Francis received accreditation from the Middle States Association of Colleges and Secondary Schools.

In 1967, Brother Fabian (later James) began to lead the Prep through the turmoil of the late 1960’s and early 1970’s. In 1968, the Prep mourned six of its alumni killed in Vietnam; editorials about the Vietnam War, both pro and con, appeared in the Seraph. In academics, the seniors went on individual schedules for the first time and the entire curriculum was changed; the rotating schedule was introduced; the first computer course was offered; Latin was dropped.

In November 1972, the Middle States Association evaluation team again visited the Prep and granted reaccreditation for the next ten years.

In December 1972, it was announced that in the fall of 1974 St. Francis Prep would again relocate – from the Greenpoint-Williamsburg site to the present, large, and modern facilities of what was Bishop Reilly Diocesan High School in Fresh Meadows, Queens. The move was not only in the now well-established tradition of the Brothers expanding and improving the educational environment for their students; the move was also innovative in the history of the Prep: St. Francis became a coeducational institution.

Brother Kevin Smith was appointed principal in the fall of 1973 to oversee the move to the Fresh Meadows campus. Under his leadership, the Prep
In the fall of 1983, Brother Leonard Conway was appointed Principal. Unprecedented growth in every area marked his thirty year tenure. He revised the administrative structure to a team approach by assigning specific functions to assistant principals, putting an emphasis on instruction, curriculum, and student and faculty development. One of the first changes he incorporated was the expansion of the schedule to include an extra period at the beginning of the school day. That enabled qualified students to pursue additional academic interests. It also established a secure time slot for music programs. The English Department established a Writing Center for the improvement of writing skills and to serve as a resource center for students whose native language was not English.

One of the most satisfying developments took place in the Science Department with the establishment of the Science Research Program. Students with an interest in science follow a three-year program that culminates in research at an area college. St. Francis Prep has had semifinalists twelve of the past fourteen years in the prestigious Intel competition.

Mathematics has undergone considerable revamping, incorporating the required use of graphing calculators by every student in a continually revised curriculum. The Foreign Language Department instituted its own National Honor Societies for the four languages.

The Social Studies Department initiated improved computer literacy. Now the entire school benefits from an interactive website for parents and students providing assignments, grades, and e-mail. Technology advancement permeates every section of the building including the library with its catalogue and periodical system and the business and music departments with their computer labs. Brother Leonard established a Computer Department with its own chairperson and made Computer Science a requirement for graduation. During Brother Leonard Conway’s many terms as principal, he and the school have received numerous honors. In 1984, the school was among the first to be nationally recognized with the “Excellence in Education” award. In 1999, U.S. News & World Report listed St. Francis Prep as an “Outstanding American High School.” Personal awards bestowed upon Brother Leonard included the Franciscan Spirit Award in 1986 and the St. Francis College “Alumni Achievement” award. He was awarded the St. John’s University President’s Medal in Catholic Education in 1998 and given the title of Honorary Alumnus of St. Francis Preparatory School – Class of 2001. In May of 2008, Brother Leonard was awarded an Honorary Doctorate from St. Francis College.

On October 4, 2008, the school celebrated the 150th Anniversary of St. Francis Prep. Brother Leonard launched a Capital Campaign to add classroom space and state-of-the-art enhancements (such as a SmartBoard in every classroom).

The summer of 2011 marked the first achievement of that goal with the opening of the Coach Vincent O’Connor Physical Education and Athletic Training Center and the Art Education Center. The next phase, beginning the summer of 2014, will include state-of-the-art science labs and classrooms and much needed space for our music program.

With the beginning of the 2013-2014 school year, St Francis Prep embarked on yet another beginning. Brother Leonard became the school’s first President, and Mr. Patrick McLaughlin became its Principal. This new administrative model will help the school to continue the Prep’s tradition of providing the best Catholic, Franciscan education for the young men and women who will be our leaders in the 21st century.

During his first year as Principal, Mr. McLaughlin continued the great leadership established by Brother Leonard.

The faculty and students have begun implementation of the Common Core State Standards. The success of our graduates remains exemplary: 99% continue their education in college; the Class of 2014 received $98 million dollars in grants and scholarships to continue their education over the next 4 years. In the Fall of 2014, St. Francis Prep will again move forward by further integrating technology and instruction: we begin a 1:1 iPad program for all incoming 9th graders.

Surely the original Brothers would be happy to see that the seeds so lovingly planted have borne such an abundant harvest.
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<td>Br. Leonard Conway, O.S.F., President</td>
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<td>Mr. Patrick McLaughlin, Principal</td>
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<td>Joseph Castellano, Ph.D., Assistant Principal, Curriculum, Student and Staff Development</td>
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<td>Ms. Gerilyn Coccia, Assistant Principal, Dean of Students</td>
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<td>Mr. Christopher Mendolia, Assistant Principal, Faculty and Instruction</td>
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<td>Ms. Lisa Schaefer-Heuer, Director</td>
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<td>Mr. Abe Leston, Assistant Director</td>
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<td>Mrs. Toni Murphy, Admissions Assistant</td>
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<td><strong>Alumni Office</strong></td>
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<td>Br. Robert Kent, O.S.F., Alumni Director</td>
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<td><strong>Art Department</strong></td>
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<td>Mr. Christopher Mendolia, Assistant Principal, Faculty and Instruction</td>
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<td>Ms. Graziella Zerilli, Administrative Assistant</td>
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<td><strong>Campus Ministry</strong></td>
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<td>Christian Sullivan, Ph.D., Director</td>
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<td>Rev. Ralph Edel, Chaplain</td>
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<td><strong>College Office</strong></td>
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<td>Ms. Robyn Armon, Director of Guidance and College Counseling</td>
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<td>Mrs. Jennifer Kuz, College Office Assistant</td>
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<td>Miss KellyAnn Hassett, College Office Assistant</td>
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<td><strong>Computer/Business Department</strong></td>
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<td><strong>Development Office</strong></td>
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<td>Mr. Michael Graziano, Associate Director</td>
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<td>Ms. Sally Khan, Associate Director</td>
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<td><strong>English Department</strong></td>
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<td>Mrs. Rose Ann Delutri, Financial Services</td>
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<td><strong>Foreign Language Department</strong></td>
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Mr. Francesco Purificato
Mrs. Monica Robertson
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Becky Barrell, Assistant

Technology
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Mr. Carl Frey, Network Administrator
Mr. Peter Votin, Computer Operations Manager
Mr. Paul DeBenedittis, Student Information & Textbook Coordinator
Ms. Carol Kennedy

Volunteer Co-Coordinator
Mrs. Andrea Taiano

(continued next column)
ACADEMICS

Required Program of Studies

9th Grade Year | Sophomore Year
Religion       | Religion
English        | English
Social Studies | Social Studies
Science        | Science
Mathematics    | Mathematics
Foreign Language | Foreign Language
Fine Arts      | Fine Arts
Physical Education | Physical Education

Junior Year | Senior Year
Religion    | Religion
English     | English
Social Studies | Social Studies
Science     | Physical Education
Mathematics | Three elective units*
Physical Education | One elective unit*

* One-half unit in Computer Science and one-half unit in Health must be completed in either junior or senior year.

Students are responsible to find out from their individual teachers the course requirements and grading system.

Graduation Requirements

Core Curriculum Requirements
Religion | 2 units (4 years)
English | 4 units
Social Studies | 4 units
Mathematics | 3 units
Science | 3 units
Foreign Language | 2 units
Fine Arts | 1 unit
Health | 1/2 unit
Computer Science | 1/2 unit
Physical Education | 2 units (4 years)
Electives / Sequence
Requirements | 3 units
Total | 25 units

Diplomas
Depending on scores on Regents exams and the courses taken, students may receive one of two types of diplomas. The requirements for each are listed below.

1. St. Francis Prep Diploma with Regents Endorsement
   A. all core requirements listed above
   B. score at least 65% on all five required Regents exams

2. St. Francis Prep Diploma with Advanced Regents Endorsement
   A. all core requirements listed above
   B. score at least 65% on the five required Regents exams
   C. score at least 65% on these additional Regents exams:
     □ Comprehensive Foreign Language Regents*
     □ Algebra 1, Geometry, and Algebra 2
     □ A second Science Regents-one must be in Biology (Living Environment), the other in Earth Science, Chemistry, or Physics

*Students who pursue a qualified 5-unit sequence in Art or Music may substitute that sequence for the Foreign Language requirement. Check with Art or Music Chairperson for details.

More complete information about competency requirements is in the Course Book.

Grading Policy
The purpose of grades is to gauge and affirm student performance and to motivate and encourage students toward higher achievement. A student’s grade in a particular class should accurately reflect his or her academic performance, responsibility, and fulfillment of the course requirements.

Student behavior that hinders academic progress may adversely affect a student’s grade. It is essential that all students commit themselves to academic integrity.

Students must understand that attendance in class is their primary responsibility and is the necessary first step in achieving academic success. Following any legitimate absence, students bear the responsibility for requesting and completing missed work within a reasonable period of time.

100  Highest Level of Achievement
95 - 99  Superior
90 - 94  Excellent
85 - 89  Very Good
80 - 84  Good
75 - 79  Passing
Below 75  Failure

Program Changes
Student programs are finalized at the end of June. We will not honor requests for changes after the end of June.

Dismissal Due to Failures
Final failure of any four subjects during the school year or failure of a subject during summer school will result in dismissal.

Policy regarding grading for chronically late and/or absent students
All students who attend St. Francis Prep are responsible for completing all class assignments. Lateness and/or absence is not a valid excuse for incomplete work or for failing to hand in assignments. When an assignment is not handed in for any reason by the due date it is due, the student will receive a grade of zero which will be posted in the appropriate teacher’s grade book. The score will be adjusted only once the assignment has been handed in and the teacher has had an opportunity to grade it. Deductions will be taken according to the syllabus and course requirements provided by individual teachers to their students at the beginning of the school year or semester. The syllabus and course requirements for each course are posted on every teacher’s SFP webpage and should be reviewed by students, parents, and guardians at the commencement of any given semester. Additionally, academic consequences including a mandatory 5 point deduction from the quarterly grade will be applied for students who have missed 6 or more of classes during any given quarter. This includes time lost for lateness, early dismissal, suspension, etc.
Students are accepted to the Prep student community as new students into 9th year and as transfer students into the 10th, 11th and 12th year.

Applicants for the 9th year are to be completed on applications for admissions on www.sfponline.org. In addition they are expected to take the T.A.C.H.S. Exam in November of their 8th grade (this year the test is on November 7, 2020). Information for the T.A.C.H.S. Exam may be obtained from the Catholic Elementary or High Schools, Religious Education Offices, Parishes, or Public Elementary Schools. You may register online at www.tachsinfo.com or via telephone 1-866-618-2247. Please Note: There is no longer a CHSEE exam. Nassau County residents are expected to take the TACHS Exam on November 7th 2020.

Scholarships are awarded to 9th grade applicants only. Applicants are automatically registered to participate in scholarship selection when they register for the T.A.C.H.S. Exam. However, only 1st choice applicants are considered for scholarships.

The Prep will accept students from all three choice categories but preference is given to 1st choice applicants.

Prep’s T.A.C.H.S. / Nassau code is 019.

Applicants for grades 10th, 11th, or 12th (transfer students) must obtain a transfer application from www.sfponline.org. 9th grade applicants should submit their 6th, 7th, and 8th grade report cards by December 16th, 2020. Transfer students are expected to have a B+ (85%) average and all final grades from high school must be 75% or above.

Consideration is given for family relationships such as brother, sister, mother or father who are presently in attendance or have graduated from the Prep. Familial relationship does not guarantee admission. Special Consideration recorded within the application.

ALUMNI ASSOCIATION

The Alumni Association continues the traditions of the school through the “GradNews,” the Annual Report of Contributions, the Alumni Website, and about 25 special activities and events each year. The issues of “GradNews” include articles on alumni and class notes from the various alumni who send us information about important events in their lives.

Through emails and other communications throughout the year, the alumni are informed of class reunions, local professional chapter and out-of-town chapter receptions, and many other items of interest. The Alumni Board, which consists of an Alumni Director and thirty alumni members, solicit recommendations from the alumni for the Alumni Hall of Fame and Honorary Alumni, which honor the achievements of outstanding alumni and members of the Prep community respectively.

Active alumni contribute to the support of the school through the Annual Appeal and attendance at events and reunions.

There are currently over 28,000 graduates whose up-to-date record information is housed in an impressive database that serves the Alumni and Development Offices in many significant ways.

Alumni Board President: Mr. Walter Bishop (1980); Alumni Director: Br. Robert Kent, O.S.F.

“If God can work through me, he can work through anyone.”

---St. Francis of Assisi

Br Robert Kent, our Alumni Director

COLLEGE CREDIT PROGRAM

Important information for junior and senior students. As of Fall 2016 there are new procedures regarding how / when to register! Please check our website.

St. Francis Prep has an affiliation with St. Francis College, St. John’s University, and Pace University to provide an opportunity to earn college credit while in high school. These courses are taken at SFP and are among the students’ regularly scheduled classes.

The credits earned may be transfereable to the college a student attends after graduation from St. Francis Prep. Each college determines eligibility of such credits. It is strongly recommended that interested students do some research prior to registering for any college credit courses. Students can contact colleges to which they are interested in applying and request further information about that specific college’s policy. Although college credit is accepted at many colleges and universities, there are some schools that may not accept earned credits. It is the student’s responsibility to gather this information before making the commitment to register in the program.

All registrations are final. No exceptions.

Students who wish to register in the program must meet the following criteria:

• Juniors must have 85% GPA and 100 on the Math and Verbal sections of the PSAT.

• Seniors must have 80% GPA and 1000 on the Math and Verbal sections of the SAT.

Registration for the Fall Semester takes place in September, and registration for the Spring Semester takes place in January. Please check those months in this calendar for exact dates.

Please see link on the SFP website. As of Fall 2016 there are new procedures regarding how / when to register!

Payment must be made at time of registration.

The specific classes which are eligible for college credit will be listed and made available to the students. Additional information will be announced at assemblies and posted in Cor and on the TV monitors. Please see link on website.
Campus Ministry animates and nurtures the faith life of the SFP community. There are many ways to get involved in the faith life of Saint Francis Prep. Our program offerings are designed to strengthen our faith, build community, live out our Franciscan identity, promote service, and advocate for peace and social justice.

Campus Ministry Team
Ms. Marissa Ruotolo, Liturgy & Worship  ext. 249
Br. James McVeigh, O.S.F., Franciscan Mission Coordinator  ext. 264
Mr. Shawn Sempowich, Service Learning  ext. 292
Dr. Christian Sullivan, Director  ext. 302
Fr. Ralph Edel, Chaplain  ext. 248

CM Office: WestTop (adjacent to the library)
Chaplains’ Office: EastTop (near the College Office, adjacent to chapel)

Pastoral Counseling
Need someone to listen? Our Campus Ministry Team is here to support and walk with you as you deal with personal difficulties and spiritual challenges. Feel free to stop in to talk anytime or schedule an appointment with one of us. If appropriate, referrals will be made in a professional and responsible way.

Liturgy and Prayer
School Chapel
Visit the beautiful School Chapel for some quiet prayer during your free time; join us for Daily Mass at 7:00 a.m.

Liturgy
School liturgies occur in the Auditorium during school hours. Think about serving as a: Lector, Extraordinary Minister, Greeter, Singer, Liturgical Assistant, or Dancer.

Morning Prayer Leaders
At SFP, each day begins with prayer. Join the student team and lead prayer over the P.A. system.

Reconciliation/Penance Services
Reconciliation Services during the seasons of Advent and Lent provide the school community an opportunity to evaluate our relationships and receive the sacrament. Fr. Ralph is also available by appointment to hear confessions.

Franciscan Youth Movement
FYM is a student group dedicated to assisting teens to live out our Franciscan values and like St. Francis mirror Christ by putting our Franciscan values into practice through service and peacemaking activities. FYM sponsors projects through the year to enliven our Franciscan values to: Live Lovingly, Care for Creation, Proclaim Joy and Hope, Be Living Instruments of Peace!

Service & Social Justice
Charity Drives & Justice Education
Raising money, goods, and awareness—help plan and coordinate the Thanksgiving Donation Drive, Lenten collection, and used school supplies collection.

Regular Opportunities
Cunningham Park Clean Ups—regularly groups of volunteers will assist with picking up garbage, raking leaves, and painting benches in the park grounds immediately behind our school. Give an hour of your time and demonstrate the Franciscan value of caring for creation. (Check announcements. 2:45 p.m.-3:45 p.m.)

Presentation Soup Kitchen—almost every week students travel with a SFP chaperone to Presentation Parish in Jamaica to prepare meals and visit with homeless and hungry guests (Thursdays, 4:00 p.m.-7:00 p.m.)

Midnight Runs—students and adult chaperones travel to Manhattan in SFP school buses and distribute meal bags, clothing, and hygiene products to people living on the streets. Spots fill up fast, so be sure to sign-up early (10/11, 10/30, 1/24, 3/12 7:00 p.m.-1:00 a.m.).

Breakfast Runs—student and parent prepare breakfast and distribute food and donations at a designated spot in Manhattan (12/7 & 3/28, 6:00 a.m.-12:00 p.m.). Sign up for these runs are coordinated by the Parents’ Guild.

Franciscan Immersions
Franciscan Immersions provide sophomore, junior, and senior students the opportunity to have powerful experiences of service, communal living, prayer and learning about social justice. Student participants and adult chaperones travel to various locations to learn and serve. Each team helps with recruiting sponsors for the program and is expected to bring back their experiences to enrich SFP.

FIE:NYC 2/16-2/21; Camden, NJ 4/6-4/11; and Peru: TBD (July 2020).

Service Retreats
Several times throughout the school year, students and a Campus Minister will dedicate a school day engaging the local community through service, and follow-up with prayer, discussion, and reflection. Space is limited to six students per experience, so sign up early.

Seniors
Focused on the theme of “Foundations,” this optional day away provides seniors time to reflect on the four years of high school and look forward to life after graduation. Participants examine who they have become, discuss upcoming changes, and discern what role God and faith have played or will play in their lives.

Sacramental Preparation
The Chaplain and members of the faculty work with interested students who would like to receive the sacraments of Baptism, Holy Communion, and Confirmation. Please talk to your Religion teacher or a member of the CM Team for more information.

If you are interested in joining one of our student groups, please see:

Bro. James McVeigh, OSF  Franciscan Youth Ministry
Ms. Marissa Ruotolo  Franciscan Youth Ministry

Ms. Kristen Conwin  Extraordinary Ministers of Holy Communion
Ms. Troha & Mr. Sempowich  Lectors
Dr. Sullivan  Liturgical Assistants
Mr. Leone & Fr. Ralph  Liturgy Team
Mr. Sempowich  Morning Prayer Leaders

CANDIDATES IN THE SEMINARY

CAMPUS MINISTRY
### Afternoon Abbreviated Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:43 - 8:22</td>
<td>H Period</td>
</tr>
<tr>
<td>8:25 - 8:55</td>
<td>First Period</td>
</tr>
<tr>
<td>9:00 - 9:10</td>
<td>Cor</td>
</tr>
<tr>
<td>9:15 - 9:45</td>
<td>Second Period</td>
</tr>
<tr>
<td>9:50 - 10:20</td>
<td>Third Period</td>
</tr>
<tr>
<td>10:25 - 10:55</td>
<td>Fourth Period</td>
</tr>
<tr>
<td>11:00 - 12:35</td>
<td>Fifth Period and Lunch</td>
</tr>
<tr>
<td></td>
<td>10:55 - 11:20 First Lunch</td>
</tr>
<tr>
<td></td>
<td>11:20 - 11:45 Second Lunch</td>
</tr>
<tr>
<td></td>
<td>11:45 - 12:10 Third Lunch</td>
</tr>
<tr>
<td></td>
<td>12:10 - 12:35 Fourth Lunch</td>
</tr>
<tr>
<td>12:40 - 1:10</td>
<td>Sixth Period</td>
</tr>
<tr>
<td>1:15 - 1:46</td>
<td>Seventh Period</td>
</tr>
</tbody>
</table>

Meetings, make-up tests, practices, and so forth may not be scheduled during special school liturgies. All facilities are closed until after the Mass. Gym, Locker Room, and Library are not available.

### Lunch Periods

<table>
<thead>
<tr>
<th>Time</th>
<th>Class Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:35 - 12:00</td>
<td>Senior Classes (including mixed upper classes with a majority of juniors)</td>
</tr>
<tr>
<td>12:00 - 12:25</td>
<td>Sophomore Classes</td>
</tr>
<tr>
<td>12:25 - 12:50</td>
<td>9th Grade Classes</td>
</tr>
<tr>
<td>12:50 - 1:15</td>
<td>Junior Classes (including mixed upper classes)</td>
</tr>
</tbody>
</table>

### For the Thanksgiving Liturgy, the following schedule will be in effect:

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 - 9:45</td>
<td>Liturgy</td>
</tr>
<tr>
<td>9:50 - 10:11</td>
<td>COR</td>
</tr>
<tr>
<td>10:16 - 10:25</td>
<td>First Period</td>
</tr>
<tr>
<td>10:30 - 10:51</td>
<td>Second Period</td>
</tr>
<tr>
<td>10:56 - 11:17</td>
<td>Third Period</td>
</tr>
<tr>
<td>11:22 - 11:43</td>
<td>Fourth Period</td>
</tr>
<tr>
<td>11:48 - 12:09</td>
<td>Fifth Period</td>
</tr>
<tr>
<td>12:14 - 12:35</td>
<td>Sixth Period</td>
</tr>
<tr>
<td>12:40 - 1:01</td>
<td>Seventh Period</td>
</tr>
</tbody>
</table>

Food will be served in the Cafeteria between 8:00 a.m. and 8:30 a.m. and between 9:30 a.m. and Noon. There will be no lunch served.

### Cor

Each student is assigned at the beginning of 9th Grade to a class known as Cor. This group remains together for the four years of high school developing its unique identity and sense of belonging.

The Cor period serves the accomplishment of many functions. It allows for:
- official attendance taking
- distribution of MetroCards
- level assemblies
- distribution of notices of appointments
- interaction between the Cor teacher and students.

Students are expected to be on time for Cor, to remain in the classroom for its entire length, and to aid in the completion of the above tasks by complying with the order established by the Cor teacher.

The good appearance of the corridor outside the Cor classroom, the lockers used by the Cor, and the Cor classroom are the responsibility of the entire Cor.
At present, the library's collection includes over 25,000 volumes, including reference books as well as books for circulation. The extensive reference collection is located on the balcony of the library. The library's ebook collection is growing steadily and currently includes more than 500 volumes for students to check out. Students also have access to more than 10 research databases, which provide scholarly resources remotely - so students can access them 24/7 from school or from home.

The librarians collaborate with classroom teachers throughout the year to help deliver the best instruction in research and writing.

Last year, the library circulated more than 7,000 books.

Other services available to students include two copy machines, a change machine, and several color and black and white printers.

The library also houses 58 computers, which are available both for individual student use and for use by teachers for their classes. We encourage students to use their own devices (laptops, smartphones, tablets, etc.) as well.

Also, a glass enclosed conference room for faculty meetings and for special examinations for students is available.

In order to run the library as effectively as possible, patrons are asked to adhere to the following policies:

- iPad use in library for academic activities and assignments only.
- No cell phone use allowed in library.
- Computers are used only for academic activities and assignments.
- Some faculty members who have placed books on reserve have requested that these materials be used only in the library. Unless instructed otherwise by the teacher, these books may not circulate.
- All students are automatically members of the library.
- A student ID Card is required.
- No book may be taken from the library without being checked out.
- Checkouts are for three weeks and may be renewed as many times as needed.
- Although the library does not assess fines for late materials, students must pay for any damaged or lost library materials.

Selection

Responsibility for the selection of library materials rests with the librarians. The circulating collection is kept up-to-date by continuous purchasing. Teachers and students are encouraged to recommend books both for required reading and for pleasure reading. The library strives to encourage independent reading and to help students cultivate a lifelong love of reading and research.

All materials selected should enrich and support students’ and faculty's research and recreational needs. Materials for students should be chosen with level of knowledge, scope, and tone carefully in mind. Potential for appeal to students should be a high priority for all materials aimed at the student population, whether or not they are intended for independent reading.

The library is guided at all times by the St. Francis Prep Mission Statement.

General considerations for all acquisitions:

- Lasting value of the content
- Enduring interest in the subject
- High degree of potential teen appeal
- Favorable reviews
- Quality and potential longevity of format
- Strength of present holdings in the same or similar subject areas
- Value commensurate with cost and need
- Authority of the author or reputation of the author
- With the exception of Foreign Language dictionaries, the library acquires primarily English language materials
- The majority of selections are current publications.

SFP-TV News

SFP-TV is a student produced TV network. The network is responsible for broadcasting a news show once a week, as well as live streaming of sports and other SFP events.
GENERAL RULES

Please review the following rules as a family. Students are held accountable to know and respect each of these policies. Together we can build a respectful community by being aware of what is expected while at SFP.

Administration has sole discretion in deciding its responses to students and families who are not in compliance with any school policies.

Academic Eligibility
Tuition payments must be kept up-to-date for a student to be eligible for participation in Driver Education, student activities/athletics and school sponsored trips. In addition, all school debts must be satisfied before Yearbook, Prom Bids, and Graduation materials are issued to seniors. Debts include, but are not limited to: tuition, detentions, other financial requirements, unreturned library and textbooks, Prep Card fees, activity uniforms, and musical instruments.

Academic Eligibility for Extra-Curricular Activities
A student who fails three or more subjects at the end of a quarter is ineligible to participate in any extra-curricular activity or sport, including tryouts, practices, and rehearsals, during the following quarter.

A student who fails two subjects at the end of the quarter is ineligible to participate in any activity or sport, including practices and rehearsals, until a mid-quarter evaluation during the following quarter. If the student is failing any two subjects at that time, he/she will remain ineligible for the remainder of the quarter.

Students who fail two subjects in June will be on probation in the fall. If a mid-quarter report shows them failing two or more subjects, they will forfeit their eligibility until the end of the quarter.

Announcements
Students are responsible for checking monitors, listening to PA announcements, reading e-mails to their SFP accounts, and to check the SFP website for important information and deadlines.

Attendance Matters (Absence, Lateness, Early Dismissal)
Please read carefully: Administration has sole discretion in deciding it’s responses to students and families who are not in compliance with these or any school policies.

Students are expected to arrive at school on-time, attend school daily, and be prepared for the day. Your cooperation is greatly appreciated and will result in your own optimal

Official Attendance is taken daily in COR, and in each class.

Pattern of Chronic Lateness is defined as 5 or more times academic achievement during the school year.

Pattern of Chronic Absence is defined as 6 or more times each quarter.

The Deans will consult with both student and parent when a pattern of lateness / absences occur.

ACADEMIC CONSEQUENCES in regard to student attendance:
Any student who misses a full day, or specific classes because of absence, lateness or early dismissal will have their grades affected negatively.

In the case of Absences: Parent or Guardian MUST notify the school by calling the Attendance Office (ext 221 or 222). These extensions accept messages 24 hours a day. Upon return from an absence, a student MUST bring a parent’s note to room E101 before beginning any class. At that point, an Absence Pass will be issued to the student who will show it to teachers for verification of prior day’s absences.

Failure to comply with these steps will cause a delay in the students resuming classes. Thank you for your cooperation with this important procedure.

In case of Lateness: Upon arrival to school late, a student MUST obtain a late pass from the lobby assistant or in E101. This STEP must be completed immediately upon arrival: Do not go to your locker or any other location before obtaining a late pass.

Any student with 5 or more lateness will be referred to see a Dean at such time.

Parent or Guardian is encouraged to notify the Attendance Office (Ext 221 or 222) if the know their child is going to be late.

Failure to obtain a late pass is not acceptable and will result in a class cut.

Lateness to school is only excused for medical reasons, religious services, and other such documented moments.

Lateness to school is NOT excused for sleeping late, returning from vacation, taking later transportation, or other such issues.

Therefore, the student will be given detentions.

If a student missed an exam, or class presentation /project due to an unexcused lateness, truancy, or cutting a class, academic consequences may be given by the teacher.

Before 9 a.m.: Late Passes are issued by use of the lobby machines. Any student who is chronically late, must report to see a Dean upon entering school.

All students must arrive to school by 1:15pm to in order to be involved in any after school activities- clubs, plays, sports, and other school related programs.

(Exceptions- documented funerals, college visits)

Early Dismissal from School: ARE FOR EMERGENCY SITUATIONS ONLY. At such time, Parent / Guardian MUST come In to sign student out In E101.

* Please do not schedule any appointments during a school day.
If any student has an Early Dismissals during any quarter, that time missed from class will be considered an absence from such classes, and will be counted toward quarterly absent total for such classes.

Any pattern of Early Dismissal requests will be reviewed by Administration and will be discussed with parent and student.

The Deans will consult with both student and parent when a pattern of lateness / early dismissal / absences occurs.

ANY student who is Absent (or suspended), May Not participate in any school activities on that day(s).
If a student is Truant (absent without permission from parent) he/she will be suspended

Cafeteria
Students are expected to utilize the cafeteria in a respectful and mature manner. Students must clean their area upon leaving. Food and beverages must remain in the cafeteria. Any concerning issues that arise will be addressed by the Deans, and further intervention will occur. Please respect the space and all who work and are in the area.

Cell Phones
Phones may not be seen, heard, or used in classrooms, locker rooms or any other location within the school building at any time while they are in these locations before or after school. The only exception to this policy is as follows: Students may only TEXT while in the cafeteria during lunch or a free. Remember, phones must always be on silent mode and never used to talk, only text. The purpose of allowing TEXT is to give parent and student an opportunity to confirm details regarding after school information. If there is a family emergency, the parent must call the Deans’ Office (ext. 217). There is absolutely no use of cell phones at any other time during the school day. Students who fail to comply will receive Detention. Additional infractions of cell phone policy will result in further administrative action. We expect students and families to comply and respect our boundaries in regards to cell phones.

Food and beverages must remain in the cafeteria. Any concerning issues that arise will be addressed by the Deans, and further intervention will occur. Please respect the space and all who work and are in the area.

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GENERAL RULES
Technology Center
The St. Francis Prep Technology Center (W-201-A) is a complete support center for all members of the St. Francis Prep community. The hours of operation are from 7:45 a.m. to 3:30 p.m. on all normal school days and summer school hours. During operational hours all levels of assistance are available some of these range from class schedule information to Ipad repairs to reporting larger issues or complaints. The Technology Center also provides a limit set of PC’s (4) and printing for use during the students free periods.
Rules and Regulations:
- No Food or Drink
- No Cell Phones / Texting / Skype / Games / Horse Play / talking with friends.
- Time on Computers will be based on first come first served bases and type use.
- Printing will be limited to less than 10 black and white pages per student per day.

Cor (see page 10)

Dangerous Items Laser pointers, water guns, toy guns, knives, mace, stink bombs, fireworks, heavy chains, and any other dangerous items are not to be brought onto the school property. The Administration has sole discretion to define and respond to any items that pose a concern to the safety and well-fare of the entire school community.

Detention
Students who receive detention(s) must serve them in the designated location and time given. Detentions will be issued on a daily basis (to be served 2:50 – 3:30 on designated day(s)), while other Detentions may require Extended Hours (Weekdays from 3 p.m. – 6 p.m.). The Deans make the decision of which type of detention a student will receive depending on the reason and history of infractions.

Detentions take priority over an after-school job, or after-school activities and must be served that day. It is in the best interest of the student to avoid breaking any school policy to ensure their after school time is available for their own use. SFP expects full compliance with this, and all other school policies.

Examples of infractions that are related to detentions are as follows (but not limited to): Dress Code violations, Smoking, Cutting class, Misconduct, Truancy, Leaving-school property, Failure to comply with Attendance Office procedures, No ID Card. All of these are avoidable by following school policy.

Any students involved in theft, fighting, disrespectful comments or actions, will be suspended following further review by the Deans.

When a student is suspended for disciplinary infractions, the punishment affects academics. The student under suspension maintains responsibility for all academic work covered during the time of suspension from his/her classes.

Dismissal of a Student from SFP
Violations of school regulations or behavior which is illegal or inappropriate will not be tolerated. Consequences are at the discretion of the Principal, with the recommendation of the Deans. It is in the best interest of students to comply with all school rules and policies. Mutual respect and proper behavior is expected. If any issues occur, each will be addressed on an individual basis. In cases where a student is dismissed from Prep, please be aware that they may not attend any function at SFP.

DRESS CODE

ALL CLOTHING IS TO BE NEAT AND CLEAN
All students must be in full uniform upon arrival to school and before 8:20 a.m. (or sooner if they have earlier class), and remain so until the conclusion of the school day. All items must have approved SFP insignia. All uniform Pants must be purchased from Flynn and O’Hara. Pants must be relaxed fitting. Do Not alter to create tight-skinned appearance. All SFP Polo Shirts are purchased from Flynn and O’Hara. Additional SFP approved Polos are also available for purchase in the SFP bookstore, or from SFP Athletic’s. Any undergarment worn under the SFP Polo must be same hem and sleeve length as Polo. Student must always have a SFP polo on (even if SFP sweatshirt is worn, collar of SFP Polo must be seen at all times). Student may wear approved SFP Sweatshirts (No Hooded sweatshirts are permitted during the school day).

Footwear: Must be solid black: shoes, sneakers, boots. (no heels)
Footwear must not have any other color or logo. All foot wear must be secure, and under the pant leg. Overall appearance must be neat.

Outer wear items: Coats, hats, jackets, and other weather-related items must be secured in student lockers during the day.

Hair: Must be neat and well-groomed. (any dye color such as bright pink, blue, etc., will not be permitted). To best guide this policy hair color is required to be natural human hair color. (For the purpose of this policy, Natural human hair color is defined to be black, brown, blond, natural red, or grey)

Earrings: Only on the ears. Any other piercing, such as tongue, eyebrow, nose, etc., are not permitted.

PLEASE NOTE: SFP has the sole discretion in determining if a student’s attire or appearance respects the school policy. Any concerns in this area will be addressed immediately by the Deans. Students must prepare for inclement weather, and have uniform items that fit them properly each day. It is the family’s responsibility to purchase any additional items if a need arises. Failure to be in school uniform will result in Detentions. Excuses, such as clothes not laundered, left at another location, size changes, and limited items, are not valid excuses to arrive out of uniform. Any pattern of this will result in parent contact.

Dress Down Day Rules: During the school year students may be given an opportunity to promote a special event. On these occasions, specific reminders will be announced prior to the day. In most cases these opportunities to dress down are limited and specify a specific T-Shirt which can be worn in place of SFP Polo. But students must remain in the SFP Uniform Pants and Footwear. The T-Shirts are usually associated with special events such as the School Play, Fund Raisers, and certain Academic Department Activities. Students do not have to participate in any of these specialty purchased T-Shirt days. In such cases, they simply remain in full uniform.

Regular gym clothes for all P.E. classes must be worn.
Driver Education

Driver Education instruction at St. Francis Prep is scheduled not to interfere with the school day. In the fall and spring semesters classes for both lecture and driving are conducted BEFORE SCHOOL (6:45 a.m.) and AFTER SCHOOL (2:50 p.m.) Monday thru Friday with some driving classes meeting on weekends.

Summer Driver Education is offered as a 6 week program (last week of June thru the first week of August). Students will be required to attend 3 classes a week.

Attendance at a weekly lecture class and a weekly behind the wheel lesson are required to earn a completion certificate (MV 285). In order for a student to be eligible to take a DMV road test, you must have completed Driver Education and had your permit for 6 months. Parents are required to complete a Certified of Supervised Driving form (MV262) before a scheduled road test.

To earn a Driver License you MUST
1) Be 17 years old
2) Pass Driver Education (MV285)
3) Pass a DMV Road Test

Drugs, Alcohol, Tobacco, Vaping

The Administration has sole discretion on its response to any such incident. SFP reserves the right to require lab tests for any student based upon reasonable suspicion, and also has the right to conduct random searches of lockers and bags, if warranted. Any Student Supplying or Selling illegal items will face automatic dismissal from SFP. Smoking / Vaping is not permitted within the school, on school property, in the streets around the school, on the bridge, in the park, at 7-11, or at the bus stops, including the bus stops by Blue Bay and 7-11. Violations of this rule will result in fines, detentions, suspension, and/or parental conferences.

Drug Intervention

Any student who voluntarily requests assistance will be given the opportunity with the support of the Guidance Counselor, School Nurse, and the Administration, to seek professional help toward adopting a healthy life style, in consultation with parent / guardian.

Electronic Devices

iPads and other devices permitted for educational use is under the strict direction of the faculty and administration. Any inappropriate and / or non-educational use of such devices is unacceptable and will be addressed in accordance with SFP policies.

Students must remove all earphones once they enter the building.

Elevators

Only faculty and authorized persons are to use the elevator. Students needing to use elevators must consult with the school nurse.

Fire Drills /Shelter-In Drills / Lock Down Drills:

Because of the seriousness of all fire and safety regulations, students must follow all drill instructions. Strict silence and order must be maintained during the fire drill. Fire Drill Regulations will be strictly enforced. Details are reviewed in student assemblies during the year.

Gambling

Gambling (sports sheets and pools, pyramid schemes, chain letters, poker, etc.) is not permitted in the school. Card playing is not allowed. Playing games on electronic devices is not allowed.

Grading Policy (see page 7)

Guidance Services (see page 18)

Hall Behavior

Students are expected to behave in a safe and orderly fashion whenever in the school building. Pushing, shoving, yelling, using bad language, blocking passage, or disturbing classes before, during, or after school is strictly prohibited.

Students who have free periods should go to the Library, Cafeteria, or non-classroom areas during that time. Students are NOT permitted in the classroom wings without a Hall Pass during class time.

Student are not permitted in other classrooms.

During P.A. Announcements, students are expected to stop and listen before continuing on their way.

Homework Assistance Room Policy

It is the policy of the school that any student with multiple failures (3 or more) must attend the Homework Assistance Room once a week. All research points to homework completion with quality as an integral part of a student’s success in school. The purpose of the room is to provide quiet time for students to complete and work on homework assignments, read, study for quizzes and exams, and work on upcoming projects.

Students will engage in a mandatory meeting with their Guidance Counselor at the end of the quarter to obtain more specific information regarding specific days and times. Our administration and faculty are committed to providing students, who have academic difficulties, the assistance necessary to be successful at St. Francis Prep.
Honor Code
Students at St. Francis Prep commit themselves to honesty in all their academic work. Academic dishonesty (cheating) is taking credit for work that is not one’s own. Cheating includes, but is not limited to, the following items:
- giving or receiving aid on an exam or attempting to do so
- copying homework
- not documenting sources (including use of the Internet)
- plagiarism
- getting the answers for a test in advance
- forgery
- misusing calculators
- taking photos of any academic documents
Any behavior that compromises the integrity of a student’s work or a teacher’s assessment of that work constitutes cheating. Students who misrepresent themselves and their work face serious academic consequences. Individual classroom teachers will explain in detail policies regarding academic honesty relevant to their discipline and course. There are also school policies and consequences for violating the commitment to academic honesty. When a student cheats, the teacher involved will contact his or her parents or guardians; the student will also fail the assignment on which the cheating occurred. Subsequent incidents of cheating will carry increasingly severe consequences. Repeated incidents of cheating can lead to a student’s dismissal from St. Francis Prep.

Identification Cards (I.D. Cards)
Students MUST display their current Identification Card at all times on SFP lanyard. Detentions will be issued if students do not carry their I.D. cards. Upon request, students must present their I.D. Card to a teacher, administrator, or staff member. If an I.D. Card is lost, the student is responsible to report it immediately to SFP Security (In E101), and purchase a replacement card in the SFP Bookstore. Additional information has been provided to families in regards to the option of utilizing the I.D. Card (Prep Card) for food purchases in the school cafeteria.

Illness (see Health and Related Date page 20)

Interscholastic Sports and Student Activities
A complete listing of Interscholastic sports and student activities and their moderators can be found on pages 26 & 27 of this calendar. Daily announcements about these sports and activities are printed on the television screens in the lobbies, library, and cafeteria, and on several bulletin boards located outside the gym and cafeteria.

(see also under Academic Eligibility for Extra-Curricular Activities page 9)

Lateness - Student (see under Attendance p. 12)

Lateness - Teacher
If a teacher has not arrived for a class after it is scheduled to begin, a representative from the class is to report to the Assistant Principal for Faculty and Instruction in Room N 121. All students are to remain orderly and await further instruction. Students are never allowed to dismiss themselves.

Additionally, if a student “believes” a teacher may be absent, the student still must go to class on time and follow any special instructions if teacher is absent. Students can not presume class is cancelled.

Library (see page 11)

Lockers
Students must remain in their assigned lockers. There will be detention if students take over any other locker. Any student may not go to their lockers between 9:10 and 9:25 a.m. (the end of First Period and the end of Cor). All students are to keep their lockers clean and orderly. For reasons of security, all students must use school-purchased locks (available in the Bookstore in West Bottom) and may not share lockers. Outerwear is to be kept in the locker and not to be worn or carried around during the school day. The school reserves the right to inspect students’ lockers. Lockers will be fumigated during the school year and summer vacation and must be emptied at these times. Students are permitted to go to their lockers at the change of other periods and 5 minutes before and after the start of a period. At all other times, students must have a Hall Pass (obtained from a school office or Library). Students who have free periods should go to the Library, Cafeteria, or non-classroom areas during that time. Authorization from the Deans’ Office must be obtained for students to exchange lockers.

Lost and Found
The Lost and Found is located in the Deans’ Office, E-101.

MetroCards
Students are issued MetroCards on the first day of school in September, and again in February. It is illegal for a card to be used by anyone other than the student to whom it is assigned.

Replacement MetroCards are limited (The MTA has the right to limit SFP request for replacement cards). Students must report to the General Office to request a replacement card. Further instruction will be provided at that time.

Parent Portal (PowerSchool)
You (as a parent/guardian) and your student will have access to the SFP Parent Portal. This allows you the opportunity to check on the student’s grades, as well as his/her discipline, attendance, and medical logs. You will receive your Access ID and Access Password at “Back to School Night” in mid-September. There will also be staff on hand to answer your Parent Portal questions. If you are unable to attend that evening, the information will be mailed home to you.

Personal Property
It is strongly suggested that students not wear expensive clothes, such as leather jackets or jewelry, or carry large sums of money to and from school. The school cannot be responsible for the loss or theft of private property.

PowerSchool
See Parent Portal above. See Student Portal on next page.
Residence
It is expected that all students reside with a parent or guardian. If not, the school requires that the parent inform the school in writing of the student’s approved address and the name of the adult to be contacted in case of emergency.

Whenever the custodial parent(s) will be traveling, the school must be notified in writing of the name of the person responsible during the parent's absence, plus the approximate duration.

When the student moves or changes telephone information, this information needs to be recorded in the General Office. This should be done as soon as the new information is available.

School Closings - School Messenger System
A School Messenger call will notify your primary phone number on record. This is used for all school emergencies (weather related or other). You may also check our website (www.sfponline.org) and all news and radio stations.

Radio Stations
- WCBS 880 AM www.wcbs880.com
- WINS 1010 AM www.cbsnewyork.com
- WOR 710 AM www.wor710.com or by calling their toll-free number at 1-877-871-9208

TV Stations
- WCBS - TV Channel 2 – www.wcbs2.com
- WNBC - TV Channel 4 – www.wnbc.com
- FOX 5 - Good Day New York 5 - www.myfoxy5.com
- WABC - TV Channel 7 – www.7online.com
- CW11 - (Channel 11) – www.cw11.com
- Time Warner Cable – NY1 News Channel 1 – www.ny1.com

*** If NYC Public Schools close due to weather, St. Francis Prep will automatically close.

School Property
The school is legally responsible for a student’s well-being during school hours. After a student's first class, the student must remain on school property at all times during the school day.

Students who are free during the school day and choose to go outside must remain in the parking lot area directly behind the cafeteria. Students are not to go beyond the fence into any section of the park. Infractions of this rule will result in detention or suspension. If for any reason students must leave the school premises, they are to secure a pass from the Attendance Office in Room E-101 after presenting a parental note and call. Permission to go to a student car is granted only by a Dean.

Although not school property, students are not permitted to smoke or loiter (“hang out”) on the bridge over the Long Island Expressway at any time.

Students are permitted to make purchases in local area stores before and after school, but are not allowed to “hang out” or smoke outside these stores.

School Sponsored Trips
At various times during the year, school trips will be offered. Parents will be asked to sign permission forms and make checks payable to St. Francis Prep. Students are not permitted to organize their own or competing trips, nor are students allowed to advertise, collect money, or in any other way use the school’s name or imply that the school is associated with or sponsoring an outside trip.

Security Personnel
Security personnel are on duty school days from 6:30 a.m. to 6:00 p.m. All security issues can be reported by calling 718-423-8810 ext. 301. However, in case of an emergency, please call 911 before calling the school.

Service
The school recommends that all students get involved in service activities during their years at Prep.

Examples of School Service are the following:
- volunteering during Open House
- Christmas Party for “Our Friends with Special Needs”
- Parent-Teacher Interviews – evenings
- Mass
- Retreat Leaders
- Peer Counselors
- Deans’ Aids
- tutors

Examples of Christian Service are the following:
- helping at parish Mass or CCD classes
- visiting the sick at hospitals or nursing homes
- working in soup kitchens
- coaching sports

Christian Service may be taken as a junior elective and is arranged through the Religious Education Department.

All students applying for membership in or who are members of the National Honor Society must be regularly engaged in service activities both in and out of school.

Student Cars
Students are not permitted to park their cars in the schoolyard. Students doing so risk a fine or detention. The school reserves the right to have student cars towed from the school parking lot at the owner’s expense.

DO NOT DOUBLE PARK, PARK IN BUS STOPS, OR BLOCK THE SCHOOL DRIVEWAY AT ANY TIME.

Student Government
Please refer to page 24.

Student Portal (PowerSchool)
Each student has access to the SFP Parent/Student Portal. This allows them the opportunity to check their grades as well as discipline, attendance, and medical logs. They need an Access ID and Access Password in order to establish their account.

Summer School - Any student who fails a class or multiple classes for any semester or at the end of a school year MUST ATTEND summer school at St. Francis Prep. Any student that does not attend summer school here will not be able to return to SFP the following school year.

Technology Acceptable Use Policy
Our full Policy can be found on the SFP website under Technology.

SFP takes this matter seriously, and has a no-tolerance policy for any infractions.
Visitors
All visitors must enter through the main entrance on Francis Lewis Blvd. and obtain a Visitor’s Pass after personal identification is provided. This pass must be displayed while in the building and returned upon departure. Students may not invite friends or relatives to visit with them at school.

Web Postings Policy
Students who have personal social network type accounts do not have the right to bring harm to or damage the reputation of the school or any individual in or related to St. Francis Prep.

Any student who posts negative items/comments will be subject to suspension or expulsion. We expect parents and families to monitor their child’s activity on the Internet and remove anything.

SFP takes this matter seriously, and has a no-tolerance policy for any infractions.

For your own protection, never publish your full name, address, phone number, or any other information that can be used to identify you, your family, or any of your friends.

Doing so can help someone with bad intentions to locate and contact you, a friend, or classmate with potentially awful consequences. Never trust anyone you meet on the web. Pictures and profiles can be deceiving, and often they are created to deceive. Your online safety is your responsibility. Never go to meet someone you have met online. Be smart and protect yourself and your friends.

Working Papers
Please obtain application in the General Office (Room N-109). Only SFP students will be able to obtain working papers.

After you pick-up Application from the General Office, student must complete and have parent sign.

*If you need the SFP Nurse’s approval, please see the School Nurse before returning completed application to the General Office.

Complete the following steps:

- Part I of the application should be completely filled out with the student’s Social Security number and a parent’s signature.

- You must have a physical examination. It may be obtained from your private physician or the school doctor. Your private physician must write on his prescription pad the date of the exam, his findings, and that you are capable of working. He must sign and stamp it. (If a student has a physical exam on file in the Nurse’s Office dated July 1 or later of the current year, the Nurse may approve the application.)

- A form of ID is required - your Birth Certificate, a VALID Passport, Driver License, Permit, or State I.D.

- Bring the following to the General Office at dismissal
  1. the application signed by a parent
  2. the Doctor’s Certification of Health (or SFP nurse’s approval on application)
  3. a form of identification

As of September 1991, the Child Labor Law has been changed in regard to work hours for the employment of children less than 18 years of age. It states that while school is in session, minors 14-15 years of age are not permitted to work after 7:00 p.m., and minors 17-18 years of age may not work after 10:00 p.m.

EXCEPTIONS TO THE LAW WILL NOT BE AUTHORIZED BY THE SCHOOL.
GUIDANCE AND COLLEGE INFORMATION

Guidance
Personnel
Ms. Robyn Armon – Director of Guidance and College Counseling/Chairperson of Guidance Services
Ms. Becky Barell
Mr. Brandon Magenheim
Mr. Nicholas Lombardo
Mrs. Jennifer Kuz, College Office Assistant
Mrs. Patricia Fagan, Guidance Office Assistant

Counselors’ Assignments

<table>
<thead>
<tr>
<th>Course</th>
<th>Counselor</th>
<th>Room</th>
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<tbody>
<tr>
<td>102, 103, 202, 203</td>
<td>Ms. Robyn Armon</td>
<td>N - 201</td>
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<tr>
<td>104, 105, 204, 205, 304, 305, 404, 405</td>
<td>Mr. Brandon Magenheim</td>
<td>N-206</td>
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<tr>
<td>106, 107, 206, 207</td>
<td>Mr. Peter Bosco</td>
<td>W-101</td>
</tr>
<tr>
<td>306, 307, 406, 407</td>
<td>Mrs. J. Morrone</td>
<td>W-115A</td>
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<tr>
<td>108, 109, 208, 209</td>
<td>Mr. Nicholas Lombardo</td>
<td>W-101</td>
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<tr>
<td>112, 113, 212, 213, 312, 313, 412, 413</td>
<td>Ms. Becky Barell</td>
<td>W-019B</td>
</tr>
<tr>
<td>114, 115, 214, 215</td>
<td>Mr. Brandon Magenheim</td>
<td>W-101</td>
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<tr>
<td>314, 315, 414, 415</td>
<td>Mrs. Nancy Williams</td>
<td>W-101</td>
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<tr>
<td>116, 117, 216, 217</td>
<td>Mrs. Laura Hassett</td>
<td>W-115B</td>
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<tr>
<td>316, 317, 416, 417</td>
<td>Mrs. Danielle Forte</td>
<td>W-019C</td>
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<tr>
<td>101, 118, 201, 218</td>
<td>Mrs. Patricia Fagan</td>
<td>W-101</td>
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<tr>
<td>301, 318, 401, 418</td>
<td>Mrs. Laura Hassett</td>
<td>W-115B</td>
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<tr>
<td>110, 111, 210, 211</td>
<td>Mr. Michael Hernandez</td>
<td>W-101</td>
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<tr>
<td>310, 311, 410, 411</td>
<td>Mrs. Jennifer Kuz, College Office Assistant</td>
<td>W-101</td>
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<tr>
<td></td>
<td>Mrs. Patricia Fagan, Guidance Office Assistant</td>
<td>N-101</td>
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</tbody>
</table>

Counseling/Chairperson of Guidance Services
Mr. Peter Bosco
Mrs. Nancy Williams
Mrs. Josephine Morrone
Mr. Brandon Magenheim
Mr. Nicholas Lombardo
Mrs. Laura Hassett
Ms. Becky Barell

Career Counseling
The purpose of this program is to educate students with respect to careers and to assist in their decisions concerning career and college choices. Counselors meet with students to work on the Naviance Program.

Educational Counseling
In order to assist students to succeed academically and make good course selection decisions, the department offers educational counseling. Students may request these sessions or they may be initiated by the counselor or referred by a teacher.

Guidance Services
Guidance services provide an integral part of the education process. Assisting with the optimal development of each student is the primary goal of the department. In order to work toward this objective, the department offers a wide range of guidance services including Career, Educational, and Personal Counseling. All guidance programs are based on the value of self-understanding, self-acceptance, informed decision-making, and the ability to engage in actions that are responsible, satisfying, and productive. Our objective is to provide services without prejudice based on any status or condition. This department is committed to responding to the diverse needs, interests, and abilities of our students.

The department serves the entire school community. A close working relationship among members of the department, administration, faculty, and parents is essential to the effective delivery of services to the students.

Peer Counseling
The Peer Counseling Program facilitates the transition of our 9th graders into high school. In September, members of the senior class assume the position of Peer Counselor for small groups of 9th graders.

Personal Counseling
Individual counseling sessions are offered for those students who need assistance with personal issues. Students may see the counselor assigned to them. Appointment sheets are available in the Counseling Center in Room W-101. Parents who have concerns regarding their son or daughter can make a referral to the assigned counselor.

Referral Service
A resource of mental health providers in the surrounding area is available from the Guidance Department. All of the recommended private practitioners and agencies have been contacted and evaluated by our staff.

Support Groups
The Guidance Department conducts various small groups made up of students facing common personal issues. These groups usually meet during the school day. Some groups meet for a predefined number of sessions, others run indefinitely. A student's membership in a group is considered private. Based on student need and interest, new groups may be started, while others may not be offered every year. Additional information concerning these groups may be obtained from your counselor.

Tutoring Program
Many students serve the Prep community by volunteering to tutor students who need help in specific subjects. Students needing assistance are encouraged to request a tutor in the Counseling Center in Room W-101. Sessions may be scheduled before or after school or during a free period.

College Information
Guidelines
You will need all, or some of the following information, for filing your application:

School Telephone: 1-718-423-8810
SFP CEEB Code: 330835
SFP Center Number: 33-426
SFP Accreditation:
- New York State Board of Regents
- Middle States Association of Colleges and Secondary Schools
- New York State Association of Independent Schools
- SFP Grading System
- Passing Grade: 75%
- College Recommendation Grade: 80%
- Honor Grade: 90%

Each Honors Course receives 4 additional points added to the final course grade; AP courses receive 6 quality points.

- Principal's List: an average of 95% or higher each year
- Optimize Society: an average of 90% each year

Honors Courses are listed as honors courses and are designated as such on the student's permanent record card.

Honors Courses and Advanced Placement Courses are very important if you hope to be accepted in any of the more highly competitive colleges. The quality of your courses and the grades you receive in them very often determine whether or not you will be accepted.

(Guidance continued on next page)
Check the admission requirements of your particular college. Discuss your choice of course and/or career with your parents, your subject teacher, and your counselor.

Procedures for Submitting Applications to the College Office:

1. **It is the responsibility of every senior to register for Naviance Family Connection and the Common Application.**

2. Once you have completed filling out your applications online, you must submit the Application Transmittal Form, along with $5.00 in cash, to the College Office in N-201. Please read and follow all guidelines carefully.

3. College Office hours for submitting applications are Monday-Friday 8:00 a.m. – 3:00 p.m.

4. For those colleges that do not accept online transmissions, bring the application in a 9x12 manila envelope, addressed to the Undergraduate Admissions Office of the college to which you are applying.
   - CUNY Applications: You may use the provided envelope or a 9x12 manila envelope addressed to the University Application Processing Center – NOT the individual college.
   - Other Applications: Bring the application in a 9x12 manila envelope, addressed to the Undergraduate Admissions Office of the college to which you are applying.

5. Each application should have four (4) stamps on the envelope in the upper right hand corner.

6. Please paperclip your check or money order to the application. NO CASH will be accepted! APPLICATION FEES VARY DEPENDING ON THE INDIVIDUAL SCHOOL. Please refer to the individual application for all fees.

7. Each paper application must be accompanied by an APPLICATION TRANSMITTAL FORM and $5.00 in cash. These forms are available in the College Office (N-201) and the Guidance Office (W-101).

8. Letter of Recommendation: Many schools request that students submit letters of recommendation with their applications.

   Colleges are looking for an assessment of your academic performance; therefore, it is strongly suggested that you request a letter of recommendation from a teacher who taught you in a major academic subject. You should have had this teacher no earlier than your junior year. If your teacher agrees to write you a recommendation, please pick up a “Request for Teacher Letter of Recommendation” form from the College Office (N-201) or Guidance Department (W-101). Submit this form to your teacher with a stamped business envelope (one for each letter) addressed to the college receiving the letter.

   **Letters of recommendation do not have to accompany your application, teachers can send them separately.**

9. Scholarship applications that require a transcript must be submitted the same way as any college application (envelope, transcript fee…)

10. **Students are responsible for having their standardized test scores sent directly to the colleges to which they are applying.** Students may do so by logging on to: www.collegeboard.org and/or www.act.student.org and following instructions for test score submission. This can also be done when you register for the SAT or ACT by listing the colleges you wish to receive your scores.

   Failure to follow any of these procedures could result in your application arriving late to the college. If you anticipate a problem, please speak with your counselor in advance so that possible alternatives, if any, may be pursued.

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**IMPORTANT DATES**

Collection locations will be announced...

- September 25: Early Decision/Early Action – Applications Accepted
- October 21: Early Decision/Early Action – Deadline
- September 25: Accepting Regular Decision Applications
- November 4: CUNY Applications recommended deadlines due in the College Office

**Register for SAT Tests at**

www.collegeboard.com:

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<th>Register By:</th>
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<tr>
<td>October 5</td>
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<td>February 14</td>
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<td>May 2</td>
<td>April 3</td>
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<tr>
<td>June 6</td>
<td>May 8</td>
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**Register for ACT Tests at**

www.act.org:

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<tr>
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Guidance and College Information continued...
HEALTH AND RELATED DATA

Health Services

The Nurse’s Office, located in Room N-125, is staffed by a full-time nurse and assistants. The services of a school physician are available on a part-time basis. The Department of Health gives this physician the right to review student health records.

A recent physical examination is mandatory for all 9th graders and transfer students. Any student engaged in competitive sports and activities must have an annual physical examination after June 1, of this year. The form must be signed, dated, and stamped by a doctor. Parent and student permissions are required for each sport and the form must be submitted before a student can try out. If a parent signs a Permission Form the same day the form is obtained from the nurse, the parent must sign it in the Nurse’s Office. If there is a difference of opinion regarding a medical problem, the school physician has the absolute authority to determine the physical capability of a student to participate in a sport.

Any physical form altered or changed by a student or parent will result in a suspension from the sport.

Immunization documentation is required of all incoming students. No student will be admitted to school without required proof of complete immunization.

Any student with a medical problem must submit an annual update to the school Nurse’s Office in Room N-125.

At its discretion, the school may request a physical examination of a student if it is deemed necessary to promote the welfare of the student and the school.

Wheelchair/Crutches/Cane

A newly injured student must report to the Nurse’s Office upon entering the building with written documentation from a doctor. Injured students who are required to attend school in a wheelchair/crutches/cane will do so on the written recommendation of a doctor.

During a fire drill, a student using crutches is to proceed to the windows at the end of the hall and follow further instructions.

Physical Education/Athletics

A physician’s note is required to excuse a student from physical education after two consecutive excused classes. A physician’s clearance note is required to then return to physical education. If you are taken out of physical education for medical reasons, you must be taken out of your after school sport / activity.

Any student who is injured in their SFP activity, team sport, practice or game, must get a doctor’s note to return to school.

Attendance

A student must arrive at school no later than 1:15pm on a school day to be able to attend sports, practices, or school events.

Elevators

Only faculty and authorized persons are to use the elevator. Students needing to use elevators may obtain a key after receiving written permission from their doctor. The Nurse’s Office will supply the key.

Illness

Students should not report to school if they are ill. If students become ill during the school day, they should report to the Nurse’s Office in Room N-125, with a note from the classroom teacher. If for some reason the nurse is unavailable, students are asked to report to the Deans’ Office. A parent or his/her representative must come to take a sick student home. A parent/guardian can request a cab to take their child home. The nurse or a school representative will speak with a parent or a person designated on the Emergency Card before a student can be dismissed for illness. Students are not to leave the building without a pass from the Attendance Office in Room E-101 after seeing the nurse.

A doctor's note is required to readmit a student for absence due to surgery or chronic illness. Students must be free of eye symptoms following “pink eye” before returning to school. Any student who suffers a head injury/concussion must have a doctor’s note to return to school/physical education and their sport.

When a school representative deems emergency treatment necessary, 911 will be called and the student will be taken to a hospital emergency room with a school representative if the parent is unable to arrive. The ambulance driver, not the school, determines the hospital chosen. Parents will be notified immediately.

Insurance

Each student is covered by a standard school accident policy. This policy covers a student in school, traveling to and from school, and to and from all authorized school activities. For further information, call the Nurse’s Office, ext. 234, or the Athletic Office, ext. 223, during the year.

Medication

Any student taking medication prescribed by a physician during school hours, must report to the Nurse. Students who carry inhalers, epipens, Benadryl, or diabetic medication and equipment must have MD notes and signed self medication release forms on file.

See Page 21 for Concussion Management School Policy Form.

“Start by doing what’s necessary; then do what’s possible; and suddenly you are doing the impossible.”

- St. Francis of Assisi
**NATIONAL HONOR SOCIETY**

Membership in the Franciscan Chapter of the National Honor Society requires a standard in scholarship, leadership, service, and character. The Society recognizes the total student who excels in all these areas.

To be considered for membership, juniors and seniors must fulfill the following obligations prior to their candidacy:
- participate in SFP extra-curricular school activities;
- participate in on-going service to school and a non-profit outside of school community (see below);
- achieve a cumulative average of 92%
- maintain a minimum yearly average of at least 90%
- complete or be enrolled in at least three Honor/Advanced Placement courses; one within year of application.

Each candidate completes an application modeled on the National Honor Society norms adopted by the SFP chapter. Failure to adhere to specific deadlines or requirements nullifies the application. Accepted members are required to continue the above mentioned activities, complete 20 hours of service, maintain the minimum of 90% for both current and cumulative averages, and to live up to the promises and ideals made in their Induction Pledge. Additionally, members must complete three Honors or Advanced Placement courses over the course of their four years. One of these courses must be completed during 11th grade.

Adherence to SFP’s Honor Code and school regulations is expected of all NHS members and applicants. Violation of the Honor Code or repeated disciplinary referrals will nullify eligibility for admission and terminate active membership.

Candidacy and admissions are the responsibility of the Faculty Council. The Faculty Council consists of faculty members appointed by the Principal. The Faculty Council reviews the candidates’ application forms and any other verifiable information about the candidates. Inductees must receive a majority of votes from the Council. Two reviews occur annually: seniors apply in September and juniors apply in November. The Induction Ceremony occurs in at the beginning of the second semester.

**NHS Service Criteria**

Under ordinary circumstances, the Franciscan Chapter of the NHS has a 35 hour requirement of combined service to SFP and the outside community. The service is ordinarily conducted at a non-profit organization or at a facility that assists vulnerable populations (e.g., privately owned nursing home). Twenty-five of these hours are expected to be served at one organization demonstrating an on-going commitment to that organization.

**MODIFICATIONS TO SERVICE CRITERIA DUE TO COVID-19**

We recognize that the concern for public health and safety has created a difficult environment for high school students to meet the traditional service requirements. For this reason, the following modifications to the service requirements have been made for the class of 2021 & 2022.

**Current Members**

Current members must perform 10 hours of service to the outside community and/or SFP by May 7, 2021.

**Class of 2021 & 2022**

Applicants must verify that they have demonstrated the value of service since 2017 for a total of 15 hours of service to the community and SFP. The service hours are cumulative since 9th grade and do not need to demonstrate an on-going commitment to just one organization.

**Example #1**

Ten hours of service to the outside community at a non-profit organization or private nursing home/hospital (i.e., coaching for CYO, volunteer at church, assisting at charity walks) and five hours of service to SFP (e.g., tutoring, assisting at Open House, service facilitated through a school department like Campus Ministry or Guidance). Service that is rendered via digital means that is verifiable (e.g., letters to nursing homes; assisting at virtual Admissions or incoming 9th Grade Orientation activities) is also considered acceptable service.

**Example #2**

Fifteen hours of service at SFP or fifteen total hours at another non-profit.

**NEW YORK STATE SCIENCE HONOR SOCIETY FRANCISCAN CHAPTER**

The purpose of the Franciscan Chapter of the NYS Science Honor Society is to acknowledge those students excelling in the field of science.

The criteria used for consideration in the society are as follows:

- a. The student must be in junior or senior year and must have completed 1 year at St. Francis Prep
- b. The student must have a cumulative average of 92.0 or higher and have grades of:
  - 92 or higher in any regular Science or Math class
  - 90 or higher in any honors Math or Science class
  - 88 or higher in any Advanced Placement Math or Science class
- c. The student must be enrolled in 1 full credit of Science.
- d. Students accepted in junior year are re-evaluated for senior year membership.
- e. Junior inductees must complete 20 service hours to be reconsidered as seniors. New seniors must complete 20 service hours and returning seniors must complete 10 service hours. Failure to complete service hours as a junior disqualifies the student for senior membership.

Upon receiving an invitation to join the Honor Society, students will receive a full explanation of all requirements for continued membership in the Society.

Students will address any questions or concerns to the chapter moderator.

Members are required to do in-school service. This service should be in science. Service may be Peer Tutoring through the Guidance Office (W-101), teacher assistants (in class or in lab), lab aides, or volunteer work at science after-school activities. Any service not listed must be approved by the chapter moderator before serving.

All members must maintain a service log (available on the St. Francis Prep website). Log sheets will be collected at the end of each quarter and mid-third quarter. All service requirements must be completed by the ceremony.

The senior class members of the society elect members of their class for the following positions: President, Vice-President, and Secretary.

**THE NATIONAL ENGLISH HONOR SOCIETY**

The National English Honor Society (NEHS), founded and sponsored by Sigma Tau Delta, is the only national organization exclusively for high school students who, in the field of English, merit special note for past and current accomplishments. The St. Francis Prep chapter is composed of superior students who have distinguished themselves in literary studies during their time at St. Francis.

The criteria for admission for students include:

1. Junior or senior level at SFP
2. At least a 90 cumulative average in English at SFP (Student must never have failed a quarter.)
3. Taken English Honors/AP in at least 2 of their years at SFP
4. Been nominated for membership by a current or former SFP English teacher.

Our school’s chapter is called the “Red and Blue Chapter” because the name has relevance to the history and tradition of St. Francis Prep. Since the school colors often have literary significance and symbolism, this name is appropriate.

The chapter’s moderator is Mr. Robert Williams, Chairperson of the English Department.
RECOGNITION OF EXCELLENCE

The Prep community pauses on several occasions during the school year to recognize individuals who have demonstrated superior achievement.

The following awards are presented annually:

**Activity Awards** - Students who participate in the activities program are recognized according to the number of hours of active involvement. These awards take the form of certificates, plaques, and school letters. Participation in the co-curricular program warrants recognition on a student's permanent record. This information is often helpful in gaining admission to colleges.

**Canticle Citation** - In October during the Liturgy in honor of our patron, St. Francis of Assisi, this award is presented to members of the faculty who have faithfully served the Prep for 15, 25, and 40 years respectively.

**Franciscan Spirit Award** - Two members of the Prep community who best embody the philosophy and spirit of St. Francis Prep are presented with this award. One recipient comes from the senior class and the other recipient from the entire Prep community. This award is presented at the commencement exercises.

**Graduation Awards** - Medals of Excellence and Commendation Certificates for each academic subject are presented to graduating seniors during the Commencement Exercises in June.

**National Honor Society** - During the month of December, students eligible for membership in this society are inducted in a formal ceremony.

**Optimate Society** - This award recognizes academic excellence for a student who has achieved 90% - 94% average for the school year.

**Principal's Award** - Similar to Canticle Citation but presented to non-faculty staff members.

**Principal's List** - This honor is given to a student who excels with an average of 95% or above for the school year.

**Scholar-Athlete Awards** - These awards are presented to graduating male and female scholar-athletes meeting these qualifications: participation in two Varsity sports in senior year; a minimum 85% average for four years; character, attitude, and sportsmanship worthy of emulation. The male recipient receives the Alfred E. Powers Award; the female recipient receives the Shelia Barrett-Knudsen Award.

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NATIONAL MATHEMATICS HONOR SOCIETY
MU ALPHA THETA
FRANCISCAN CHAPTER

The Franciscan Chapter of Mu Alpha Theta was established in January of 2009. The purpose of this organization is to promote scholarship in, and enjoyment and understanding of, mathematics among high school students.

The following is the criteria used for consideration in the society:

a. The student must have completed at least 2 years of high school math at St. Francis Prep.
b. The student must have grades of:
   i. 95 or higher in any two regular math classes
   ii. 92 or higher in any two honors math classes
   iii. An overall GPA of 92 or higher
c. The student must be enrolled in 1 full credit of math. This can be accomplished with any full year class.
d. There is no such thing as “permanent membership;” any student accepted is re-evaluated for the following year’s membership.
e. Inductees need to complete service hours to be reconsidered the following year. Rules for service are described below. Failure to complete service hours disqualifies the member for membership the following year.
f. Any student who has honor code violations or suspensions will not be considered for admittance. Any student who acquires either of the above after being inducted will be rejected. Students with excessive detentions will also be rejected.

Upon receiving an invitation to join, students sign a letter of acceptance. This letter includes three caveats:

a. Students must attend the induction ceremony
b. Students must agree to do school tutoring service hours:
   1. New members must complete a total of 8 hours of service. (5 hours prior to Induction Ceremony and 3 hours after Induction Ceremony). New members are required to do tutoring service through the Peer Tutoring in the Guidance Office (W-101), or peer-tutoring through the students’ math teacher.
      All members must maintain a service log (available on the St. Francis Prep website). Log Sheets are due in February and May (exact dates to be announced). Log entries must be separate for each work of service done. A signature from a faculty member or adult in charge is needed for each entry. Service hours are approved only by the moderator.
   2. Current senior members must complete 8 hours of in school math tutoring. Logs must be completed, signed, and handed in by due dates.

Student entries that do not follow the log requirements or that includes service outside the boundaries discussed in section above, may be rejected by the moderator.

c. Students must pay a one-time $35.00 application fee. This includes the membership fee, an honor society chord, a membership pin, and a certificate. This fee will also cover any social events.

The Senior Class members of the society elect members of their class for the following positions: President, Vice-President, and Secretary.

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SPECIAL AWARDS
PARENTS’ GUILD

The Parents’ Guild of St. Francis Prep was founded with the purpose of promoting a closer spirit of cooperation and understanding among the students, parents, and teachers at the Prep through various social, spiritual, and fundraising activities.

Through active involvement and participation in a series of social events throughout the year, the Guild demonstrates to students and others the continued commitment of current and alumni parents to the economic and spiritual welfare of St. Francis Prep.

Guild membership is automatic for any parent or guardian of all students. There is no assessment of fees or dues and members are invited to attend all meetings and social events.

The Parents’ Guild meets at 7:30 p.m. on either the 1st or 2nd Tuesday of each month in the school cafeteria, unless the school is closed.

Parents’ Guild Tuition Assurance Fund

One of the exceptional innovations of the Parents’ Guild was the establishment of the Tuition Assurance Fund. In the event of the death of either parent or legal guardian (providing that the Finance Card has been previously signed by the deceased), this fund pays all remaining tuition costs for the student. Enrollment of incoming students in the Tuition Assurance Fund is mandatory (even if your child is receiving a full scholarship). There is a single non-recurring charge required when the student registers with the Prep. It covers the entire student's remaining years at St. Francis Preparatory School. This guarantees the continuance of a Franciscan education for your child.

STUDENT GOVERNMENT

St. Francis Prep is dedicated to the philosophy that citizens must be active participants in a democratic society. In order to prepare students for this type of involvement, the school supports the operation of a Student Government.

Student Government provides a channel through which student views may be made known to the faculty and administration. These views are respected and, where appropriate, implemented for the betterment of the total school population. Elections are held in the spring; 9th Grade Officers are elected during Spirit Week in October.

2020 - 2021 Student Government Representatives

The following students will serve as Student Council Officers in the 2020 - 2021 academic year:

Student Body President

Student Body Vice President

Student Body Treasurer

Secretary

Senior Class President

Senior Class Vice President

Junior Class President

Junior Class Vice President

PARENTS’ GUILD / STUDENT GOVERNMENT
### Academic Departments

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<tr>
<th>Department</th>
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### Admissions Assistant

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<tr>
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<tr>
<td>Mrs. Toni Murphy</td>
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### Admissions Director

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<tr>
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<tr>
<td>Ms. Lisa Schaefer-Heuer</td>
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### Assistant Principals

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<tr>
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<tr>
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<tr>
<td>Ms. Gerilyn Coccia</td>
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<tr>
<td>Mr. Xenos Novoa</td>
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<td>Mr. C. Mendolia</td>
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### Athletic Office

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### Attendance Assistant

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<tr>
<td>Ms. Christina Gallagher</td>
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### Assistant

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### Attendance Assistant

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### Bookstore

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<td>Ms. Carol Kennedy</td>
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### Campus Ministry

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<td>Ms. Marissa Ruotolo - Liturgy</td>
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<td>Br. James McVeigh</td>
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<tr>
<td>Mr. Shawn Sempowich</td>
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<tr>
<td>Dr. Christian Sullivan - Director</td>
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<td>College Office Assistants</td>
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<tr>
<td>Ms. Jennifer Kuz</td>
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<td>Miss Kelly Ann Hassett</td>
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<td>Ms. Robyn Armon</td>
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<tr>
<td>Mr. Joseph DiSomma</td>
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<tr>
<td>Mrs. Jacqueline Mancuso</td>
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<tr>
<td>Ms. Courtney Yepez</td>
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### Development Office

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<td>Mrs. Patricia Fagan</td>
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<tr>
<td>Ms. Nicole May - Coordinator</td>
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<td>Ms. Catilin Donovan - Assistant</td>
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<td>Mrs. Elizabeth Wolpert</td>
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<td>Ms. Mary Pappas</td>
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<tr>
<td>President</td>
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<tr>
<td>Br. Leonard Conway, O.S.F.</td>
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<td>Principal</td>
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<tr>
<td>Mr. Patrick McLaughlin</td>
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### Public Relations

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<td>Ms. Lisa Schaefer-Heuer</td>
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<td>Mr. Robert Johnston</td>
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<tr>
<td>Mr. Abelardo Leston</td>
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### Registrar

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<tr>
<td>Mr. Lawrence Boyle, O.S.F.</td>
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### Security – Front Desk

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<th>Office</th>
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<td>Mr. David Ganci</td>
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### Switchboard Receptionist

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<tr>
<td>Technology</td>
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<td>Ms. Nicole May</td>
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### Tuition

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<td>Ms. Susan D'Andrea</td>
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### Volunteers

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### Fax Numbers

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<td>Deans/Attendance</td>
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<td>Development</td>
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<td>Nurse</td>
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<td>President's Office</td>
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### Outside Companies

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<td>(Senior Pictures)</td>
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<td>Jostens (Ring Company)</td>
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<td>Flynn &amp; O'Hara</td>
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<td>African-American Heritage Club</td>
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<tr>
<td>Alvernia Drama Society</td>
<td>Ms. Donna Mejia</td>
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<tr>
<td>Card &amp; Board Game Club</td>
<td>Mr. Peter McNamara</td>
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<tr>
<td>Chess Club /Chess Team</td>
<td>Mr. Anthony Grimm</td>
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<tr>
<td>Chinese Club</td>
<td>Mr. Adrian Gonzalez</td>
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<tr>
<td>Comic Book /Fantasy Club</td>
<td>Mr. Adrian Gonzalez</td>
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<tr>
<td>Croatian Club</td>
<td>Mr. John Hessel</td>
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<tr>
<td>Disney Club</td>
<td>Mrs. Denise Heckelman</td>
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<tr>
<td>Drug and Alcohol Prevention</td>
<td>Dr. Joseph Castellano</td>
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<td>Drug and Alcohol Prevention</td>
<td>Ms. Phyllis Gambino</td>
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<tr>
<td>Egyptian Club</td>
<td>Mrs. Ann Marie Pedalino</td>
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<tr>
<td>Filipino Club</td>
<td>Ms. Becky Barel</td>
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<td>Franciscan Youth Movement</td>
<td>Br. James McVeigh, OSF</td>
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<tr>
<td>German Club</td>
<td>Mr. Adrian Gonzalez</td>
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<td>Greek Club</td>
<td>Ms. Ann Marie Rich</td>
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<td>Haitian Club</td>
<td>Mrs. Eileen Cosgrove</td>
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<td>Hero Club</td>
<td>Mrs.</td>
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<td>Hero Club</td>
<td>Mr. Stan Soto</td>
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<td>Hip Hop Club</td>
<td>Mr. P. T. McLaughlin</td>
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<tr>
<td>Indian Club</td>
<td>Mrs. Annette Spencer</td>
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<tr>
<td>iPalette /Set Design Club</td>
<td>Mr. A. Biondolillo</td>
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<tr>
<td>Irish Club</td>
<td>Ms. Maureen O’Neill</td>
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<td>Italian Club</td>
<td>Ms. Ann Marie Rich</td>
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<tr>
<td>Japanese Club</td>
<td>Ms. Kimberly Gonzalez</td>
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<td>Key Club</td>
<td>Ms. Kimberly Gonzalez</td>
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<td>St. Francis Preparatory School</td>
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</table>
SFP ATHLETICS: Athletic Director
Mr. Salvatore Fischetti 
sfischetti@sfponline.org

Administrative Assistant
Ms. Phyllis Gambino

Baseball
Br. Robert Kent, O.S.F., Varsity Head Coach
Mr. Justin Kelly, Varsity Assistant Coach
Mr. Robert McDermott, Assistant Coach
Mr. Greg Modica, Varsity Assistant Coach
Mr. Frank Pizzurro, Junior Varsity Head Coach
Mr. Robert Capen, JV Assistant Coach
Mr. Matt Buete, Junior Varsity Assistant Coach
Ms. Phyllis Gambino, Moderator

Basketball-Boys
Mr. James Lynch, Varsity Head Coach
Mr. Brian Haggerty, Varsity Assistant Coach
Mr. Shane Hertty, Varsity Assistant Coach
Mr. Robert Capen, Junior Varsity Head Coach
Mr. Frank Pizzurro, JV Assistant Coach
Mr. Anthony Smith JV Assistant Coach
Mr. Paul Savino, Freshman Head Coach
Mr. Christopher Pierantoni, Assistant Coach

Basketball-Girls
Ms. Kerri White, Varsity Head Coach
Mrs. JoAnn Wagner, Varsity Assistant Coach
Mr. Craig Williams, Varsity Assistant Coach
Ms. Dawn Coleman, Junior Varsity Head Coach
Mrs. Sue McCabe, JV Assistant Coach

Bowling
Ms. Nicole May

Cheerleading
Ms. Rose Marie Tombolo, Varsity Head Coach
Ms. Jennifer DiVanna, Varsity Assistant Coach
Ms. Danielle Federico, Varsity Assistant Coach
Ms. Caitlin Fung, Junior Varsity Head Coach
Ms. Samantha Reinhardt, JV Assistant Coach
Ms. Maureen O’Neill, Moderator

Dance
Mrs. Kimberly Istrico, Coach
Ms. Donna Mejia, Coach
Ms. Francesca Oddo, Assistant

Football
Varsity Coaches
Mr. Richard Carroll, Head Coach
Mr. Arthur Costello
Mr. Robert Crasto
Mr. Merari Gallimore
Mr. Ramel Joseph
Mr. Michael June
Mr. Justin Kelly
Mr. Tom Kennedy
Mr. Anthony Smith
Mr. Will Spell
Mr. Robert Waeglein
Ms Phyllis Gambino, Moderator

Junior Varsity “A”
Mr. Neil O’Donnell, Head Coach
Mr. Robert Eimersen
Mr. Kenan Hodzic

Mr. Dylan King
Mr. Mike Nola
Mr. Chris Rafulowitz
Mr. Ricky Varuzzi

Junior Varsity “B”
Mr. Daniel Angelastro, Head Coach
Mr. Shawn Bendz
Mr. Joe Bernardini
Mr. Tim Caffrey
Mr. Robert Capen
Mr. Don LaSala
Mr. Joe lodato
Mr. Michael McCoy
Mr. Dan Perry
Athletic Trainer, Nicholas Bernardini, ATC

Golf
Mr. Brian McCormack, Golf Coordinator
Mr. Jeff Reinhart, Boys Head Coach

Ice Hockey
Mr. Tom Farragher, Head Coach
Mr. Michael Guerra, Assistant Coach
Mr. Jeff Hohmann, Assistant Coach
Mr. Nick Maher, Assistant Coach
Mr. Michael Aquillo, Moderator

Intramurals
Mr. Michael Aquillo, Director

Lacrosse-Girls
Ms. Nicole Pasinkoff, Head Coach
Ms. Nicole Moniello, Assistant Coach
Ms. Sophia Nanas, Assistant Coach
Ms. Joanna Verouhis, Assistant Coach

Rugby
Ms. Cynthia Kouri & Mr. Paul Califano,

Soccer-Boys
Mr. Franco Purificato, Varsity Head Coach
Mr. Dion Amvroisatos, Varsity Assistant Coach
Mr. Brandon Silva, Junior Varsity A Head Coach
Mr. Pantelezioulis, JV A Assistant Coach
Mr. Kurt Billouin, Junior Varsity B Head Coach

Soccer-Girls
Mr. Nicholas Lombardo, Varsity Head Coach
Ms. Nicole Pasinkoff, Varsity Assistant Coach
Mr. Giovanni Scaglione, Varsity Assistant Coach
Ms. Amanda Stoner, Varsity Assistant Coach
Mr. Nick Stork, Junior Varsity Head Coach
Ms. Dana Guerra, JV Assistant Coach
Mrs. Sue McCabe, JV Assistant Coach

Softball
Mrs. Ann Marie Rich, Varsity Head Coach
Mr. Al Weinman, Varsity Assistant Coach
Ms. Katie Derby, Junior Varsity Head Coach
Ms. Jessica Menna, JV Assistant Coach
Mrs. Sue McCabe, JV Assistant Coach

Step Squad-Boys & Girls
Ms. Crystal Keitrell, Head Coach
Ms. Audrey Ugay, Assistant Coach
Mr. Erik Vispo, Moderator

Swimming–Boys and Girls
Mr. Daniel Finn, Head Coach
Mrs. Maria Finn, Assistant Coach
Ms. Domenica Cinquemani, Assistant
Ms. Phyllis Gambino, Moderator

Tennis
Mr. John Brennan, Girls and Boys Tennis Head Coach
Mr. Daniel Nover, Assistant Coach

Track & Field-Boys
Mr. Michael Hernandez, Head Coach
Mr. Brandon Magenheim, Assistant Coach
Mr. Don Nelson, Assistant Coach
Mr. Angel Ortega, Assistant Coach

Track & Field-Girls
Mr. Kevin Colucci, Head Coach
Ms. Stephanie Horan Assistant Coach
Mr. Christopher Pierantoni, Assistant

Fitness Center
Mr. Michael Aquillo, Ms. Richard Carroll
Mr. Kevin Colucci, Mrs. Judy Turner,
Ms. Sandi Vandermosten

Athletic Director:
Mr. Salvatore Fischetti sfischetti@sfponline.org
Athletic Trainer: Nicholas Bernardini, ATC
Alma Mater

Alma Mater, Hail to thee!
Loyal kin salute thee!
Mem'ries of thy name recall
Deep affection for thee!
Thy ideals shall ever be
Inspiration constantly
Binding us together,
Binding us to thee!

Hail Saint Francis, we thy kin
Loyal to thee ever!
Sing the praises of thy name
With accord together!
This the pledge we give anew,
Loyal to thy red and blue!
Alma Mater to thee!
Ever true to thee!

On for Ol' St. Francis

On for ol' St. Francis
On Red and Blue,
Our colors streaming
Rush right in and
Fight for ol' St. Francis,
Lead us on to victory
Again without a miss,
Fight for our colors,
Ol' St. Francis.

Prayer of St. Francis

Lord, make me an instrument of your peace.
Where there is hatred,
let me sow love.
Where there is injury, pardon,
Where there is doubt, faith,
Where there is despair, hope,
Where there is darkness, light,
and where there is sadness, joy.

O Divine Master, grant that
I may not so much seek
to be consoled, as to console;
To be understood,
as to understand;
To be loved, as to love;
For it is in giving that we receive
It is in pardoning that we are
pardoned;
And it is in dying that we are
born to eternal life.