

## PREP PARENTS



## CHEAT SHEET

### DAILY SCHEDULE/WHAT IS A CYCLE?

- Each cycle is six class days, and days are listed as A through F. There are 8 expressions for academic classes within these days.
- The length of classes on A-D days is 47 minutes and on E and F days, they are 65 minutes.
- Every teacher is available every day for "Consultation" from 2:45-3:00 pm. On E Days, there is an activities period from 2:14 - 3:00 pm.
- On F Days, morning check-in is at 9:28 am.
- There are special schedules for weather delays, Masses, and assemblies.

### SICKNESS/LATENESS

- Call ahead to Maryann Casaccio-Ortiz (718-584-8328) in the Dean's Office to report absences each day before 8:25 AM. Students must return to school with an absence note & e-mail. If your student is absent three consecutive days, contact Ms. McDermott ([mcdermotta@fordhamprep.org](mailto:mcdermotta@fordhamprep.org)) who will assist in keeping the students up to date with assignments.

### TRANSPORTATION

- MetroCards are distributed to all New York City residents during orientation. Students who signed up to take Metro-North on their online registration form will be entered into the **Metro-North Mail & Ride System**. Please contact Mrs. Tina Porco ([porcot@fordhamprep.org](mailto:porcot@fordhamprep.org) or 718-367-7500 x203) if your student has not received his MetroCard or Metro North ticket. Contact Metro North with questions at 212-340-3288.

### DRESS CODE

- For all 9th, 10th, and 11th graders, the dress code includes solid color dress pants, a solid color or thin-striped button down shirt (no plaid or flannel), tie, belt, appropriate shoes, and socks. A blazer is required from October through May. Fordham Prep polo shirts have been allowed for the month of September, but specific instructions come from the dean's office.
- Seniors may wear the Fordham Prep approved polo shirt during September and on the last day of the school week for the remainder of the year. The blazer or Fordham Prep approved ¼ zip is required from October through April.
- Appropriate shoes include docksiders, topsiders, loafers, dress shoes. No boots, Uggs, sneakers, or sandals.
- Physical education meets 1x/cycle; students must wear the Fordham Prep issued gym uniform.

### COUNSELING, STUDENT SUPPORT, and TUTORING

- Students are assigned a faculty mentor in their freshman, sophomore, and junior years (It is a different person each year and is generally one of the student's classroom teachers). Mentors take daily attendance and meet with their student groups once per cycle.
- Each student is assigned a School Counselor in freshman year who will be retained for four years. Midway through junior year they will also receive a College Counselor.
- Students with learning accommodations will work with Ms. McDermott ([mcdermotta@fordhamprep.org](mailto:mcdermotta@fordhamprep.org)) and Mrs. Isabel, Services for Students with Disabilities Coordinator ([isabelc@fordhamprep.org](mailto:isabelc@fordhamprep.org)), to implement 504/IEP support.
- Any student having difficulties in a class can obtain a tutor. The tutor will be a Junior or Senior who received a B+ or better in that same class. This can be organized through the class teacher or their mentor.

## **COURSE CHANGES**

- Any student can 'drop down' from an honors or AP class by a predetermined date. For 9th grade, this date is after completion of four cycles (24 class days). For grades 10 through 12, the deadline is after completion of three cycles (18 class days). The student needs to visit Ms. McDermott and obtain an Course Change Form' which must be signed by both the teacher and parent(s), and the student's current grade will be transferred to the new class

## **POWER SCHOOL (ONLINE SCHOOL INFORMATION SYSTEM)**

- Online tool for parents & students. Shows student class schedule, grades, report cards, discipline log, and deficiencies

## **SCHOLOGY (ONLINE CLASS MANAGEMENT SYSTEM)**

- Online tool for students. Teachers post syllabi, homework, and assignments here. Used for teacher assignments and, at times, to deliver assessments.

## **SERVICE REQUIREMENTS**

- Freshman and Sophomores participate in group projects within their mentor group
- Junior year requires 15 individual hours, Senior year is 70 (If a Junior does not complete his 15 hours, his Senior year will require 100)

## **JUG – DISCIPLINE/DETENTION**

- JUG means Justice Under God OR from the Latin "jugare" – to yolk
- Small infractions (dress code violations, lateness, minor behavior) will receive a point or more
- Points given are at the discretion of school administrators or teachers
- Upon the accumulation of five points a student is required to attend a JUG session after school

## **FOOD SERVICE**

- Breakfast and lunch are available each day. Food is provided by Lexington Independents. Students can have money loaded on their student ID.

## **STUDENT ID**

- Students will need to scan their ID cards to gain access to both the University campus and the Prep building.
- The ID cards are also used to monitor attendance.

## **LIBRARY**

- Open until 5pm

## **YE OLDE PREP SHOPPE**

- Located in the Commons. Items for sale include FP clothing, gym uniforms (in case forgotten on gym day), surface pens, batteries, gifts.

## **CONTACTS**

- Academics – Ms. Andrea McDermott, Assistant Principal for Academics, [mcdermotta@fordhamprep.org](mailto:mcdermotta@fordhamprep.org)
- Student Life - Mr. John Mercorella, Assistant Principal for Student Life, [mercorej@fordhamprep.org](mailto:mercorej@fordhamprep.org)
- Athletics – Mr. Salvatore Annunziata, Athletic Director, [annunziatas@fordhamprep.org](mailto:annunziatas@fordhamprep.org)
- Transportation/General Questions – Ms. Tina Porco, Administrative Coordinator, [porcot@fordhamprep.org](mailto:porcot@fordhamprep.org)
- Health Forms - Ms. Mary Ann Cassacio-Ortiz, Administrative Assistant, [cassaciom@fordhamprep.org](mailto:cassaciom@fordhamprep.org)
- Dress Code - Mr. Steven Pettus, Dean of Students, [pettuss@fordhamprep.org](mailto:pettuss@fordhamprep.org)
- Mothers' Club – Co-Presidents Geri-Ann Lezi & Cathy McNally, [fpmc@fordhamprep.org](mailto:fpmc@fordhamprep.org)

## **FOR MORE INFORMATION**

- [Fordham Prep 2024-25 Student and Parent Handbook](#)