On June 24, 1841, the Feast of St. John the Baptist, Fordham Prep and University were founded together as St. John’s College by the Most Rev. John Hughes, the Bishop (and later first Archbishop) of New York. Six students would arrive in Fordham, New York for that opening summer session. The first president of Hughes’ fledgling institution was Rev. John McCloskey, a Brooklyn-born diocesan priest, and later, the first American-born cardinal.

In 1846, at the invitation of Bishop Hughes, members of the Society of Jesus would arrive from St. Mary’s College in Kentucky to take over operations of St. John’s. They would re-charter the college as a full university, and bring with them the traditions of Jesuit spirituality and scholarship which inform Fordham Prep’s mission to this day.

During the mid-19th century, little distinction was made between high school and college. In fact, a St. John’s education would have been a continuous seven-year course of study beginning at about age thirteen. Fordham was a boarding school in those days, and would become home to students from across the United States, as well as from Canada, Mexico, the Caribbean and countries throughout South America. Some boarders would even arrive as young as ten for what we would understand today as middle school instruction. Over time, these youngest of Fordham students would comprise St. John’s Third Division. The oldest, basically college men today, would come to
be called First Divisioners. As for young men in between, they would become known as students of the Second Division of St. John’s College, the Prep’s first official designation.

Originally housed in a long-demolished wing of what is today the University’s Administration Building, Second Division would be moved into a newly-constructed Hughes Hall in 1890, the home of the Prep through the early 1970s. Hughes Hall still stands on campus today as the University’s Gabelli School of Business.

During the late 19th-century, with several other institutions known as St. John’s across the city, it became convenient to refer to the school by its location. More and more, First Division would become known as Fordham College and Second Division as Fordham Prep. A 1904 photograph of the Prep’s baseball team is the earliest example of Second Division’s emerging name used in formal capacity.

In 1907, the Jesuits would once again re-charter St. John’s College, reaffirming its university status, and legally changing its name to Fordham. On paper, the Prep would come to be called St. John’s College High School, although the school’s nickname, Fordham Prep, would continue to persist. In 1920, though still considered a department of the college, the Prep would for the first time have its own principal. Rev. Michael Jessup, SJ would serve briefly, followed by Rev. William Dolan, SJ. A boarding school no more, the Prep would legally be designated Fordham College High School, though Fordham Prep would continue to be included as a secondary on many documents.
As late as 1937, the name Fordham Preparatory School was officially adopted when the school was given its own certification by the University of the State of New York. For the next three decades, under the watchful eye of Rev. Arthur Shea, SJ, the school's prefect, or dean, and the priests, laymen and Jesuit scholastics who served alongside him, generations of young men from the Bronx, Manhattan and the surrounding areas would help to re-forged what had been born as part of St. John’s College a century before into an institution unto itself.

On June 29, 1970, after 129 years as one of the founding divisions of Fordham University, Fordham Preparatory School legally separated from the University and secured its own educational charter from the New York State Board of Regents. Since it was no longer part of the University, Fordham Prep needed to rebuild on its own property. Fordham University donated a corner of their campus to the newly independent Prep. Prep alumni and friend raised the money to build the Prep on this property. There have been opportunities for the Prep to move off-campus over the years, but the prospect of forsaking its original home adjacent to Rose Hill had never seemed appealing.

Since the 1800s, the mission of the Prep had always rested on the desire to provide our students with an academically rigorous education rooted in the spirituality of St. Ignatius of Loyola and based on the cornerstone of cura personalis, the personal concern of teachers for their students which has traditionally characterized Jesuit education. It was with this desire and in this spirit that the current Prep building was planned, designed and built on the northeast corner of the Rose Hill Campus, just across from the historic
University Church. Shea Hall opened in 1972, ensuring that the Prep would endure. Construction of Maloney Hall, containing the Hall of Honor, a second gymnasium and the Leonard Theatre began in 1991 to mark Fordham’s 150th anniversary, and the state-of-art Boller Science Center was added in 2009.

Today in the 21st century, Fordham Prep stands ready, as in the past, to meet the educational needs of students in an ever-changing world, continuing to realize Bishop Hughes’ vision, and carrying out the work of the Jesuits and their lay associates ad maiorem Dei gloriam, for the greater glory of God, as it has since 1841.

The New York State Association of Independent Schools (NYSAIS) accredits Fordham Preparatory School. The most recent accreditation was granted in 2015. The Prep is a member of the Jesuit Secondary Educational Association, the National Catholic Educational Association, the New York State Association of Independent Schools and, through its Principal, the National Association of Secondary Schools Principals and the Catholic School Administrators Association of New York State.

**MISSION STATEMENT**

As a Jesuit, college preparatory school, Fordham Prep’s mission is to inspire young men to reflect, to question, to learn, to pray, to love, to serve, to lead. Since 1841, we have based our challenging curriculum and pursuit of human and academic excellence on a foundation of Catholic faith and
principles. We seek to be one community created from a broad spectrum of ethnic, racial, geographic, and socio-economic backgrounds. We strive to include qualified students of limited financial resources by providing substantial financial assistance. Our faculty and staff dedicate themselves to a caring and dynamic interaction with students both inside and outside the classroom, a characteristic of Jesuit education for over 450 years. We educate our students to be men for others: spiritually motivated, intellectually accomplished and committed to promoting justice.

STATEMENT OF PHILOSOPHY

Fordham Preparatory School is a four-year, Catholic, college preparatory school. Our commitment to education is shaped by the spirituality and pedagogical tradition of the Society of Jesus, founded in 1540 by St. Ignatius of Loyola. This heritage stresses the development of excellence in the whole person: moral, spiritual, intellectual, physical, emotional and aesthetic. Today, our educational apostolate is strengthened by our affiliation with the local, national and international networks of Jesuit secondary schools.

Based on a legacy which began with the Spiritual Exercises of St. Ignatius and continues through contemporary Ignatian reflections, our Jesuit tradition has fashioned schools to be communities of faith, scholarship and service.

- We are a community of faith. Rooted in the Catholic tradition, we look to Jesus Christ as the revelation of God and humanity. We seek to
foster knowledge and love of God and neighbor, and welcome the gifts that non-Catholic members of our community contribute to that mission. We encourage all members of our community to evaluate dominant cultural values in the context of their faith.

➢ **We are a community of scholarship.** At the heart of Jesuit education is the rigorous study of the humanities and sciences, reflecting the conviction that the study of great ideas is inextricably linked to the formation of character. Our program of studies encompasses more than the acquisition of knowledge; it fosters academic discipline and encourages reflection in the pursuit of excellence.

➢ **We are a community of service.** St. Ignatius’ declaration that “love ought to manifest itself in deeds rather than words” is embodied today in the call to be a person for others. We put our faith into action by seeking opportunities to serve our brothers and sisters, especially those in need, and by working to promote justice.

Praying, studying, and working together, our communal life is animated by the spirit of *magis* (“greater”) and *cura personalis* (“care of the individual”).

**Magis**, a distinctive aspect of Jesuit education, expresses the responsibility to seek a greater realization of our potential and mission and to strive for excellence in all things. We are dedicated to the development of a curriculum and community that call forth the best from students, faculty and staff for the greater glory of God.
**Cura personalis** is the Jesuit resolve to know and treat each person as an individual made in the image and likeness of God. **Cura personalis** encourages students, faculty and staff to build relationships, both in and out of the classroom, based on dignity, respect, and trust.

The intellectual and religious values which motivate our mission as a school guide each individual’s total development. We challenge each graduate to be a lifelong learner, an agent of positive change, spiritually motivated and committed to justice, a healer and shaper of his world.

### OBJECTIVES

Our objectives are a natural expression of our mission and philosophy.

**As a Community of Faith, our shared objectives are:**

- To admit students, hire faculty and staff, and appoint board members who embrace our mission and philosophy;
- To celebrate our Catholic identity through events such as liturgies, sacraments, prayer, and vigils, and with the prominent display of symbols;
- To deepen through formal study our students’ knowledge of the history, spirituality, moral teachings and beliefs of the Catholic church and the tradition of the Society of Jesus;
- To promote respect for other faiths through education and special events;
To encourage each student, through individual as well as communal religious experiences and reflection to commit himself more deeply to his personal faith;

To challenge each student by word and example to be a man whose growing faith informs his every decision;

To organize formation programs for faculty and staff to ensure that the Ignatian character of the school remains vital;

To provide institutional resources to Campus Ministry and other programs that promote these objectives.

As a Community of Scholarship, our shared objectives are:

To attract, inspire and retain an outstanding faculty and administration, and to offer ongoing programs for professional development;

To stimulate each student to appreciate his God-given talents and to examine and articulate his thoughts, beliefs, feelings and goals;

To develop courses of study in the humanities, sciences and arts that challenge our students to seek excellence, creativity and integrity in their critical thinking, research and expression;

To employ the Ignatian Pedagogical Paradigm (context, experience, reflection, action and evaluation) as a model for instruction and learning;

To evaluate and implement emerging technology as a support to learning and instruction;

To prepare our students through a full range of courses and student services to make college, career and life choices;
To encourage participation in extracurricular activities as a means of developing the whole person;

To evaluate and refine our curriculum to ensure that its quality, scope and sequence are aligned with our educational objectives and students’ abilities and needs;

To provide institutional resources to curricular, extracurricular, technological and professional development programs that promotes these objectives.

As a Community of Service, our shared objectives are:

To attract and support a faculty and staff who work toward the ideal of Christian service;

To organize in all four years a curriculum and activities that call our students to be men for others;

To emphasize the importance of reflection on service experiences as we encourage our students to be contemplatives in action;

To establish working relationships with local, national and international organizations whose missions enable the Fordham Prep community grow in faith and promote charity and justice through service;

To stimulate our students, faculty and staff to become more aware of social justice issues and to appreciate how their immediate personal and communal decisions and actions can have far-ranging consequences;

To provide institutional resources to the Christian Service Program and other activities that promotes these objectives.
We recognize that the realization of these objectives depends upon our commitment to ensuring the financial stability of the school and building an endowment that can support the pursuit of our mission and goals. We are committed as well to developing and maintaining a first-rate physical plant to provide the facilities necessary to meet our educational and institutional needs.

**RELIGIOUS LIFE**

Religion at Fordham Prep does not exist as a separate entity, but as an integral part of the school. Just as a Prep student matures socially, intellectually, and physically, his relationship with God must mature to the personal acceptance and active response of an adult.

The growth toward adult faith has two essential dimensions: it is an intensely personal experience of the individual, yet realized not in isolation but within a community. As an individual experience, every young man in high school is to find and develop a personal religious identity. He must, as an individual, decide what he believes, what he stands for, and what God has to do with the direction of his life.

Through the Prep’s program of religious studies, worship, Campus Ministry, and Christian Service, the student is invited to grow into the fullness of Christ. Through private and group prayer, he can nourish his sense of the divine and foster the development of a living faith. Through action, especially in response to the needs of others, he can
test his understanding and put his faith to work in his daily life.

Religious growth is never a purely individual affair, but takes place in interaction with others. The love of God, which is the first and greatest commandment and is present in everyone with whom we come in contact, is realized in the love of neighbor.

The Prep as a Christian community cannot content itself with being simply an institution dedicated to academic advancement, important as that is. As a Christian community, it finds the source of union and strength in the depth of its union with Christ, especially as expressed in the Eucharist.

All students gather as a community for the celebration of the Eucharist during the year. In addition, there are special liturgies throughout the year, e.g., for teams, parents, clubs, alumni, etc. During Advent and Lent, the Rite of Reconciliation is offered to all students.

A. **Campus Ministry**

As a Jesuit Catholic school, our major goal is to assist in the development of prayerful, hope-filled Christian gentlemen who are dedicated to the well-being of their fellow human beings -- to be “men for others.” Fordham Prep offers two major programs that aid this process and that are coordinated in the Ministry Center: retreats and community service. These programs involve each student and all parents.

(a) **Freshmen** participate in the Freshman Retreat, a two-day overnight retreat in the school. It is an opportunity for them to
deeper their sense of belonging to the Prep Community, to gain helpful wisdom from the upperclassmen, and to reflect on their relationship with God. Faculty members along with juniors and seniors lead the retreat. All freshmen participate in this Freshman Retreat.

(b) Sophomores may choose to attend the Discovery Retreat offered several times throughout the year. This retreat is an opportunity for sophomores to come to better recognize their God-given gifts and talents and to reflect on their values in light of the values of Jesus Christ as made known to us through the Gospels. The retreat offers a wide range of activities from reflection, prayer and group discussions to sports and hiking.

(c) Juniors can participate in the Emmaus Retreat. Groups of about 20 JUNIORS spend three days away in a community experience exploring the encounter of the disciples on the road to Emmaus with Jesus after His resurrection and their recognizing Him in “the breaking of the bread.” The Emmaus Retreat provides an opportunity for a student to become more aware of his human and Christian potential. It offers a setting to explore the meaning of his life, his relationships with family, friends, and the Lord, and his responsibilities within the Christian community for mature choices and personal growth. By doing all this in a community setting, the retreat offers a model of generous sharing and giving of self to others that is at the heart of
all community experiences. The retreat is led by a team of seniors and faculty and ends with Mass at Fordham to which parents and family are invited.

(d) Seniors may choose to attend several different retreats. The Ad Amorem retreat for SENIORS is a guided religious experience led by a group of Jesuits and lay teachers. A senior gathers together his experiences of God and of life in preparing for the choices of a college and a profession in his future. The retreat offers him the opportunity to invite the Lord into these choices, asking God to reveal what He wishes, so that the student may continue to follow the Lord in his life.

The Finding God in All Things Retreat is an opportunity for seniors to make a one-day nature retreat to reflect on important issues in life and “to find God in all things” through the appreciation of our natural surroundings.

In addition to the retreat program, several Ministry Leadership Teams meet on a regular basis to promote faith, social justice and leadership.

The Ministry Leadership Team is an opportunity for students to deepen their own faith, spirituality and commitment to social justice, while learning valuable leadership skills that will enable them to help other Prep students do the same as they take on leadership roles. Participants dedicate themselves to a program of daily prayer and
weekly meetings where they have the opportunity to reflect on their prayer experiences, learn about social justice issues, and develop the skills necessary to be effective leaders in the Prep community. Participants in the program are selected through an application process along with recommendations from Prep faculty.

**Just Serve**, a subgroup of the Ministry Leadership Team, is a voluntary group open to all students. The goal of the group is to learn about justice issues and how Catholic Social Teaching impacts our understanding of these issues. Armed with this knowledge the group plans service projects related to these justice issues.

The **Social Justice Committee** is a voluntary group open to all students interested in justice issues. The committee comprised of faculty and students serves as the leader in educating the Prep community on specific justice issues. They meet regularly to plan assemblies, special events, and lobbying and letter writing efforts related to current legislation.

**B. Christian Service Program**

The Christian Service Program is responsible for organizing a curriculum, programs, and events that provide students the opportunity to appreciate and live out the Ignatian vocation to be “men for and with others.” Because Christian service is an integral part of a Jesuit education, Fordham Preparatory School has a four-year service requirement for all students:
(a) **Freshman Year:** Our first year students begin their service when mentor groups design crafts that are given to elderly residents of local nursing homes. At Christmas, students organize a toy drive for youngsters at a Catholic elementary school in the south Bronx. In February, they participate in a Valentine's Day card project. Students compose personalized messages in cards that are then delivered to residents of nursing homes where our seniors do their service projects. Each mentor group will also organize and implement its own service project during the year. Those projects focus on responding to an immediate need in the spirit of charity.

(b) **Sophomore Year:** In sophomore year, every mentor group is responsible for selecting and running a service project to benefit a Prep, local, national, or international organization whose mission it is to promote social justice. These mentor groups, under the direction of faculty-mentors, organize, publicize, and implement school-wide campaigns and drives that educate and provide resources or services. Recent projects have included the support of a campaign to draw attention to the injustices of sweatshops as well as raising awareness of Catholic social teaching on immigration and peace issues.

(c) **Junior Year:** Our juniors take personal responsibility for completing 15 hours of service. They primarily respond to the needs that exist within our school through
participation in service activities or clubs, such as tutoring peers who are struggling academically, raising awareness and funds for a medical mission program founded by a Prep alumnus, directing underclass retreats, and hosting visitors to the Prep. Juniors may do as many as eight of their 15 hours out of school in an approved service activity.

(d) **Senior Year**: In their final year, our students are expected to have developed the maturity, knowledge, skills, and judgment that will enable them to go out into the world to provide direct service to people in need. Seniors are required to give 70 hours (100 hours if their junior requirement is not fulfilled) of their own time to approved Christian service projects as part of their graduation requirement. All seniors are enrolled in a service course that provides opportunities for reflection, discussion, and instruction on issues of faith and justice. Seniors can be found comforting persons who are sick and dying in hospitals and hospices. They visit the elderly and people who need assistance and companionship at nursing homes or through shopping programs. Our seniors feed and provide clothing to persons who are poor and homeless at shelters and soup kitchens. They also teach children in academic and CCD programs. They also work in various programs with persons who have disabilities.
(e) **Immersion Trips:**

Each year students are offered the opportunity to live out the Ignatian call to be “Men for Others” through working with the poor in the Appalachia Mountain Region and Latin America. These 7-12 day trips provide students with a communal experience of Church, as a center of reflection and prayer, while working with those in need through a variety of ministries including home building and repair, hospital visits, tutoring at afterschool programs, and feeding the hungry in soup kitchens. The goal of the program is that participants not only share their gifts and talents with those in need but in turn experience the cultural riches of those with whom they work. Students participate in fundraising and group formation meetings throughout the year in preparation for this service immersion experience.

Note: All school rules will remain in effect during retreats and service trips.
A. **Required Courses**

The credits required for graduation are as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Studies</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>3</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
</tr>
<tr>
<td>Language</td>
<td>4*</td>
</tr>
<tr>
<td>Physical Education/Health</td>
<td>2</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1**</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Intro to Computer</td>
<td>½</td>
</tr>
</tbody>
</table>

* All students take Latin or Ancient Greek in their first year. Thereafter, a student may continue his classical language or begin a modern language in place of or in addition to his classical language. All students finish senior year with the equivalent of four years of language and complete at least the third level of a language.

** Note: The classes of 2017 and 2018 will be required to take 1 ½ credits of Fine Art.

B. **Grading System**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>D</td>
<td>Poor *</td>
</tr>
<tr>
<td>B+</td>
<td>Very Good</td>
<td>P</td>
<td>Pass</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>F</td>
<td>Failure *</td>
</tr>
<tr>
<td>C+</td>
<td>Satisfactory</td>
<td>IN</td>
<td>Incomplete*</td>
</tr>
<tr>
<td>C</td>
<td>Fair</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Unsatisfactory grades
For Christian Service:
S  Satisfactory
U  Unsatisfactory

C.  Incomplete Grades

The “IN” grade is given at the teacher's option in cases where all academic work for a quarter has not been completed, or when a semester exam has not been taken. It is the student’s responsibility to make up Incomplete grades in a timely fashion. Unless an exception is made by the Assistant Principal for Academics and Student Life, IN grades must be made up by the end of the following quarter. A grade which is not made up becomes an “F.” IN grades are treated as unsatisfactory grades and will be included among the grades for Athletic Ineligibility and Academic Probation. Students with IN grades are not considered for academic awards.

D.  Semester Grades

Semester grades are based on two quarter grades and the semester exam. The first quarter contributes 40% to the semester grade; the second quarter and exam grade contribute 60%.

E.  Final Grades

The course grade is the only grade that appears on the transcript. Semester grades are not used to determine course grades. The course grade is constructed from the four quarter grades put together, based on a 4.0 scale, in the weight of 20% of the letter grade for quarter one, 30% of the letter grade for
quarter two, 20% of the letter grade for quarter three, and 30% of the letter grade for quarter four. Even quarters have more weight because they have the semester exams figured into them. Teachers have the option to raise or lower the calculated course grade by one grade (B+ to A or B) if they judge the calculation to be an inaccurate view of the entire year's work.

F. GPA

Grade Point Average Conversion

The Fordham Prep transcript will list both an unweighted and a weighted yearly and cumulative GPA. All full credit courses taken at Fordham Preparatory School will be included in the grade point average. Only year-end grades will be used in the computation. Fordham Preparatory School will maintain its longstanding tradition of not computing class rank.

The following numerical equivalents of letter grades will be used:

<table>
<thead>
<tr>
<th></th>
<th>Unweighted</th>
<th>Honors</th>
<th>Advanced Honors</th>
<th>Advanced Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>4.25</td>
<td>4.50</td>
<td>4.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>3.75</td>
<td>4.00</td>
<td>4.25</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>3.25</td>
<td>3.50</td>
<td>3.75</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td>2.75</td>
<td>3.00</td>
<td>3.25</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>2.25</td>
<td>2.50</td>
<td>2.75</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>1.25</td>
<td>1.50</td>
<td>1.75</td>
</tr>
</tbody>
</table>

Teacher grade books are available online to parents.
G.  **Deficiency Reports**

Deficiency Reports are made available online at the mid-point of each quarter (consult the school calendar for specific dates) to a student whose work in any class is unsatisfactory or is likely to result in a failing grade for the quarter, as determined by the work to that point.

H.  **Report Cards**

Report cards are made available online quarterly (consult the school calendar for specific dates).

I.  **Mentors**

A mentee at the Prep has many teachers but only one mentor. What is a mentor? What does a mentor do for the mentee, the mentee’s parents, and for Fordham Prep?

As is the responsibility of every faculty member, the mentor is a ROLE MODEL for a mentee. This is crucial at the Prep because the Prep's goal is to foster academic, social, and religious development, and the mentor (due to the centrality of a mentor’s role in the mentee’s life at the Prep) is involved in more of those facets than any other faculty member.

One of the fundamental responsibilities of a mentor is to PROVIDE STRUCTURE. One way the mentor does this is to see to it that the mentor group becomes “home base” -- the key “mini-community” to which the mentee belongs within the Prep. Another way the mentor provides structure is in the function of being a GUIDE for the entering freshman. At the start,
the mentor does this through the formal process of orientation in which the mentee is opened up to new ways of looking at himself, others, and his education. This structure continues beyond orientation as the mentor helps the mentee to understand and internalize (1) what is appropriate behavior at the Prep, and (2) what constitutes effective academic behavior in terms of assignments, homework, and testing.

After this guiding process has been initiated, the mentor is able to become an ADVISOR to a mentee, using the mentor’s adult experience to help the mentee to fulfill the clear responsibilities he has assumed in becoming a member of the Prep community.

To be an effective ADVISOR, the mentor must be a MONITOR of the mentee’s progress both socially and academically. Toward this end, the mentor is dependent on the information the mentee, parents, and teachers give the mentor. It is hoped that at an early point in the mentee’s Prep career, the mentee will recognize his mentor as an ally, a FACILITATOR to help the mentee progress successfully and quickly. A mentee should take advantage of this situation by being as open and honest as possible with his mentor about his life at the Prep.

Equipped with this knowledge, the mentor becomes the mentee’s LIAISON to the other areas of the Prep community and a RESOURCE PERSON for parents, teachers, counselors, and the school administration. If someone within the school wants to contact the mentee, what effectively happens is that the mentor, the mentor’s mailbox, and the attendance and mentoring locations become primary addresses for the mentee.
In addition, the mentor becomes the PRIMARY CONTACT PERSON for parents. In this facet, the mentor can gain information which helps in the roles described above and can direct parents to the Prep resources which they need to take advantage of to help them and their sons.

Seniors do not have mentoring. The Assistant Principal for Academics and Student Life monitors the academic progress of all students -- especially seniors -- and the Guidance Counselor is available for personal direction and college placement for seniors.

J. Consultation

If a teacher and student are unscheduled at the same time during the academic day, the student can request a meeting. All faculty are routinely available in classrooms for extra help from 2:37 p.m. to 3:00 p.m. (consultation period). No sports will begin until consultation is completed. Students are encouraged to take advantage of this opportunity on a regular basis. In addition, many teachers offer extra help in the mornings before the academic day begins and during Activities Period if they are not moderating a club. Teachers may request a student to attend consultation. Absence under these circumstances will be considered a class cut.

K. Homework Assignments

Students should expect to spend roughly three hours (approximately ½ hour per subject) at their school work in preparation for the next school day.
L. **Policy for Due Dates for Assignments**

Students are responsible for completing all assignments according to the schedule prepared by the teacher. The academic pace of the school year requires that work be completed on time; further, since Fordham is a preparation for college and other adult responsibilities, students must learn the importance of due dates. Teachers generally lower the value of the assignment by one letter grade for each day it is late.

Individual courses may require that all late work be completed by the quarter’s end as a prerequisite for passing the quarter, even though credit for the late assignment is not given.

It is important for each student to understand that one of his primary responsibilities is to complete all assignments on time and to make arrangements ahead of time with a teacher if the student knows he will be absent or if there is an exceptional circumstance.

M. **Testing**

Testing, during the year, will be scheduled insofar as possible to avoid burdening students with multiple tests on the same day. If a student learns that he has more than two major tests scheduled for the same day, he should bring the situation to the attention of the teachers involved; if the situation is not resolved the student may ask the Assistant Principal for Academics and Student Life to see if relief can be obtained. There may be times, however, when multiple tests on one day may be unavoidable.

A **test** is considered any written or oral examination on assigned materials which will take at least 15 minutes to complete. A **quiz** is considered any
written or oral examination on assigned material which will take less than 15 minutes to complete.

N. **AP Exams**

All students who are enrolled in an AP Course must take the AP Exam on the day scheduled. Late testing is ONLY available if a student is ill or has a conflict with another AP Exam. School dress remains in effect when taking AP Exams.

O. **Student Regulations for Examination Periods**

All school regulations are in force during the examination period. The following is highlighted:

1. Regular school dress is required for all examinations. Students not adhering to this may be sent home and not be permitted to take the examination(s) that day.

2. Proctors will require students to place any books, papers, notebooks and/or materials in a corner of the room away from the seating.

3. Students are responsible for knowing the day, date, location, and time for examinations. Missing an exam due to misreading the schedule may incur a penalty on the exam which could result in an "F". Students arriving more than ½ hour late may be permitted to take the exam at the discretion of the Teacher and Assistant Principal. Additional disciplinary sanctions may incur.
4. If a student is late for an examination, he should obtain a late pass from the Attendance Officer. Students are not admitted to examinations without a late pass. If a student is late for an examination, he will be allowed to take the examination with no extra time allowed as long as he arrives within the first half hour.

5. Examinations are an integral part of the academic program at the Prep. Students are expected to be present at all scheduled examinations unless there is an illness, verified by a doctor's note. Makeup exams will be administered at the discretion of the Assistant Principal for Academics and Student Life.

6. Students should remember to be courteous to those still taking an examination. Students must remain in the exam location at least one and one-half hours. If students leave an examination before the two-hour limit, they should not linger in the hallway. They should report to the commons, library or leave the building.

7. Any student with an exam conflict must see the Assistant Principal for Academics and Student Life and then re-schedule the exams with the Registrar.

P. Change of Course

A student who wishes to withdraw from a course (including college courses) or make any change in his schedule must discuss it with the Assistant
Principal for Academics and Student Life. The student is required to consult with other Prep faculty before the Assistant Principal for Academics and Student Life makes a decision.

Q. **College Courses**

Qualified seniors may enroll in one Fordham College course each semester. Students interested in such courses should submit their names to the Assistant Principal for Academics and Student Life. Those students who receive the approval of the appropriate academic department of the college and the Assistant Principal for Academics and Student Life will be contacted during the summer and given instructions for registration for the first semester. The Assistant Principal for Academics and Student Life will notify students of the registration dates for the second semester. Students must sign out in the Attendance Office and sign in upon their return from the college class.

R. **Online Courses**

The Prep is consistently aware of the ever changing needs of its student body. As such we recognize that some on-line courses would be able to be substituted for specific Prep courses. The Jesuit Virtual Learning Academy is offering a few courses which we are presently enrolling our students in lieu of a Prep course in that discipline. All on-line courses must be approved by the Assistant Principal for Academics and Student Life before a student may enroll as well as qualify with the APFASL in terms of GPA and faculty recommendation.
S.  **Senior Internship**

One option for the fourth quarter of Senior year is to take part in the Internship Program. All students must be approved by the Assistant Principal for Academics and Student Life. Qualified Seniors who elect to take the Internship must finish all service hours prior to April 15th. Internship students must continue to take AP, College courses and on-line courses with the total number of internship hours adjusted to accommodate these classes. Students who participate in an internship and are not taking AP, and college courses must perform approximately six hours per day at their approved site and check in with their Fordham Prep mentor once a week for reflection and discussion. The last day of the Internship coincides with the last day of Senior classes. The final project for the Senior Internship is a formal 20 minute presentation where the interns describe their experiences and responsibilities.

T.  **Senior Privileges**

Students who successfully meet the requirements earn Senior Privileges. These privileges are reviewed quarterly by the Assistant Principal for Academics and Student Life and the Deans so that students who no longer meet the requirements will lose the privilege as well as new students coming on. No student will be able to use his Senior Privileges without having a signed contract on file.

U.  **Learning Disabilities**

Some students may have been diagnosed with difficulties that have an impact on their learning styles. These can range from Attention Deficit Disorder (A.D.D.) to physical difficulty with motor skills to
specific learning deficits. Fordham Prep can offer only a few accommodations to be of assistance to such students since the school does not have any special education programs or staff members versed in learning disabilities. Fordham Prep makes no diagnosis of specific learning disabilities. When it is appropriately recommended by a professional, a student at Fordham Prep may have extended time to take semester exams, may be allowed to use a computer provided by the Prep for semester exams, (only if recommended on a current I.E.P.) or may be exempted from the study of a modern language. While it is important to understand that Fordham Prep is generally unable to make any other accommodations in its normal academic requirements, it is equally important to understand that the student is the best person to make accommodations to help his own learning style.

V. PSAT and SAT Guidelines

Discussions occur in Guidance classes as to the appropriate and necessary procedures for each of the tests. Students and parents are welcome to consult the counselors and check each testing website.

W. PSAT and SAT Guidelines for Students with Accommodations

If the student requires accommodations to meet a specific learning disability, then proper documentation needs to be submitted to the school. Following the guidelines in use for the PSAT and SAT exams administered in Sophomore, Junior and Senior year, such documentation must:
(1) State the specific disability as diagnosed;

(2) Be current (in most cases, the evaluation and testing should be completed within five years of the request for accommodations). For psychiatric disabilities, the evaluation must be within 12 months of the request for accommodations;

(3) Provide relevant educational, developmental, and medical history;

(4) Describe the comprehensive testing and techniques used to arrive at the diagnosis (including evaluation date(s) and test results with subtest scores from measures of cognitive ability, academic achievement and information processing). For a list of acceptable tests, please visit the College Board website.

(5) Describe the functional limitations (how the disability impacts learning). See additional information at the College Board website.

(6) Describe the specific accommodations requested, including the amount of extended time required if applicable. State why the disability qualifies the student for such accommodations of standardized tests;
(7) Establish the professional credentials of the evaluator, including information about license or certification and area of specialization;

(8) In most cases, 7 to 8 weeks should be allowed for the ordinary processing of the Student Eligibility Form;

(9) If the evaluation and testing is less than 4 months old, the student is not eligible for accommodations without an Appeal. The Appeal consists of the Prep’s Sending a copy of the professional evaluation and testing along with the Student Eligibility Form for review and approval by the College Board before the accommodation is granted.

(10) Students recommended for a time extension of 50% or less on standardized tests must use an ordinary test center. The 50% or less extended time Accommodations will be offered at ordinary test centers. Students recommended for more than 50% time extensions must arrange testing with the SSD Coordinator in Guidance.

(11) The College Board recommends that parents and schools submit SSD Student Eligibility Forms on line by the conclusion of the student’s first year in high school.
There are three important points for parents to note here:

(1) The documentation must provide all of the information listed above. A doctor’s note is insufficient to allow accommodations. An Individual Educational Program (I.E.P.) from a local school district is sufficient only if the testing and interview results remain on file with the district.

(2) While standardized testing programs (PSAT, SAT, and Advanced Placement) allow for additional testing modifications, Fordham Prep does not determine the extent of those modifications. The documentation above must be submitted to the appropriate agency, which may or may not approve any modifications beyond what Fordham Prep can offer (extended time and use of a computer).

(3) Both testing programs and the National Collegiate Athletic Association (NCAA) require that Fordham Prep provide them with a copy of the psycho-educational records on file at the school for students who have received or requested special accommodations. It is also necessary that such information be made available to counselors and teachers. For that reason, students requesting the accommodation must provide the necessary documentation and must return the signed
Please note: Fordham Prep is required to submit the most current and complete information as supplied by the parent. It is the parent’s responsibility to keep up with the most recent information bulletins and requirements for testing and to submit this information to the Fordham Prep SSD Coordinator to be sure all information can be properly reviewed by the College Board.

X. **ACT Guidelines**

Discussions occur in Guidance classes as to the appropriate and necessary procedures for taking the ACT test. Students and parents are welcome to consult with their student’s counselor and check the ACT website.

Y. **ACT Guidelines for Students with Accommodations**

**Guiding Principles**

ACT has long provided accommodations to test takers with disabilities and is committed to compliance with the requirements of the Americans with Disabilities Act (ADA). In this regard, ACT has adopted the following guiding principles for responding to requests from examinees for testing accommodations:

1. Requirements and procedures for testing accommodations must ensure fairness for all candidates, both those seeking
accommodations and those testing under standard conditions.

2. Accommodations must be consistent with ADA requirements and appropriate and reasonable for the documented disability.

3. Accommodations must not result in an undue burden, as that term is used under the ADA, or fundamentally alter that which the test is designed to measure.

4. Documentation of the disability must meet guidelines that are considered to be appropriate by qualified professionals and must provide evidence that the disability substantially limits one or more major life activities. Applicants must also provide information about prior accommodations made in a similar setting, such as academic classes and test taking.

5. It is the parent’s responsibility to complete the ACT Application for testing. The Fordham Prep SSD Coordinator fills out the section that pertains to the school. The parent must mail out the entire application along with the required documentation.

For more information please check the ACT website.

The area of learning disabilities and special accommodations is one that changes frequently. While Fordham Prep has limited resources for dealing with such special needs, the school will be as helpful as possible in securing whatever accommodations are available in outside testing programs and in college admissions. Parents are encouraged to contact the Assistant Principal for Academics and Student Life if they have any additional concerns or questions.
A. ACADEMIC AWARDS

Prep students are eligible for honors citations. At the end of each quarter, a student’s performance may be recognized by the awarding of honors citations for his accomplishments. The final performance may be honored by the awarding of individual excellence or general excellence awards.

(a) **First Honors Citation (Quarterly)**

Any student who has earned a weighted GPA of 3.9 or higher and no grades lower than a B in all of his academic subjects will be awarded the first honors citation.

(b) **Second Honors Citation (Quarterly)**

Any student who has earned a weighted GPA of 3.5 or higher and has no more than one C+ in all academic subjects will be awarded the second honors citation.

(c) **Principal’s Honor Roll (Semester)**

To achieve this award a student must attain the criteria for first honors for the semester.
(d) **Individual Excellence Awards (Annually)**

To receive this award, a student should have demonstrated his high achievement, responsible creativity and initiative, and effective independent study in a particular subject area.

The teacher will indicate whether an award is to be granted. The teacher must assign a grant for an “A.” “B+” or “B” may be assigned at the discretion of the teacher.

(e) **General Excellence Awards (Annually)**

1. **Automatic Grant**

   Student has been recommended for an Individual Excellence Award in four (4) subjects with at least a “B” in other courses.

   Student has achieved Principal's Honor Roll for both semesters.

2. **Non-Automatic Grant**

   To be a candidate, the student must have final grades of “B” or better.

   College grades do not automatically exclude a student from candidacy.

   A minimum of four Individual Excellence Awards is required to be
considered for the award. A grade of “B” or better in a college course is counted as an affirmative vote.

(f) **National Honor Society**

Fordham Prep sponsors a chapter of the National Honor Society. A Faculty Council selects juniors and seniors on the basis of their outstanding scholarship, leadership, service and character. These students have the responsibility to continue to demonstrate the qualities for which they were selected. Members of the National Honor Society perform service beyond the Prep’s standard service requirement, especially tutoring in and working at Open House.

B. **ACADEMIC SANCTIONS**

(a) **Remediation**

An “F” indicates a failure to attain basic mastery of material in a course. A first semester grade of “F” may be remediated by the student’s successfully passing the second semester of the class (“D” or better). A second semester grade of “F” can only be remediated in summer school.

(b) **Summer School**

Second semester and full-year academic failures must be remediated
by successful completion of the courses at a State-recognized summer school. Successful completion allows the full-year “F” to be changed to a “D” on the transcript. Permission must be obtained from the Assistant Principal for Academics and Student Life prior to the registration in the summer school. The Prep will allow only two year failures or three semester failures to be remediated during the summer. In no case may a student remediate more than three subjects.

(c) **Ineligibility for Participation in Sports and Activities**

1. Any student receiving the following quarterly grades is ineligible to participate on a school trip, Prep team, or major activity, (unless excused by the Assistant Principal for Academics and Student Life) until further notice: three or more unsatisfactory grades or two failures (unsatisfactory = D, F, or IN).

2. The student will become ineligible immediately following the publication of the ineligibility list to faculty, coaches and moderators.

3. Provisional Eligibility:

   - An academic checklist ("Gold Sheets") will be circulated and
given to students who are ineligible. These will be interspersed once per quarter between Deficiency Notices in order to keep students and parents informed of their academic progress.

- If a student shows improvement, the Assistant Principal for Academics and Student Life may approve his temporary return to a team or activity until the next set of "Gold Sheets" or Deficiencies or Report Cards.

(d) **Academic Probation**

Academic Probation will be based on SEMESTER or FINAL grades.

A student will be placed on Academic Probation if he:

- has three or more Unsatisfactory Grades (D, F, or IN) for the Semester or final year average
- has two or more failures for the semester or for the final year average.

The student will remain on Academic Probation during the next semester.

The student and parents must attend a meeting with Prep administrators and counselors.
(e) **Academic Dismissal**

A student must withdraw from Fordham Prep if any of the following criteria apply:

- more than three courses must be remediated;
- more than two failures for a school year;
- a failure in a summer remedial course;
- failure to remove himself from academic probation;
- lack of attendance at a summer program to remediate a failure;
- more than three semester failures (second semester.)

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**ACADEMIC HONESTY**

*The Characteristics of Jesuit Education*, published in 1987, reminds us that:

Growth in the maturity and independence that are necessary for the growth in freedom depends on active participation rather than passive reception. Important steps toward this active participation include personal study, opportunities for personal discovery and creativity, and an attitude of reflection. The task of the teacher is to help each student become an independent learner, to assume the
responsibility of his or her own education.

Fordham Prep, as a community, encourages each student to engage in this type of active participation in the process of learning. It is the Prep’s expectation that students, over time, will be increasingly able to learn on their own and produce scholarship of which they can be proud. This development requires special care in maintaining an attitude of academic honesty throughout a student’s four years at the Prep. Positively, a habit of academic honesty means that a student:
- prepares carefully for daily and longer-time academic assignments
- tries his best at all assigned tasks
- takes ownership of his own talents and abilities
- seeks proper help when he fails to understand
- makes proper use of the efforts and thoughts of others
- is proud of each assignment as an example of his own skill and effort.

A challenging environment like Fordham Prep thrives in providing occasions for recognizing the talents and efforts of all students. A Prep community which encourages such effort also expects academic honesty from each of its students. Dishonesty harms not only a particular student’s integrity, but the wider community which suffers from bad example and decreased trust.

Although falsely presenting any work as his own would mean that a student violates the
expectations of academic honesty, the following common types of dishonesty also must be avoided.\footnote{The list of types of academic dishonesty is adapted from the Student Handbook at DePauw University.}

**Cheating:** Using, attempting to use or possessing unauthorized materials in any academic exercise or having someone else do work for you. Examples of cheating include looking at another student’s paper during a quiz or test, obtaining or giving a copy of a test prior to the test date, or submitting homework borrowed from another student.

**Fabrication:** Inventing or falsifying information. Examples include inventing lab data for an experiment you did not do or did not do correctly, or making references to sources you did not use in a research paper.

**Facilitating Academic Dishonesty:** Helping someone else to commit an act of academic dishonesty. This would include giving someone a paper or homework to copy from or allowing someone to cheat from your test paper.

**Plagiarism:** Using words or ideas of another writer without attribution, so that they seem as if they are your own. Plagiarism ranges from copying someone else’s work word for word, to rewriting someone else’s work with only minor word changes, to summarizing without acknowledging a source.

**Abuse of Academic Materials:** Harming, appropriating, or disabling academic resources so that others cannot use them. This includes cutting tables and illustrations out of books to use in a paper, stealing
books or articles, and deleting or damaging computer files intended for others’ use.

**Deception and Misrepresentations**: Lying about or misrepresenting your work. An example would be taking credit for group work to which you did not contribute significantly or meet your obligations. This would include a previous submission of your work to another course without the approval of the current teacher.

**Electronic Dishonesty**: Any use of computer, internet, or other technological means to falsely present work on any assignment, test or quiz as his own. Examples include but are not limited to using network access in a way that affects a class or another student’s academic work, breaking into someone else’s files or computer account, or using information from any electronic source dishonestly. Note that presenting work falsely as one’s own is always academic dishonesty, regardless of the electronic means employed. (See the Acceptable Use Policy in the Appendix.)

**A. Penalties for Violating Academic Honesty**

Because academic honesty serves as a measure of personal integrity and provides a foundation for the academic strength of Fordham Prep, any violation of academic honesty is considered serious. In terms of personal integrity, it makes no difference if one violates it by copying a homework assignment, cheating on a semester exam, or offering completed assignments to another student.

Violating academic honesty is both an academic offense and, because it hurts the community,
a disciplinary offense. A student will receive reduced credit or no credit for the assignment or assessment in question. Additionally, the student may be required to submit an assignment designed to show his understanding of the importance of academic honesty. In each case, the Assistant Principal for Academics and Student Life will determine further penalties. These may include but are not limited to time in jug, points, letters home, and apologies to those harmed by the incident. In addition consultation with a counselor may be recommended.

Students who commit multiple or habitual violations of academic honesty may be placed on disciplinary notice/probation, suspension or required to withdraw from school. In addition, first violations deemed extreme in nature may also result in these sanctions.

SCHOOL PROCEDURES

A. Attendance and Absence Procedures

Parents or guardians should call the Attendance Officer each day of a student’s absence before 8:30 a.m. (718-584-8328). A student returning after an absence must present to the Attendance Officer an Absentee Note signed by either parent or guardian. This is to be done between 8:00 and 8:25 on the morning of the first day the student is back in school. Failure to do so will result in disciplinary action(s). This note is to state explicitly the day(s) and date(s) of and reason for the absence. No student is to go to A.M. attendance check or to class
after an absence before reporting to the Attendance Officer. **Absentee Notes** are available on the Fordham Prep website: [www.fordhamprep.org](http://www.fordhamprep.org) – under Parents – Forms and Documents.

A student who is absent from school or who reports to school **after second period** may not participate in school activities that afternoon or evening. This includes athletic practices and contests, dances and other social events, club events, school plays, Student Government activities, and other Prep-sponsored activities. A sanctioned absence or lateness approved by a school administrator (such as an approved school trip) is not considered an absence for this purpose.

Medical and dental appointments should be made whenever possible during non-school hours or on non-school days. If the reason requires absence for only a part of the school day, the student is expected to attend school for the remainder of the day. Notes to be excused early in the day must be presented to the Attendance Officer before 8:25 a.m.

If an extraordinary reason necessitates an extended absence of more than two days, the family should contact the Assistant Principal for Academics and Student Life, as far in advance as possible, to arrange a plan to cover school work. If a serious medical condition necessitates an extended absence, every attempt will be made to allow a student to satisfy his academic responsibilities. The Assistant Principal for Academics and Student Life will design and coordinate the program.
B. **Daily Announcements and Bulletins**

Parents and students are required to check their emails for Daily Announcements and bulletins sent from Fordham Prep and to keep abreast of the information posted to the Fordham Prep website.

C. **Posters**

Any notice posted by a student or a faculty member must be approved by The Assistant Principal for Academics and Student Life.

D. **Class Attendance**

A student is required to attend all classes for which he is scheduled. In extraordinary situations, the Principal, Assistant Principal for Academics and Student Life, Dean of Students, Athletic Director, or Counselor may excuse a student from a scheduled class. If the person who excused the student is not available within five minutes, the student should return to class.

A student who fails to appear for a scheduled class will receive the penalty of up to three days of “Jug.” If this behavior continues, there will be parental consultation and/or more severe disciplinary sanctions.

Any student who is late for class will be reported to the Dean’s Office by the teacher. Points will be assigned for lateness to class.

E. **Penalties for Excessive Absence**

Only illnesses documented with a note, school trips/retreats, court appearances, approved college
visits, funerals will be counted as excused absences. Students may be assigned up to five jugs for any unexcused absence. Attendance in class is such a vital component of the Prep’s educational program that a student who is absent or late for a particular class an excessive number of times may be subject to disciplinary action. Any student who has excessive absences per quarter may be subject to Saturday Jug. Any student who continues this pattern of absence in subsequent quarters will be subject to disciplinary probation and or suspension at the discretion of the Deans.

F. Penalties for Lateness

Students are expected to arrive at school on time. Lateness that results in missed classes may be treated as “cut” classes. If trains and buses are frequently behind schedule, students should take an earlier train or bus. If a student is late, he must receive a late pass from the Attendance Officer before going to class. The following are the sanctions for lateness:

1 point for arrival during a.m. attendance.

2 - 3 points at the discretion of the Dean, depending on the time of arrival during first period Jug(s) for arrival any time after first period.

Students arriving after second period will not be allowed to participate in any afterschool or athletic activities.
G. **In-House College Visits**

Any student who plans on visiting with a college during school time must get permission from a teacher if he will be missing a class. Students are to sign up on Family Connection ahead of time. Students are responsible for all assignments given due to missing a class.

H. **College Visitations**

Fordham Prep seniors are encouraged to visit colleges of their interest prior to application. While week-end visits to colleges are encouraged, sometimes week-day visits are required by the colleges. The following guidelines are to be followed:

1. A total of four (4) days’ absence from class for college visits is allowed. This will include any trips by outside agencies.

2. The days away from class may not exceed two (2) consecutive class days at any one time.

3. Interviews with collegiate representatives at any level and at a place other than a college campus are to be scheduled during non-school days or hours. For such an interview during school hours, a letter from a parent/guardian stating the time and place of the interview will be required for anyone to leave the school with permission.
4. The college visit absence form is to be submitted to the Attendance Officer at least two days prior to the planned absence. These forms may be obtained in the office of the Director of Guidance or are available on the Fordham Prep website.

5. Juniors are advised that a visit to a college campus or two during the summer between junior and senior years is recommended.

I. Interscholastic Athletes

1. If a student tries out for a sport, he may resign anytime before the first interscholastic competition and still be eligible to try out for another sport. If he resigns after the first interscholastic competition, he must wait until his original sport has terminated its season before he tries out for another sport. Exceptions to this policy may be made but only with the expressed consent of the two coaches involved and the Athletic Director.

2. Fordham Prep follows the regulations of the New York State Education Department. As a member of different interscholastic leagues, the school and all participating athletes are bound by the rules of the leagues, e.g., Catholic High School Athletic Association (CHSAA) rule on transfers.
3. Participation on athletic teams involves responsibility on the part of a student. All students who choose to participate accept the guidelines that are set for each team to insure the safety and personal development of the individual as well as the common good of the team.

4. Any student who has a serious disciplinary infraction may be removed from the team or suspended for a portion of the season.

5. Any students involved in alcohol or drug incidents during a team trip will be removed from the team.

6. Any student participating in any club or on any athletic team is subject to random drug testing. See page 67 for further explanation of the Fordham Prep Drug Testing Policy.

J. **Physical Education**

1. All students, even those excused due to Interscholastic Athletic Programs, must report to every Physical Education class for attendance.

2. Acceptable gym attire (Prep gym shorts, Prep tee-shirt and sneakers) is required and must be worn to all Physical Education classes. The attire should be kept clean and in good condition.
3. All students will have a school-issued lock to be used for Physical Education class. Only school locks may be used. All lockers must be empty and locks removed after each gym class.

4. **Absences**: If for a serious health reason a student cannot participate in a scheduled class, he must present to his Physical Education Instructor a note from his parent or guardian requesting to be excused. If a student will be unable to participate in Physical Education classes for more than one cycle, he should present a physician’s note to the Physical Education teacher.

6. Participation in Fordham Prep’s Interscholastic Athletics Program satisfies the requirement of Physical Education classes for Seniors and Juniors. In addition, Juniors must report to the Fitness Center one period per cycle and obtain a signature from the proctor. This waiver is given only after the official roster is posted and is in effect until the completion of the last contest. If a student is no longer a member of the Interscholastic Team, he must attend Physical Education class.

K. **Teacher Absence**

(a) When a teacher does not report to a.m. attendance in a classroom by the second bell, the attendance group must report immediately to the Commons.
(b) When a teacher who is not posted is absent at the start of the period, all students in that class are to wait five (5) minutes. When a teacher is posted as absent FRESHMEN should report to assigned room and wait (5) minutes for a proctor. Upperclassmen do not. Then, if the teacher is still not there, one student from the class should report this matter to the Assistant Principal for Academics and Student Life's office or to the Deans office. The rest of the class is to remain quietly in the corridor until instructions are received from the Assistant Principal for Academics and Student Life's office. At no time are students to leave the class without instruction from a teacher or administrator.

(c) Students are responsible to check Moodle for assignments when a teacher is absent.

L. Trips (Sponsored by Fordham Prep)

During the year, teachers sponsor co-curricular trips during school time. While the school encourages such trips away from school, there are certain guidelines which students should understand. Students who are ineligible, who have excessive absences for the quarter, or are on academic or disciplinary probation are restricted from such excused absences from the school unless the faculty member in charge of the trip has consulted with the Assistant Principal for Academics and Student Life and such an absence is approved. Any student who has a test on
the day of the planned absence from the school should consult with the classroom teacher involved and work out a time for the rescheduling of the test. School dress is required on all school-sponsored trips unless otherwise mandated by the moderator. All school policies remain in effect during school trips.

M. **Trips (Sponsored by Outside Agencies)**

Fordham Prep may inform students and their families of activities taking place in other schools or trips sponsored by travel agencies or professional associations. By allowing the dissemination of such information, Fordham Prep neither endorses nor accepts any responsibility for that activity. Faculty members or students may sponsor or participate in such trips, but they are not doing so on behalf of Fordham Prep. Fordham Prep, therefore, is not responsible for the cost, accommodations, or supervision of the participants, and Fordham Prep is not liable for any claims, actions, injuries or damages which may arise out of such trips.

N. **Closing of School for Inclement Weather**

Announcements concerning cancellation or early dismissal of school due to inclement weather or other emergencies will be made via the Fordham Prep automated phone system. Prep closings are also posted on our website (www.fordhamprep.org), on the recorded switchboard greeting (718-367-7500), and on the parent e-mail system.

In case of inclement weather, students should use public transportation to and from school. If school is in session, students are expected to remain in school until dismissal.
O. **Fire**

In case of fire during the school day, students should pull one of the fire boxes located throughout the building and report the location of the fire immediately to a faculty member. Any student tampering with fire equipment in the building is subject to withdrawal and criminal prosecution.

Fire drills are conducted regularly according to the regulations explained at the beginning of the year. Absolute silence is to be maintained by everyone during a fire drill, and everyone is to evacuate the building immediately through the stairwell nearest his location at the time the fire bell sounds. Upon leaving the building, students are to report to their mentor at the assigned locations on the University campus. They are not to return to the building until given the signal by the Dean of Students.

P. **Illness**

If a student feels ill or has been injured, he should report to the Nurse’s Office, first advising his teacher if he is in class. If the nurse is unavailable the student should report to the Dean of Students’ Office. If the illness or injury is serious, the Nurse or a Prep Administrator will arrange for notification of the student’s parents or guardians.

Q. **Working Papers**

Working papers may be obtained from the school nurse or the guidance secretary.
R. Change of Student and/or Parent Information

The Registrar should be informed of any change of address, telephone number, parent’s e-mail address, business address and/or telephone number as soon as such a change occurs. The Assistant Principal for Academics and Student Life should be notified of any personal issues such as illness or death in the family.

S. Dress and Appearance

This section outlines dress and grooming regulations at Fordham Prep. However, the Dean of Students will make the final decision on any issue regarding dress and appearance.

The keynotes of personal appearance at Fordham Prep are neatness and appropriateness. Fordham Prep’s “Policy for School Dress” is as follows:

Because the way students dress affects the way they behave and even how they view themselves, the Prep requires students to dress in neat, business attire. Good manners, cooperation, and neatness are required of every Prep young man.

Upon entering the building all students must change into proper attire and remain in school dress throughout the academic day.

The dress code includes a sport coat or suit jacket, a shirt, tie, dress slacks, appropriate shoes, and socks. All clothing should be clean, neat, properly fitting, and in good repair. No hats, earrings or visible body piercings are allowed and extremes in fashion are not allowed.
(a) **Hair:** Hair must be of a natural color and may not extend below the collar, nor fully cover the ears nor reach the eyebrow. No extreme fades, other extreme styles, wigs, full-shaven heads, or ponytails are permitted. Neat braids are acceptable. Seniors may wear mustaches and beards, which must be kept neat. All other students must be clean-shaven. Any medical exception for this rule requires a doctor’s note.

(b) **Shirt:** Neat dress shirt with collar must be buttoned to top, tucked in, and not bloused.

**Not Allowed:**
- Flannel
- Denim
- Wide Stripes
- Sweatshirts
- Long sleeve shirts underneath team or senior shirts

**Allowed:**
- Solids
- Thin Stripes

Seniors may wear a Fordham Prep senior pullover in place of a jacket on any school day. On the last school day of the week, seniors will be allowed to wear a Fordham Prep senior polo. Club or team shirts will only be allowed on days approved by the administration.

(c) **Slacks:** Dress slacks with belt. No chains may extend out of pockets.
Not Allowed:  Allowed:
Dungarees           Khaki
Rivets              Twill
Exterior Pockets    Traditional Dress Slacks
Cargo Pants

(d)  Jacket:  Sport coat or suit jacket required from October 1 to May 1. Seniors may wear the approved school pullover in place of a suit or sports jacket.

(e)  Shoes:  Dress shoes (with dress soles) below the ankle. Socks must be worn.

Not Allowed:  Allowed:
Boots           Hush Puppies
Sneakers       Docksiders/Topsiders
Sandals        Loafers
Diesel or similar shoes  Dress Shoes
Walking shoes
Uggs slippers

Students must remove their outer jackets, and place them in their lockers, upon arrival.

Students requesting a change in dress code for injury or other serious reason must present a written parental request to the Dean’s office before A.M. attendance check.

Students not observing these regulations may be asked by the Dean of Students to return to their homes for proper dress and appearance. The Dean of Students reserves the right to determine whether or not a student is complying with the regulations on dress and appearance.
During dress down days students must wear long pants and shirts in good taste. No clothing may be worn that promotes drugs, alcohol, is suggestive, or is in any way inappropriate. All grooming regulations are in effect.

T. Identification Cards

EACH PREP STUDENT MUST CARRY HIS PREP IDENTIFICATION CARD WITH HIM AT ALL TIMES on the Prep property, as well as on the Fordham University campus. Any faculty member or security guard, of either the Prep or of the University, may require a student to show his identification card.

The student must show his identification card when asked, and the student must cooperate with directions given him by a faculty member or security guard. Failure to do so will result in disciplinary action. Identification cards must be shown when borrowing books from the Library and are also used for admission to certain Prep events. I.D. cards must never be loaned to other Prep students or students from other schools. I.D. cards can also be used to purchase food from the kitchen and may contain monetary value and should therefore be carefully guarded. When a Prep student loses his identification card, he should report it immediately to the Dean of Students who will arrange for a replacement at a cost to the student.

U. Textbooks and Electronic Devices

All students are required to have their names in their school books and on their devices. Books and devices are never to be left in classrooms or around the building. Students are responsible for the maintenance and security of all textbooks and the cost
of replacing lost or damaged New York State textbooks.

V. Medical Forms

Since all students participate in physical education classes, an annual physical exam is required, which is valid for one year from the date the exam was last performed. The forms may be mailed or brought to the nurse’s office or the receptionist. Current physicals are also required for try-outs and participation on all sports teams and for working papers. An emergency card, triplicate form with a cardboard back, signed by the parent/guardian, is required for every sport the student tries out for and participates in. The nurse completes the box in the upper left corner with the student’s current physical exam date, separates the copies and gives the cardboard back to the student to give to the coach. Emergency cards are available from the athletic director or the nurse’s office mailbox.

ANY medications, including OVER THE COUNTER (Tylenol, Ibuprofen, etc.), can only be administered in school with a written order by a licensed physician on file in the nurse’s office with a current exam. Medication forms are mailed with the exam form in the spring or can be obtained from the nurse’s office or on the Fordham Prep website. Please ask the physician to include a Tylenol, Ibuprofen, etc. order with the physical, in case of headache, fever, etc. Any medication brought to school needs to be clearly labeled in a pharmacy container with the proper dosage, etc. Any controlled substances, i.e. Ritalin, Codeine, etc. need to be brought to school by the parent/guardian. Any daily medication, i.e., allergy, antibiotics, etc. should be taken at home before school.
Students with asthma should store an extra inhaler with a physician’s order in the nurse’s office. See Appendix F and G. Please call the nurse at ext. 235 with any questions.

W. **Fordham University Campus**

Prep students may not use any facilities of the Fordham University campus, including Murphy Field, the Lombardi Center and any of the grounds beyond the Prep’s own property, unless directed to do so by the appropriate Prep official. Seniors, however, are permitted to purchase their lunch at the Fordham University Student Deli or approved Campus Center facilities during their assigned lunch periods. Students may also use Fordham University parking garage following the procedures of Fordham University.

The University Library is available for those students who have received written permission from the Prep Librarian or the Assistant Principal for Academics and Student Life.

Students may not attend University events unless they are open to the general public. No Prep student should be in the vicinity of the dorms.
STUDENT BEHAVIOR

A. Introduction

There are basically three reasons for discipline in a high school. It is necessary to preserve order, protect the common good and instill the value of self-discipline. Discipline is necessary and essential in order to instill values and ideals as well as desirable and responsible habits of behavior in the student so that he is growing into a mature and responsible individual. The development of these guidelines is based on this philosophy and for the protection of the common good. Your enrollment at Fordham Prep is an expressed agreement on your part and the part of your parents or guardians to observe the student guidelines and to commit to the goals and ideals of Jesuit Education and the philosophy of Fordham Prep as stated in the document “Profile of the Fordham Prep Graduate at Graduation.”

The school reserves the right to review the student’s individual performance in accordance with these expectations to determine if he and the school can continue to benefit by his continuing as a student at Fordham Prep. Acceptance as a student at Fordham Prep is a privilege. Continuation as a student is considered automatic, provided he maintains academic standards; attempt to live the philosophy and goals; and follow the policies and regulations of Fordham Prep. In all disciplinary cases, both the welfare of the student and the welfare of the school are of concern.
B. **Drugs, Alcohol, Tobacco, and Hosting Parties**

Fordham Prep believes that the primary responsibility for the education and supervision of students in the proper use of alcohol and drugs belongs to parents. Although the Prep has limited responsibility for student behavior outside of school, any student behavior, whether physically or electronically, that reflects poorly on the Prep’s reputation, or represents a danger to himself or others, will be subject to disciplinary sanctions. Fordham Prep views the following conditions as violations of school regulations:

(a) Student in possession of any drug with the intent of sale or distribution at any time.  
(b) Student who hosts or facilitates a party or gathering at which alcoholic beverages or drugs are used by minors  
(c) Student in possession of or under the influence of drugs or alcohol while at school, in transit to or from school, any place on the University campus, or any school function.  
(d) Student in possession of or under the influence of drugs or alcohol outside of school or any school function.  
(e) Student in possession of or using tobacco in any form at any time.
Consequences:

<table>
<thead>
<tr>
<th>Violations</th>
<th>Consequences for All Students</th>
<th>Consequences for Students Involved in Co-curriculars</th>
</tr>
</thead>
</table>
| CLASS I VIOLATIONS  
Possession or control of any illegal chemical substance with the intent of sale or distribution at any time. | Expulsion / Withdrawal |                                                     |
<p>| CLASS II VIOLATIONS, Hosting or facilitating a party or gathering at which alcoholic beverages or other illegal drugs are available for use by minors. | Two options based on circumstances: 1) Expulsion / Withdrawal 2) Out of School Suspension for up to 5 days with a chemical dependency evaluation approved by the Prep Counseling Dept. Students are mandated to follow all terms of the ensuing contract. Completion of 20 hours of community service. | Suspension from outside competition / public representation in all activities for up to one season/semester. |
| CLASS III-A VIOLATIONS | 1\textsuperscript{st} Offense: Out of School Suspension for up to 5 days with a chemical dependency evaluation approved by the Prep Counseling Dept. Students are mandated to follow all terms of the ensuing contract. Completion of 20 hours of community service. | 1\textsuperscript{st} Offense: 2 week suspension from outside competition or public representation in all activities. | 2\textsuperscript{nd} Offense or Violation of Contract: Likely Expulsion / Withdrawal from school. |</p>
<table>
<thead>
<tr>
<th>CLASS III-B VIOLATIONS</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense: Disciplinary Probation for a period of no less than one year, with a chemical dependency evaluation approved by the Prep Counseling Dept.</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense: 1-2 week suspension from outside competition/public representation in all activities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illegal possession and/or use of alcohol, other illegal drugs, or drug paraphernalia outside of school or any school function.</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: Out of School Suspension for up to 5 days Students will be mandated to follow all terms of the ensuing contract. Completion of 20 hours of community service.</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: Suspension from outside competition/public representation in all activities for one season/semester.</td>
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<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Offense: Likely Expulsion / Withdrawal from school.</td>
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<tr>
<td>CLASS IV VIOLATIONS</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense: 3 jugs and parents contacted.</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: 1-2 week suspension from outside competition or public representation in all activities.</td>
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<tr>
<td>Possession or use of tobacco in any form any time.</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense: 4 jugs and one full week of work crew.</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Offense: suspension from outside competition or public representation in all activities until successful completion of program implemented by deans and counseling dept.</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Offense: 5 jugs and a chemical dependency evaluation approved by the Prep Counseling Dept.</td>
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The **Fordham Prep Drug Testing Policy** will be implemented as follows:

A. At least two students from each club or level of an in-season sport will be randomly selected to be tested during the season.

B. Students/athletes may be called down or taken out of class and asked to report to a specific location.

C. A form will be filled out for each student/athlete by an assessor and then signed by the student/athlete.

D. Each student/athlete will be asked to provide his urine sample into a supplied specimen cup.
E. A Quest Diagnostics assessor will take the cup and label it to be tested.

F. If a positive test result is obtained for any student/athlete, the parents of that student/athlete will be contacted for a meeting at the Prep.

G. **Penalties for Positive Test Results or Refusal to be Tested:**

   a. The first time a student/athlete tests positive, he will be required to follow the drug procedures as outlined in the Student Handbook with the exception of immediate suspension from school. In addition, the student/athlete will not be allowed to participate in one quarter (25%) of the remaining club activities or games scheduled. Any fractions will be rounded up. For example, if 25% is 2.25 games, the athlete will be suspended for 3 games.

   b. If an athlete tests positive on a second test, he will sit out the remaining schedule for that season.

   c. If an athlete tests positive for a third time in a school year, regardless of when it happens, he will not only lose all remaining in-season games, but also sit out from
any athletic participation for the rest of the school year.

   d. The student/athlete will be subject to the terms of his contract.

   e. If a student/athlete refuses to be tested, it will be assumed that a positive test outcome would have resulted, and the above mentioned penalties will be enforced.

   f. Disciplinary sanctions may also apply at the discretion of the Dean of Students.

A student who violates the terms of his program will be required to withdraw from the Prep.

C. **Student Behavior at Athletic Events**

Fordham Prep rules and regulations are in effect during school sponsored athletic events. We encourage all our students and their families to attend Prep athletic events during the school year in support of our teams. Good sportsmanship is expected of all Prep students during these events. Students attending Prep athletic events must:

1) Cheer in a positive manner

2) Treat all players, coaches, officials and spectators with respect

3) Not engage in any kind of unsportsmanlike conduct such as inappropriate language or gestures with officials, coaches, players or parents.

Students who violate these regulations will be
banned from future athletic events and may be liable for disciplinary sanctions.

D. Behavior On Overnight School Trips/Retreats

While traveling to and from, and during a trip/retreat, all school policies are in effect. The use or possession of drugs, alcohol or tobacco is strictly prohibited. In addition, students must respect the property and personal space of other students, particularly in sleeping quarters, and must always be dressed appropriately before entering any common space such as hallways. Bedroom areas are private areas where groups of students should never congregate. Respectful participation and cooperation with adult chaperones is expected from all participants.

E. Behavior On or Off Campus

Because students represent Fordham Prep the following regulations apply both on and off campus:

The Prep believes that a person reflects himself, his attitude, values and ideas not only through words but also through his actions and appearance. We are creatures of spirit and sense, and the spirit manifests itself through the exterior behavior of a person. We belong to a Christian community, and we are expected to be a sign of the values which Christ taught. His fundamental teaching could well be summed up in His own words: “By this shall all know you are my disciples, that you have love for one another.”

Fundamentally, therefore, the regulations for conduct derive from these ideas. Hence respect for persons and property, unselfishness, generosity,
cooperation, participation in community affairs, good manners, courtesy, dignity, cleanliness and neatness in appearance, punctuality, respect for civil law and school regulations are expected of every Prep man. Without these there can be no true community at the Prep. **Students whose attitudes, actions, behavior or appearance do not reflect these values and who consistently exhibit values contrary to these will be asked to leave the prep community.**

The Dean of Students will make the final determination regarding all issues with student behavior.

**F. Courtesy**

Courtesy and good manners, the normal expression of respect for others, are expected of all Prep students in their interactions with each other and with other members of the community including faculty, students, maintenance, administrative staff, cafeteria staff, and Fordham University Security Guards at all times. Customary courtesy to adults is expressed by using their titles when addressing them: Jesuit priests as “Father,” Jesuit brothers as “Brother,” Jesuit scholastics as “Mister,” and all other members of the Prep community as “Doctor,” “Mister,” “Mrs.,” “Ms.,” or “Miss,” as the case may be. It is customary courtesy to greet adults whenever students meet them in corridors or other areas.

It is customary courtesy to knock before entering any office or classroom; if the door to that office or classroom is closed, students should wait for a response.

Students are reminded that the same regulations that are required during the school day
regarding courtesy, language, and deportment will also be enforced at games, assemblies, and gatherings.

A special note on offensive language: there are many areas of society today which are not resisting the steady seepage of offensive language and, clearly, some areas are even encouraging its use. The Prep is not one of those places. *Eloquen\text{tia perfecta}* has long been a Jesuit ideal. Students are discouraged at the Prep and at Prep events from using offensive language, and encouraged to express themselves in a way which reflects respect for themselves and anyone who may be listening.

G. **Student Regulations at Prep Socials**

In order to ensure a good time for all who attend dances, socials, or mixers sponsored by Fordham Prep, the following regulations are in effect:

1. Every Fordham Prep student must have a Fordham Prep I.D. card on his person to enter the dance.
2. Once a student leaves the dance, he cannot re-enter.
3. Anyone who attempts to enter the dance by any entrance other than the front doors or aids another in doing so will have his I.D. card confiscated and will be subject to disciplinary action.
4. No smoking is allowed.
5. The alcohol and drug policy of Fordham Prep will be strictly enforced.
6. Appropriate behavior and dress is expected.
H. **Behavior on Transportation Services**

All students are reminded that their conduct on school or public transportation facilities reflects the values and reputation of the Prep. Improper and immature behavior at railroad stations, on trains, subways and buses is considered a serious breach of discipline. Students involved will be subject to disciplinary action.

I. **Electronic Devices**

All electronic devices may be used in the building during the day for academic purposes only with the exception of the Commons, Hall of Honor or outside of the building where they may be used for communication and appropriate entertainment purposes. Headphones are banned from the Commons, but may be used in the Library, the Computer Center or the Language Lab.

J. **Disruptive Behavior**

Disruptive behavior prevents good order and an appropriate atmosphere for study. Therefore, it is not permitted in the Prep building at any time. Violations of the following regulations will result in disciplinary action by the Dean of Students:

1. **Fighting** - Students involved in or encouraging others to fight either on or off campus will be subject to disciplinary action. Fighting involving Prep students is a serious offense and will be dealt with appropriately.

2. The use or possession of lasers, fireworks and/or the throwing of rocks or
snowballs are forbidden because of obvious danger to members of the community.

3. Hazing and initiation of any kind is forbidden.

K. **Bullying**

As a Catholic and Jesuit institution, Fordham Preparatory School follows an educational tradition which is based on respect and a commitment to justice. Fordham Prep’s commitment to the human dignity and human rights of each of its students and members of its faculty and staff is of paramount importance in formulating all of the educational policies that govern its community. It is with these rights in mind that we set out to provide and maintain an educational community in which all members can achieve their spiritual, scholastic, social, artistic and athletic goals in an environment free of any type of harassment.

The harassment of students, faculty or staff because of religion, race, gender, national origin, age, color, physical or mental disabilities, sexual orientation or any other reason will not be tolerated at Fordham Prep. Such behavior contributes to a hostile, offensive and intimidating environment for work and study, which has a deleterious effect on a person’s chance at succeeding in a challenging academic institution. Harassment contaminates the atmosphere of trust that must exist in a school environment in order to foster independent, creative learning.

The American Psychological Association defines bullying as “aggressive behavior that is intended to cause harm or distress, occurs repeatedly over time, and occurs in a relationship in which there is
an imbalance of power or strength. Bullying can take many forms, including physical violence, teasing and name calling, intimidation, and social exclusion.” Bullying is an extremely serious violation of our core of principles and offenders may be liable for dismissal.

Students who feel that they have been subjected to any of the above types of harassment by another student or a member of Fordham Prep’s faculty or staff should report the matter to the Dean of Students. The Dean will promptly investigate the complaint and take action as necessary. Such action includes but is not limited to a warning, detention, probation, or expulsion in the case of a student offender. If the offender is a member of the faculty or staff, such action may include a letter of censure, suspension or termination of employment.

Fordham Preparatory School takes very seriously its responsibility to foster the development of all the talents of its students, faculty and staff. It is our hope that this policy will help to encourage and maintain an environment of mutual respect among all members of the learning community and in so doing will help us all to become “men and women for others.”

**L. Gambling**

Any student involved in gambling, the act of promoting gambling, the transferring of money will be subject to the following sanctions:

A: Immediate notification of parent
B: Placement on disciplinary notice
C: Assessment by counselor
D: Card playing with or without the exchange of money is not allowed
M. **Littering**

Students are expected to place all refuse, papers, soda cans and other materials for disposal in the proper receptacles provided. Please treat the Prep building and grounds as you would treat your own home and property. **No gum chewing is allowed.**

N. **Loitering**

Loitering in stairwells or corridors is not permitted. Students waiting to enter a room for class should line up in an orderly fashion in a single line to allow passage through the corridor. Under no circumstances should they block the doorway. Students should not be in the vicinity of the Physical Education locker room unless they are members of the ongoing Physical Education class.

O. **Lost and Found**

Students who misplace items should check in the Attendance Office. Lost items recovered in the Prep building or on the grounds should be brought immediately to the Attendance Office. They will be held there for a brief period of time.

P. **Security**

The Prep building and grounds are protected by a security force and a closed circuit security camera system around the clock. If a student observes any problem with the security of our building or grounds, he should report it immediately to an administrator or a security officer.
Q. Stealing

As a community, all members of Fordham Prep’s student body will recognize their interdependence on one another, that almost all their actions are social in their effect, and very few are private. With this in mind, each student is responsible for his own property and the property of other members of the community.

Since stealing is not only a personal offense, appropriate restitution to the injured party and to the community shall be required, as well as the imposition of disciplinary sanctions. Stealing, prank stealing, or unauthorized holding of another’s property are included. Instances of stealing will normally result in dismissal from the school. It is the duty of the school to remind students that stealing is a criminal offense punishable by law.

Lost items recovered in the Prep building or on the grounds should be brought immediately to the Dean of Students.

R. Vandalism

Students are asked to remember the enormous generosity and sacrifice of the Prep Community in providing educational facilities of extraordinary quality, and to act with the proper respect and care for this property which mature and responsible persons are expected to employ. Any form of vandalism on the school or the personal property of anyone of the Prep community, or defacing of the school building or grounds may lead to withdrawal. In addition, the cost of repairing or refinishing vandalized areas will be borne by the family of the student involved.
Particular attention is called to the prohibition of all forms of writing or marking on any part of the school property. The possession of any graffiti instrument (e.g., markers, spray cans, sandpaper, etc.) is prohibited.

S. Weapons

It is important that Fordham Prep maintain a positive, safe, and secure learning environment. In striving to attain such an environment, the Prep takes the position of no-tolerance for weapons. All weapons or instruments which have the appearance of weapons, are prohibited within the school and on University grounds. Any student who possesses, stores, transmits, or uses a weapon or a “look-alike” weapon will have withdrawal proceedings initiated against him immediately. “Weapon” means any firearm whether loaded or unloaded; any chemical, substance, device, or instrument which appears as a weapon or through its use is capable of threatening or producing physical harm; or any device or instrument used to threaten or cause physical harm. Any student who finds such a device must immediately report it to an adult.

T. Internet and Social Media

No picture, video or audio recording may be made of any Fordham Prep employee or student without the express permission of that individual. Social media websites will be monitored and any inappropriate postings will result in disciplinary actions by the school. See acceptable use policy in appendix D of Fordham Prep’s section on sanctions.
DISCIPLINARY SANCTIONS

A. Points

A point system is used to record various infractions. Continued accumulation of points will result in more serious penalties (see Appendix H.)

B. “Jug”

This is the traditional name given punishments assigned to students by the Dean of Students. “Jug” will be held at 3:00 p.m. each day, except on E-Days. Students will not be excused from serving for any reason (i.e., doctor appointments, sports, etc.). Failure to report to “Jug” without prior approval of the Dean is considered a serious violation and will result in the assignment of an additional day of Jug. “Jug” will last 40 minutes and will be served on the day it is assigned or the day after. School dress is required. Silence is to be maintained in “Jug” at all times. Each student is permitted 1 Jug postponement per semester. Students who are assigned five or more Jugs may be required to serve a Saturday Jug, which will be held at the discretion of the Deans.

C. Saturday/Holiday “Jug”

Saturday JUG will be held at the Deans’ discretion. Saturday JUG may be assigned for serious individual infractions. Any student who cuts a Saturday JUG will be expected at the next Saturday JUG, will be placed on disciplinary probation, and may be subject to suspension from school.
D. **Disciplinary Warning**

Disciplinary Warning is a signal that a student is developing an unsatisfactory disciplinary record. This is a warning that the student will be subject to disciplinary notice/probation, exclusion/suspension, and/or withdrawal from school if this behavior continues.

E. **Disciplinary Notice/Probation**

The Principal may place a student with a poor disciplinary record on probation. Probation is regarded as a serious warning, and parents receive written notification. All students placed on disciplinary notice/probation will be reviewed at the end of each semester to determine whether they will be allowed to return to the Prep. Students on disciplinary notice/probation will meet periodically with an administrator. Students entering the school year on disciplinary notice/probation will be subject to exclusion/suspension at 15 Jugs and withdrawal at 20 Jugs. Students who face these sanctions may be required to report them on their college applications.

F. **Exclusion/Suspension**

Exclusion/Suspension is a sanction which may be imposed by the Principal in response to a serious disciplinary infraction. This action is a step which will be taken while deliberation is being made as to the advisability of the student continuing his education at the Prep. The student will not participate in any curricular or extra-curricular activity of the school during this period. Parents will be consulted prior to any decision to suspend. Students will be required to complete 20 hours of service, as assigned by the Deans, if they are allowed to return to the Prep. Students who have been
suspended will automatically be placed on disciplinary probation for one year. Since suspension is an official sanction, students who have been suspended must respond affirmatively on college applications if asked.

G. **Expulsion**

After consultation with the appropriate personnel, the Principal may expel a student from the school. In cases of serious disciplinary infractions which might incur the penalty of expulsion, the ordinary procedure of the Prep is as follows:

1. Parents will be informed and a parental consultation arranged at the earliest convenient time.

2. The student is suspended from school and will not be readmitted before the consultation.

3. Information will be presented to a committee of appropriate administrators who will recommend sanctions to the Principal.

4. The Principal will then inform the parents of the result of the deliberations.
A. **Prep Building and Grounds**

The Prep building is situated on 5.2 acres of land bounded by fences facing Southern Boulevard on the north, the railroad on the west, the base of the intramural field of Fordham University on the east, and by the road running between the Prep building and the Fordham University chapel on the south. Prep students are limited to the use of the facilities on the Prep grounds unless given explicit permission by the Principal, Assistant Principal for Academics and Student Life, or the Dean of Students for the use of other facilities.

All of the facilities on the Prep grounds are for use by Fordham Prep students but, for good order and safety, no student is to be in any area of the school without staff supervision. The only exception to this rule is the Commons, where students can informally gather when the building is open. A student should never be in the gym, intramural center, theatre, classrooms, library, computer center, etc., unless there is faculty supervision.

No student is ever permitted to leave the Prep building and grounds at any time during the school day without the explicit permission of the President, Principal, Assistant Principal for Academics and Student Life, Dean of Students, or Assistant Dean of Students. Students leaving without permission will be considered truant and will be dealt with accordingly. If permission is granted, the student must sign out in the
Attendance Office. Seniors may use the university facilities as permitted by the Dean of Students.

The Prep building is open from 6:30 a.m. on school days. It is closed on non-school days except when permission is granted for special student activities. Such non-school day use must always be under the direction of and supervised by a faculty moderator or coach. The Prep building is closed to students in the evening, except when special activities under the direction of and supervised by moderators are scheduled.

No Prep student may ever invite a visitor to enter the building during the school day without obtaining permission from the President, Principal, Assistant Principal for Academics and Student Life, Dean of Students, or Director of Admissions.

Students may also use Fordham University parking garage following the procedures of Fordham University.

Parking on the Prep grounds is restricted to members of the faculty and staff, with a certain number of places allotted to visitors. To minimize traffic on the university campus, vehicles are not permitted to enter the campus unless they have a Prep sticker. Students should be dropped off at the Southern Boulevard entrance to the Prep or at the main entrance of the campus. Due to safety regulations, drivers are never permitted to double-park on Southern Boulevard. If a student is disabled, please ask the Dean of Students for a temporary pass for the car to enter the campus. Parents who are visiting the Prep should inform university security, and they will be permitted to park in the Prep lot. Parents should not abuse this privilege by
dropping their sons off in the morning or picking them up at dismissal time in the Prep lot.

Students may enter the Prep grounds on foot through any of the entrances to the university campus. They must produce I.D. cards if requested.

B. **Commons**

The Commons is the social center of the school. It is used for dining, meetings, and social activities. It has been designed as a central area where students can come together -- with each other or with faculty members -- on an informal basis.

**Food Services** operate during the following hours:

1. 7:30 a.m. to 9:15 a.m.
2. 10:10 a.m. to 3 p.m.

In between service, snacks and beverages are available.

The kitchen facilities are exclusively restricted to the personnel of the food services. No student is permitted in the kitchen facilities without permission of the kitchen staff or a faculty moderator.

Students will follow the arrangements for the purchasing of food during lunch hours or other crowded times which will be explained by the Dean of Students at the beginning of the year. Order and courtesy in maintaining the approach-lines to the counters are expected of all students. Trays are required for all students during lunch periods. All disposable refuse is to be placed in the receptacles provided. Empty cans should be placed in the recycling bins.
Students may not have food delivered from an outside vendor.

Students may not bring food above the first floor or outside the building without permission.

Students are not permitted to sell any food or outside beverage unless participating in an approved Prep fundraising activity.

Students at each table are responsible to leave the table and surrounding area clean. Proctors will assign one student at each table to supervise clean-up and wipe down the table before leaving.

C. Use of Field and Parking Lot

Students are not allowed to park in the Prep lot on school days at any time. Violators are subject to having their car booted or towed. During a student’s lunch period, no food or drinks can be consumed outside the Commons. The Prep parking lot, the courtyard on the side of the Theatre and the backfield may not be used for athletic activities unless there is adult supervision present. This prohibits schmolly, Frisbee, and all sorts of rough play. Violators will be subject to disciplinary sanctions. Students may use these facilities for socializing. Vehicles in the parking area are not to be used as benches or leaning posts.

D. Daily Mass

Daily Mass is offered at 7:55 a.m. each morning in the upper level of the Prep theater.
E. **The Administrative Center**

The Administrative Center includes the following: The offices of the President, Principal, Assistant Principal for Academics and Student Life, Assistant Principal for Professional Development and Supervision, Director of Admissions, Registrar, Administrative Coordinator, Vice President for Engagement, Development and Communications, the Chief Financial Officer, their support staff, the Business Office and the Receptionist.

Students are welcome to visit administrators, but should see the assistant to the administrator before entering his/her office. This center is open every school day from 8:00 a.m. to 4:00 p.m.

F. **Departmental Centers**

The Prep building is organized so that there is a center for some departments. These centers are designed for teaching and for areas of quiet study and learning. Therefore, it is essential that good order and quiet be preserved there.

G. **The Faculty Center & Patio**

The faculty center and patio are reserved exclusively for the faculty. Students are never permitted in the faculty center. Students are not allowed to place materials in, or remove materials from, faculty mailboxes. Students who wish to have materials placed into a faculty member’s mailbox must request the assistance of any faculty member who is present.
H. **Locker Rooms**

There are three types of lockers in the Prep building:

(a) **Day Lockers**

These lockers are found in the corridors of the building and can be used from 8:00 a.m. to 6:00 p.m. Each student has a locker assigned to him by the Dean of Students. Students may not appropriate vacant lockers for their own use. **NOTE:** Only school-assigned locks may be used on any Prep locker.

(b) **Physical Education Lockers**

These lockers are found on the gymnasium floor level. Students may never be in these locker rooms unless dressing for Physical Education classes, or for intramural athletics in the hours permitted for these activities. All locks must be removed at the end of the day.

(c) **Team Lockers:**

These locker rooms are found on the first floor and on the gymnasium level. These may be used only by members of the interscholastic teams of the school as assigned by their coaches. Athletes must use a Prep lock on these lockers at all times. Only coaches may open and close these locker rooms. **These**
locker rooms are closed 9:00 a.m. – 2:30 p.m. during the school day.

(d) **Faculty and Staff Locker Room:**

These lockers rooms are found adjacent to the gymnasium and are to be used by faculty and staff members only.

I. **The Gymnasium**

The gymnasium is used for Physical Education classes, interscholastic team practices, home basketball games and wrestling matches.

The emergency exit in the center of the west wall is to be used ONLY in case of an emergency.

J. **The Intramural Center & Fitness Center**

The Intramural Center is a facility where intramural athletics take place after school. The Intramural Center also holds a fitness center which is available to students. Students must have supervision.

K. **Theatre**

The Leonard Theatre is the location for the presentation of dramatic productions, guest lecturers, school assemblies, special class presentations, etc. Students are not permitted without adult supervision.

L. **Ministry Center**

The Ministry Center is located off the Commons. Students should follow the guidelines determined by the ministry team.
M. **Nurse’s Office**

The nurse’s office is located on the first floor of the Prep building. Students must obtain a pass from the nurse before returning to class.

N. **The Prep Bookstore**

*Ye Olde Prep Shoppe*, the Prep’s bookstore, is located in the first floor Lynch Commons. Basic school supplies as well as Prep clothing and memorabilia are available for purchase. Thanks to parent volunteers, *Ye Olde Prep Shoppe* is open each class day from 10:00 a.m. to 1:00 p.m., as well as for some special events. *Ye Olde Prep Shoppe* is also available online in the Student Life Section of the Prep’s website at [www.fordhamprep.org](http://www.fordhamprep.org).

O. **The Elevators**

The elevators are restricted to the use of the faculty and staff. Students who are handicapped or injured may use the elevators upon application to the Dean of Students. Students using the elevators without permission are subject to disciplinary sanctions.

P. **Restricted Areas**

No student is ever permitted, for any reason, to be on the roof or in the central storage area located on the level between the first floor and the gym floor without the supervision of a faculty member, moderator, or coach. Unauthorized use of the theatre is likewise prohibited.
Appendix A

LIBRARY REGULATIONS

1. Students may work alone in silence on class assignments, projects, etc., in the library. On occasion the librarian may give students permission to use the Guidance Room or the Library Seminar Room.

2. Books may be signed out for a four-week loan period. Because of this very liberal loan period, renewals are not normally permitted. A student must present his I.D. card when borrowing a book. A fine of five cents per day is charged for overdue books. When a student signs out a book, he, and he alone, is responsible for its return in good condition. It is unwise, therefore, for a student to loan library books to others.

3. Reserve and reference books and magazines may not be removed from the Library.

4. Materials on special reserve, which are on loan overnight, must be returned by the end of first period the next morning. This restriction is necessary because there is a limited supply of sources, and they must be available to the class.

5. All books and magazines should be returned to their proper places on the shelves and racks when finished.

6. The library is open every school day from 8:00 a.m. to 4:30 p.m.
Appendix B

GUIDANCE

Fordham Prep Guidance & Counseling Department

Care of the individual is a hallmark of Jesuit education. In this spirit, the emphasis of the guidance and counseling program at Fordham Prep is on academic success for every student via a variety of targeted services and activities in three primary areas – academic, college/career and personal/social. The Prep’s counselors spend the majority of their time providing direct services to the students. This ensures that every student receives the program’s maximum benefits.

Nine counselors and a school social worker deliver the guidance and counseling program, which is lead by the Director of Guidance and Counseling. The Director of College Counseling oversees all aspects of the college process.

The Prep’s guidance program is an integral part of the overall educational program. Like an academic course, group guidance is a scheduled class that all students take throughout their four years at the Prep with their assigned counselors. At every grade level, the guidance curriculum is structured, developmental and flexible, enabling the counselors to effectively address the students’ various needs.

In addition, counselors meet with students individually to discuss important issues such as academic progress, course selections, career goals,
and personal/social concerns. Counselors and the school social worker may screen students whose behavior elicits concern. Counselors strive to collaborate with and inform students’ parents/guardians of concerns within the context of the confidential relationship between the counselor and students.

In the upper years, counselors give extensive college guidance to students. Counselors help students navigate the intricacies of the college search process through individual and group meetings. Each year about 100 college admission representatives visit the Prep to meet with interested upperclassmen. A number of colleges also interview Prep students planning to apply to their schools.

Other counseling services offered to students include multi-session support groups (i.e., Assertiveness Training, Bereavement, and Single-Parent Family), family consultations, crisis intervention and professional referrals. Also, a variety of special workshops are offered to students and their parents on the various aspects of the college admissions process and other important issues.

Fordham Prep’s guidance and counseling program meets the American School Counselor Association’s description of what an effective, 21st century school counseling program should be, comprehensive in scope, preventative in design and developmental in nature.
In keeping with the philosophy of the Prep, Student Government exists to create a positive atmosphere for learning, growth and appreciation, and to encourage service to all members of the school. Student Government represents and implements the opinions, ideas and needs of the student body. Drawing upon its own initiative and integrity, the Student Government endeavors to fulfill its responsibility to promote unity within the school, including solidarity between the student body and the teaching and administrative faculty. Student Government encourages each individual to participate in a mature and democratic manner in all phases of Prep life.

The Student Government consists of a three-part body composed of the Executive Branch, the Class Officers, and the Class Board/Mentor Group Representatives.

The Executive Branch consists of six officers who are seniors, elected as a slate by the entire student body for a term of one year. These officers are the President, Vice President, Secretary, Treasurer, Activity Coordinator, and Publicist of Student Government. The Executive Branch is responsible for the coordination, organization and supervision of all student government activities. The Executive Branch supervises committees which implement the projects of Student Government.
Each class -- freshman, sophomore, junior, and senior -- will elect a Class President, Vice President, Secretary and Publicist. In addition, each class government will have a Faculty Advisor of its own. Class officers should meet regularly with the Class Board/Mentor Group Representatives of their year and with the executive officers. Class officers should coordinate activities which are exclusively connected with their year, such as class nights, class trips, etc.

The Class Board/Mentor Group Representatives represent to the Executive Branch and to the class officers the opinions, needs and ideas of the students in each mentor group. The Mentor Group Representatives act as a means of communication between the Executive Branch and the mentor group. The Mentor Group Representatives meet by class once a week and are selected by their individual mentor groups.
Appendix D

Fordham Preparatory School
Computer Services Acceptable Use Policy

Introduction:

The Internet Acceptable Use Policy governs the conduct and responsibilities of each student while they are at school and/or utilizing school computer facilities, codes or sites. It is the expectation of Fordham Prep, however, that student behavior when using the Internet will be exemplary both on and off school grounds. A Prep student always represents his school and the school community. Accordingly, students will be subject to disciplinary action by Fordham Prep for acts such as, but not limited to, harassment or any other type of threatening, sexual or otherwise inappropriate communication that is conveyed via the Internet (or other technological medium or device) regardless of the time of day or the student’s location. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion. Additionally, any student who is found to have authored or contributed to a website or blog that is of a nature which is threatening, profane, obscene, sexual, illegal or contrary to the mission of the Prep, will be subject to disciplinary action.

Student Internet Access:

Fordham Preparatory School’s computer network serves a limited educational purpose. Acceptable use of the network is limited to activities directly related to classroom assignments, school-sponsored extracurricular activities, career
development, and/or personal communication with teachers, friends, family, and professional educational resources. You may not use the network for entertainment or commercial purposes. Fordham Prep reserves the right to place reasonable restrictions on the material you access or post through the system. All rules in the Fordham Prep Student Handbook apply to use of the network. Students at Fordham Prep may use the Internet to engage in school-related research only. Limited, responsible use of e-mail for personal communications with parents and peers is acceptable.

Unacceptable Uses:
The following uses of Fordham Prep’s network are considered unacceptable:

1. **Illegal Activities**: You will not attempt to gain unauthorized access to the school network or any other computer system. This includes attempting to log in through another person’s account or accessing another person’s files. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. You will not use Fordham’s network to engage in any other illegal act, including but not limited to: arranging for the sale or purchase of alcohol or drugs, transmission of trade secrets/classified government information, and/or violation of copyright laws.

2. **System Security**: You are responsible for your individual account and must take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
3. **Inappropriate Language**: Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause damage or a danger of disruption. You will not engage in personal attacks, including prejudice or discriminatory attacks. You will not harass another person. If you are told by a person to stop sending the messages, you must stop.

4. **Respecting Resource Limits**: You will use the network only for educational and career development activities and personal communication with peers and family members. You will not post chain letters or send/forward unsolicited bulk e-mail messages (“spam”). You will not install software or otherwise modify the operating environment of the network.

5. **Plagiarism**: You will not plagiarize works that you find on the Internet. You are responsible for following the Prep’s policy on Academic Dishonesty as outlined in the Student Handbook. You must cite any ideas and/or text taken from works found on the Internet.

6. **Copyright**: You will respect the rights of copyright owners. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Duplication of copyrighted computer software (“piracy”) is not allowed.

7. **Inappropriate Access to Material**: You will not use the Fordham network to access
material that is designated for adults only or is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).

**Disciplinary Actions:**

Fordham Prep’s network is a limited forum, similar to the school newspaper, and therefore the school may restrict your speech for valid educational reasons.

You should expect only limited privacy in the contents of your personal files, e-mail, and record of web research activities on the network. Routine maintenance and monitoring of the Fordham network may lead to discovery that you have violated this Policy, the Fordham Prep disciplinary code, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Fordham Prep disciplinary code, or the law. Network and school administrators reserve the right to access, inspect, and delete the contents of student e-mail and files which they deem counterproductive to the goals of the school and the efficient functioning of the network.

Immediate notification will be made to the parent or guardian of any infraction of this Acceptable Use Policy. The final determination of what constitutes a violation of this policy is the responsibility of the Fordham Prep Administration and Computer Coordinator. Depending on the severity of the infraction, ANY of the following consequences may be imposed:
- Loss of network use for a determined period of time.
- Permanent revocation of access privileges.
- Conference with parent.
- School disciplinary action according to the Student Handbook and posted rules.

**Limitation of Liability:**
Fordham Preparatory School makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. Though access to inappropriate material via the Fordham network is actively discouraged, it is impossible to control access to a global network; therefore, Fordham will not be held responsible for a student’s misuse of access privileges or exposure to inappropriate material. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Your parents can be held financially responsible for any harm to the network as a result of intentional misuse or negligence.

This document is subject to change. It is the student’s responsibility to remain aware of the regulations contained herein. This policy is available in its most current form in the Student Handbook.
Appendix E

Fordham Preparatory School
Computer Services
Individual Account Application

Please read the Computer Services Acceptable Use Policy
Please print all information except required signatures.

First Name:

Last Name:

Home Phone: (_____) __________________

Mentor: _______________________

I understand and will abide by the Computer Services Acceptable Use Policy. I further understand that violation of the terms and conditions above is unethical. I also understand that activity on my account may be periodically monitored by certified staff. Should I commit any violation, my individual access privileges may be revoked and school disciplinary action may be taken.

User Signature: _________________ Date: __________

As the parent or guardian of this student, I have read the Computer Services Acceptable Use Policy and discussed it with my son. I understand that this access is designed for educational purposes and Fordham Prep has taken reasonable precautions to eliminate inappropriate material. I understand that Fordham Prep will, to the extent possible, control access to network news sources, chat groups, and electronic bulletin boards that are considered inappropriate. However, I also recognize that it is impossible for Fordham Prep to restrict access to all inappropriate materials and I will not hold the school responsible for materials acquired on the network. I further understand that my son’s privileges may be
restricted or suspended for failure to adhere to the terms and conditions set forth above and that I will be held financially accountable for any negligent misuse by my son of the computer equipment which results in damage to said equipment. I am aware that my son may, without signing this agreement, be given limited access to specific resources available on the Internet within a supervised classroom environment. I hereby give my permission to issue an account for my son and certify that the information contained on this form is correct.

Parent Signature: __________________________

Date: ____________
Appendix F

**FORM RN-A**
Authorization for Administration of Medication

A. **(To be completed by the parent or guardian):**

I request that my son, ____________________________, Grade _____, receive the medication as prescribed below by our licensed health care prescriber. The medication is to be furnished by me in the properly labeled original container from the pharmacy. I understand that the school nurse or other assigned person will administer the medication.

Signature of Parent or Guardian: ____________________________

Date: _________________

B. **(To be completed by the licensed health care prescriber):**

I request that my patient, as listed below, receive the following medication:

Name of Student: ____________________________________

Date of Birth: ______________

Diagnosis: __________________________________________

Name of Medication: __________________________________

Prescribed Dosage & Frequency, _______________________

Duration of Treatment: _______________________________

Possible Side Effects and Adverse Reactions (if any):

______________________________________________________________________________

______________________________________________________________________________
Appendix G

**FORM S-A**

**Self-Medication Release Form**

Student’s Name: _________________________________

has been instructed in the proper use of the following medication procedures:

_________________________________________________

_________________________________________________

_________________________________________________

We request that he be permitted to carry the medication on his person or to keep it in his locker/bag, as we consider him responsible.

**NOTE:** Duration of treatment cannot exceed one school year.

Prescriber’s Signature: ________________________________

Date: ____________

STAMP (required):
Appendix H

POINTS

Points are assigned by the Dean of Students for violations such as:

Improper dress  Improper decorum
Class lateness   Improper language or gesture
Vulgarity       Lateness to school and/or class

Points may also be assigned for more serious infractions. There is no sanction for the first four points. *Cumulative penalties for points in one academic year are as follows:

5 points = 1 "Jug"
10 points = 2 "Jugs"
15 points = 3 "Jugs"
*20 points = 4 "jugs" and a warning letter.
Appendix I

**JUG**

“Jug” is assigned by the Dean of Students for violations such as:

- Class cutting
- School cutting
- General misbehavior
- Improper class behavior
- Disrespect
- Infractions of school rules

“Jug” may also be assigned for more serious infractions. *Cumulative penalties for “jugs” in one academic year are as follows:

- 10 “Jugs”  Letter home
- *15 “Jugs”  Disciplinary probation
- *20 “Jugs”  Exclusion/Suspension
- 25 “Jugs”  Withdrawal from school

* Students entering the school year on Disciplinary Notice/Probation will be subject to exclusion/suspension at 15 Jugs and withdrawal at 20 Jugs.
NORMS OF STUDENT CONDUCT

The Administration and Faculty of Fordham Preparatory School have a definite respect for each individual student, as well as a keen awareness of the needs of the social and academic community within which these same students must function. Norms of student conduct are intended to provide in the school as a whole, and in the individual classrooms, the good order indispensable for the serious pursuit of academic excellence and for the high moral tone expected at Fordham Preparatory School. These norms or procedures are intended to assist in achieving the delicate and necessary balance between freedom and restraint. As such, observance of these norms will put demands on the students’ self-control and growth towards maturity; clearly, these are two of the greatest character benefits a student may hope to derive from his high school education. The registration of a student at Fordham Preparatory School is an expressed agreement on his part and the part of his parents or guardian to observe these procedural norms. The school reserves the right to review unsatisfactory conduct with a view to suspension, probation, or dismissal, should any of these be justified. The knowledge and observance of these norms is expected of every student enrolled at Fordham Preparatory School.

HARASSMENT POLICY

Fordham Prep is committed to providing a learning environment that is free from harassment in any form. Harassment of any member of the Fordham community by a student is unacceptable and will not be tolerated. The school will treat all allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment does not, in and of itself, create the presumption of wrongdoing. However, behaviors by a student
toward any person, student or adult, interpreted as acts of harassment found to be substantiated will result in disciplinary action, up to and including dismissal from school. Harassment occurs when an individual is subjected to unwelcome, hostile or intimidating treatment or when the environment is hostile or intimidation, regardless of any specific action taking place. The nature of the harassing behavior may be due to, but not limited to, the individual’s race, creed, color, national origin, physical disability, gender, or sexual orientation. Typical harassing behaviors may include, but are not limited to, any and/or all of the following:

**VERBAL HARASSMENT:** Offensive, belittling or demeaning comments or jokes; threatening words spoken to another person; any distasteful remarks including sexually explicit comments or jokes which may be overheard by others.

**PHYSICAL HARASSMENT:** Unwelcome touching or physical contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

**VISUAL HARASSMENT:** Offensive, derogatory, demeaning or inflammatory posters, cartoons, written words, drawings or gestures.

**SEXUAL HARASSMENT:** Behaviors exhibited by any student include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

It is the responsibility of everyone in the Fordham Preparatory School community to:

1. Communicate this policy to students and parents and to enforce the tenants of the policy to ensure compliance among the community.
2. Remain watchful for conditions that may create or lead to hostile or offensive school or workplace environment.
3. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment including sexual harassment.
It is the student’s responsibility to:

1. Establish practices designed to create a school or workplace environment free from discrimination, intimidation, or harassment including sexual harassment.
2. Conduct himself in a manner that contributes to a positive and respectful school environment.
3. Avoid any activity toward other students and adults that may be considered discriminatory, intimidating, or harassing including sexual harassment.
4. Consider immediately informing anyone harassing him that the behavior is offensive and unwelcome.
5. Report all incidents of discrimination and/or harassment to the Principal or Dean of Students or to someone who will report it to the Principal or the Dean of Students.
6. If the student is informed that he is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

Any student found to have made false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

**COMPLAINT PROCEDURES:**

The following procedures must be followed in the event of acclaim of harassment:

1. The person may first choose to tell the individual causing the harassment that the conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the person should report the harassment immediately to the Principal, Dean of Students or to someone who will report it to the Principal or the Dean of Students.
2. The person alleging harassment may be asked to complete a formal, written complaint. The claim will be
investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.

3. The investigation may include discussions with all parties involved as well as any witnesses that may have observed the behavior or been affected by the environment.

4. If appropriate, the alleged harasser may be placed on suspension during the course of the investigation.

5. Once the facts of the case have been gathered, the Principal, after consultation with other administrators, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate appropriately to the nature, context, and seriousness of the harassment and may include all disciplinary actions up to and including immediate student expulsion.

6. If the complaint is against the parent, volunteer, or vendor, the school will take appropriate steps, within its power, to investigate and eliminate the problem.
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