



PRESENTATION HIGH SCHOOL

From the Faculty/Staff Handbook

MEETINGS IN CLASSROOMS

1. Students may not be in classrooms without adult supervision.
2. If a faculty member is having a lunch-time meeting, she/he is responsible to see that no mess is left behind. Do not leave the remains of lunches in the waste paper baskets. Have a student empty garbage in outside receptacle.
3. There should be no parties during instructional time. Make arrangements to have parties before school at lunch time, or after classes.
4. The door to the classroom should be left open at all times when a faculty/staff member is meeting with a student in the classroom.

OVERNIGHT CHAPERONE RESPONSIBILITIES

The following responsibilities and guidelines apply to all chaperones of an overnight student activity and/or trip:

1. Supervision of the safety and learning of students is a most serious responsibility. Supervision is both a mental and physical act. Do not allow conversations or work to distract you from what the students are doing.
2. A faculty member is responsible for supervising a student activity, that faculty member shall not ingest any alcohol within five hours of the event and shall not be under the influence of any medication that might compromise his/her ability to properly supervise and manage the student activity.
3. Chaperones serve as the “local parent” and are responsible for the safety and well-being of all students in their charge. A chaperone is required to disclose anything that would preclude him/her from carrying out that responsibility before accepting the responsibility to chaperone.
4. Chaperones are responsible for reporting any circumstances that calls into question the safety, well-being, or health of students to the Administration immediately. All chaperones will be provided with the responsible Administrator’s emergency contact information in advance of the trip.
5. Once direct supervision of students has ended each night, at least one chaperone must be designated as the point-person to respond to unanticipated events or an emergency. This person must refrain from consuming any alcohol or engaging in any activity that could distract them from this responsibility.
6. When in doubt, all chaperones must consider “what a reasonable person would do” and “who needs to know about an activity or situation in question”.

Failure to adhere to these requirements may result in a faculty member being restricted from chaperoning future activities/trips and/or disciplinary consequences, which may include termination of the chaperone’s employment contract with Presentation High School.



PRESENTATION HIGH SCHOOL

BOUNDARIES (TEACHER-STUDENT RELATIONSHIPS)

It is important for teachers to be interested in students' lives, yet professional boundaries must be honored. The teacher is not the student's parent or friend. Teachers must understand that they are professionals rendering a service. If a relationship with a student keeps a teacher from responding to other students' needs, the appropriateness of the relationship should be examined. The following questions provide guidelines for assessing appropriateness: Has your involvement with a student compromised your fairness or objectivity? Is your relationship with a student keeping you from responding to other students' needs on a regular basis? Whose needs are being met by the relationship? Would your behavior come into question viewed by an objective observer?

The following are considered inappropriate:

- Being at a student's home without a parent or guardian present at all times.
- Communication with a student by any means, electronic or otherwise, on any issue other than official school business.
- Students and faculty/staff should not socialize outside of school or outside of a school activity without a parent or guardian personally present at all times.
- Faculty/Staff should not, under any circumstances, share anything more than the most basic of personal information with a student about the faculty/staff member's personal life (i.e. "I have three children" and not "I have three children and my spouse and I are under incredible strain and pressure from parenting these children.").
- Faculty/Staff members should have no interaction with students in the form of any social media or networking that is not directly related to their professional role at Presentation.
- Faculty/Staff should avoid being alone with students in situations or circumstances that are or could be misconstrued as unprofessional.



PRESENTATION HIGH SCHOOL

PROFESSIONAL RESPONSIBILITIES

1. Support the mission and philosophy of PHS and show a commitment to high educational standards within the framework of Catholic principles.
2. Know what your contract says. Courts consider faculty handbooks as part of the contract.
3. Undertake contractual assignments during and outside of school hours.
4. Be familiar with the rules and regulations of your school, comply with them personally and enforce them with students. If you cannot support a given rule or policy, and reasonable attempts at effecting change in rule or policy have failed, your only course of action is to resign from the situation.
5. Treat each student as you would like your child to be treated. No matter how angry you become, never punish a student without explaining what the student did that merits punishment. Allow the student some opportunity to explain the behavior.
6. The use of physical force as a means of discipline is absolutely forbidden. Should a faculty/staff member need to intervene in a physical altercation between a student and a third party, then only the amount of force necessary to subdue the situation shall be used by the faculty/staff member and the school administration shall be immediately notified of the situation as soon as it is practically possible.
7. Take every reasonable precaution to insure the safety of students. Report any unsafe situation to the principal or other appropriate person.
8. Exercise personal maturity and professionalism in all communications with students and parents.
9. Students under your supervision are not to be left unattended except in the event of an unavoidable emergency. In that situation, every attempt should be made to secure another adult to supervise the students until the emergency is managed. In the event that another adult is not available to supervise, then the students should be firmly admonished as to their expected conduct while the faculty/staff member is managing the emergency.
10. When making comments about a student, the focus should be on the problem or issue and the proposed solution to the problem or issue rather than personal statements about the student. The problem or issue should be clearly stated and followed up by the proposed recommendations as to how the problem or issue should be managed.
11. Always avoid even the appearance of defamatory speech about a student; avoid giving opinions about a student to those who have no particular right to know. The faculty room is not an appropriate place to discuss individual students unless it is done privately with a person who needs to know.
12. If an accident occurs under your supervision, notify the Principal immediately and complete an accident report within 24 hours. Report forms are in the faculty room.
13. Attend all assemblies, liturgies and meetings.



PRESENTATION HIGH SCHOOL

PROFESSIONAL STAFF

The personnel practices of Presentation High School cannot be understood apart from the understanding of the mission of Catholic Education and the role of the teacher in that mission. Catholic education aims to guide people to true freedom and a fuller humanity in all areas of life-intellectual, physical, moral, psychological, social, aesthetic and spiritual – according to the example of Christ who came that all might live more fully. As a private Catholic High School for girls, Presentation High School has the advancement of that mission for its primary purpose, endeavoring to provide an awareness of Christian reality in the whole secondary learning process.

In reality, the teacher in Catholic School commits herself or himself to the mission of Catholic Education. Specifically, the teacher at Presentation High School accepts a position of cooperation in the educational apostolate of the Sisters of the Presentation; such a position is far more than a “job” in the ordinary sense of the word. It is truly a form of apostolic service; a dedication of a portion of the teacher’s mission of the church and the consequent acceptance of conditions of employment, which reflect that dedication.

Remember: When in doubt, ask yourself: “What would a reasonable person do in this situation?” If someone else was in this circumstance, what would I advise him/her to do? If this action were to appear on the front page of the Mercury News, would I feel comfortable defending my action?

CONFIDENTIALITY

Teachers and administrators work with families in a very personal setting; therefore, confidentiality is a basic requirement. Faculty/staff members shall make it clear to students that they will keep the information they receive from the student confidential unless the information relates to an area where the faculty/staff member must mandatory report (bringing harm to self or others) the information to child protective services and, in that case, the faculty/staff member shall so advise the student of the obligation on the part of the faculty/staff member to make the report.

Teachers must be aware all academic information should be treated as confidential. Never post information pertaining to a student (whether referring to group or individual) on your social networking site.



PRESENTATION HIGH SCHOOL

GRIEVANCES AND TERMINATION POLICY

Standards of Conduct

Presentation High School believes it is in the best interests of our students, faculty and employees to maintain high standards of conduct on our premises and while representing Presentation High School.

No written list or guideline can completely or adequately cover what, for the most part, is common sense and common courtesy. However, the partial guideline which follows may be helpful in avoiding difficulty.

Any of the following activities will result in separation from Presentation High School without the benefit of Performance Counseling: theft or embezzlement, use or possession of illegal substances, willful violation of safety or security guidelines, or conviction of a felony.

Also, according to the nature or frequency of the offense, separation, suspension without pay or Performance Counseling may result from: intoxication in the workplace; gambling on the premises; intimidating or threatening behavior; falsification of any academic or work records (including time reports); dishonesty; poor performance; destruction or unauthorized use of equipment, facilities or materials; or frequent tardiness or absenteeism.



PRESENTATION HIGH SCHOOL

HARASSMENT POLICY

Presentation High School is committed to providing an environment free of unlawful harassment for faculty, staff and students. Presentation High School maintains a strict policy prohibiting unlawful harassment on the basis of sexual orientation and gender, race, religious creed, national origin, disability, age and any other basis prohibited by law.

Any and all unlawful harassment will not be tolerated or condoned by Presentation High School. Unlawful harassment in any form, including verbal, physical and visual contact, threats, demands and retaliation is expressly prohibited. Unlawful harassment on any protected basis includes but is not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments.
2. Visual Contact such as derogatory posters, photography, cartoons, drawings or gestures.
3. Physical conduct such as assault, unwanted touching, blocking of normal movement or interfering with work directed at a faculty or staff member, employee or student because of the race or sex or any other protected basis of the faculty or staff member or student.
4. Retaliation for having reported or having threatened to report harassment.

A faculty or staff member or student may have a claim of harassment even if he or she has not lost a job or some economic benefit. The law prohibits any form of protected basis harassment that impairs the working ability or emotional well-being of faculty or staff members or students while at Presentation High School. Faculty or staff members or students who think they are being harassed while at Presentation High School because of their sexual orientation or gender, national origin, race and/or other protected basis should use the procedure outline in this policy to file a complaint or have a complaint investigated.

Faculty or staff members or students have the right of redress from unlawful sexual harassment. The following procedure should be followed in the event that a faculty or staff member or student has a complaint about unlawful harassment:

1. A written complaint should be provided to the Principal with Presentation High School as soon as possible after any incident where the faculty or staff member or student believes there has been unlawful harassment.
2. The written complaint should include the following information if possible: a. Date of incident(s) b. Name(s) of persons involved, including any witnesses to the incident(s) c. A detailed description of the incident(s) d. If the person who has a complaint of harassment is unwilling or unable to put the complaint in writing, then the initial complaint may be made orally and the member of the administration taking the complaint will document it in writing and, at some point in the future, complaining party will put the complaint in writing when it will not cause further distress to do so.
3. The Principal will personally direct any investigation of any claim of unlawful harassment. The investigation will be commenced immediately and be conducted in a thorough, effective and objective manner. If the complaint is directed toward the Principal, or the Vice Principal feels that she/he cannot conduct the investigation in a thorough, effective and objective manner then a person will be designated to direct the investigation.
4. Upon completion of the investigation, the Principal or other appropriate party, will make a determination regarding the claim of unlawful harassment, and the faculty or staff member or student making the claim will be advised of that determination as soon as possible.



PRESENTATION HIGH SCHOOL

In the event that it is determined that unlawful harassment has occurred, the following steps shall be taken:

1. The Principal shall take effective remedial action commensurate with the severity of the offense.
2. The Principal shall take action to deter any future unlawful harassment.
3. The Principal will advise the faculty or staff member or student of the remedial action taken and of action taken to deter any future unlawful harassment.
4. Presentation High School encourages all faculty and staff members and students to report any incidents of unlawful harassment immediately so that an investigation can begin in a timely manner. Presentation High School will not retaliate against any employee for filing a complaint and will not knowingly permit retaliation by superiors or co-workers.

Adopted September 6, 1995 by the Board of Trustees



PRESENTATION HIGH SCHOOL

REPORTING CHILD ABUSE: THE REPORTING LAW

While everyone should report suspected child abuse and neglect, Article 2.5 of the Penal Code provides that it is a crime for certain individuals who have contact with children (e.g., teachers and school administrators) not to report suspected abuse to the proper authorities. The following are excerpts and summaries of sections from the Child Abuse Reporting Laws:

“...any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been victim of child abuse shall report the known or suspected instance of child abuse to the child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof within 36 hours of receiving the information concerning the incident. For the purposes of this article, “reasonable suspicion” based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his/her training and experience, to suspect child abuse.” (Penal Code, #11166)

1. Failure to report by telephone immediately or as soon as practically possible, and then in writing within 36 hours, is a misdemeanor “punishable by confinement in the county jail; for a term not to exceed six months or by a fine of not more than \$1000 or both.”
2. Those required to report should be aware that mere reporting does not necessarily mean that a civil or criminal proceeding will be initiated against the suspected abuser.
3. The written reports that mandated reporters must submit within 36 hours must be on a Department of Justice form. Form 8572 (See (3) A-1).
4. The reporting duties (and statutory penalties for failing to report) of a mandated reporter are individual, and cannot be delegated to another individual. Supervisors or administrators may not impede or inhibit reporting by a mandated reporter, nor may they take any actions against the reporter for making a report. However, it is appropriate to establish internal procedures to facilitate reporting and apprise supervisors and administrators of reports so long as these procedures are not inconsistent with the reporting law. AT PHS, the procedure is to immediately notify a counselor and Vice Principal of Student Services of any suspected incidence of child abuse.
5. Mandated reporters of child abuse are immune from civil or criminal liability.

Definitions:

Child care custodian includes priests, school administrators, teachers, instructional aides, teacher aides, teacher assistants or extended care personnel employed by any public or private school.

Child Abuse includes sexual abuse, non-accidental physical injury or neglect.

Reasonable Suspicion includes suspicion based on circumstances that would cause a “reasonable person” in like position, drawing when appropriate upon his/her training and experience, to suspect child abuse.



PRESENTATION HIGH SCHOOL

MAKING A REPORT:

The mandated reporter must provide his/her name and the following information when making the telephone report of suspected child abuse to the child protective agency:

- Name of child;
- Present location of the child;
- Nature and extent of the injury
- Any other information, including that which led the person to suspect child abuse, requested by the child
- Protective agency

Within 36 hours of making the telephone report, a written report must also be filed with the child protective agency. The written report must be filed on Department of Justice Form SS8572, Suspected Child Abuse Report. (Child Protective Agencies fill out form SS 8583.)

Forms are available through the Personnel office and the county welfare and probation departments and law enforcement agencies. It is recommended that a school obtain a supply of Form SS8572 and keep the forms in a well- known and readily accessible location.

After the oral report is made, a person from Child Protective Agency may be dispatched immediately to the school site. If neglect is suspected, the worker may respond either to the site or to the student's home as per county practice.

A copy of the report need not be made a part of the pupil's cumulative record; however, a notation on the cumulative record indicated "C.A. report filed" (with date) would be appropriate. One copy of the report may be kept in a confidential file or log of the principal but not placed in the pupil's folder.

Follow-up with the family is the responsibility of the county agency. In all cases, they indicate a) that it is the school's legal obligation and interest in student's welfare that prompted the report; b) that the school reported without naming the individuals who made the observation and referral.



PRESENTATION HIGH SCHOOL

DETECTION OF CHILD ABUSE

School teachers, nurses, counselors, principals, supervisors of child welfare and attendance, and other designated school personnel who are mandated to report suspected child abuse cases play a critical role in the early detection of child abuse and neglect. Symptomatic signs of abuse and/or neglect, which may include injuries, listlessness, poor nutrition, disruptive behavior, absenteeism, or depression, are often first seen by school personnel. Immediate investigation of suspected abuse by child protective agencies and the designated officials (see Employment Requirements section) may save a child from repeated injuries. Therefore, school personnel should not hesitate to report suspicious injuries or behavior. If in doubt, contact the appropriate person at the Personnel Office or the Department of Education. The duty is to report, after being satisfied that there is reasonable suspicion of child abuse, not to conduct an exhaustive investigation.

Who to Call:

A phone call should be made to the appropriate county agency of local police department. The phone numbers for the protective agencies in each are as follows:

San Jose	(408) 299-2071
Gilroy-Morgan Hill	(408) 683-0601
Palo Alto	(650) 493-1186



PRESENTATION HIGH SCHOOL

INTERVIEWING A VICTIM AT SCHOOL

Whenever a representative of a child protective agency deems it necessary, a suspected victim of child abuse may be interviewed during school hours, on school premises, concerning report of suspected child abuse that occurred within the child's home. The following procedure will be followed by the child protective agency worker, school representative and/or staff member.

- The child will be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the school, including any certificated or classified employee or volunteer aide, to be present at the interview. Be sure that you witness the offering of this option.
- A representative of the child protective agency will inform the child of that right prior to the interview. The purpose of the staff person's presence at the interview is to lend support to the child and enable him/her to be as comfortable as possible.
- The staff member will not participate in the interview.
- The member of the staff is subject to confidentiality, a violation of which is punishable by up to six months in jail or by a fine of \$500 or by both.
- The representative of the school will inform a member of the staff so selected by a child of the requirements of this section prior to the interview.
- If the staff person selected agrees to be present, the interview will be held at a time during school hours when it does not involve an expense to the school.
- In most cases the child protective agency worker will notify the parents of their meeting which was held with the child. If this is not made clear to the school representative, there should be a discussion between the child protective agency worker and the school representative to make a decision as to who will notify the parents.

EMPLOYMENT REQUIREMENTS

On January 1, 1985, Chapter 1718 (AB 2710) became effective. It requires any child care custodian who enters into employment on or after that date to sign a written acknowledgment of his/her legal requirement to report child abuse.



PRESENTATION HIGH SCHOOL

SUSPECTED CHILD ABUSE BY AN EMPLOYEE

Know what to do when abuse or neglect by an employee is suspected or reported

- Notify the Child Protective Agency immediately by telephone when you have “reasonable suspicion”. If a student reports abuse, that constitutes “reasonable suspicion”.
- Notify the appropriate member of the Diocesan Sensitive Incident Team immediately.
- If reasonable suspicion is determined, place employee on administrative leave pending consultation with the Diocesan Sensitive Incident Team and further investigation.
- After determining reasonable suspicion, do not attempt further investigation without consultation with Sensitive Incident Team.

After an incident of abuse or neglect by an employee is reported:

- Consider general advisement of staff, students, and parents of the situation after consulting with the Sensitive Incident Team, keeping in mind the various privacy interests involved.
- Tell family members who inquire that Diocesan officials have been notified and are investigating.
- Do not talk to the press without prior consultation with the Sensitive Incident Team.

From the Responsible Use of Technology, Network and Electronic Media section:

Unacceptable use(s) include, but are not limited to, violations of the law and rules of network etiquette, or those that compromise the security or integrity of Presentation High School’s electronic media resources and the school itself. Faculty and staff should refrain from the following:

- Using the network for any illegal activity or transmitting/accessing any material in violation of any U.S or California Law.
- Downloading, copying, printing, or otherwise storing or possessing any data which violates federal or state copyright laws unless such material meets “fair use” standards outlined in said laws.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Catholic Church and/or Presentation High School.
- Engaging in for-profit or non-school sponsored commercial activities including personal business or personal hobbies.
- Use that disrupts the operation of the school and interferes with work productivity. Personal shopping, social networking, and personal internet use should be avoided during contractual hours.
- This list is not exhaustive. Personal conduct, whether inside or outside of the school, that is detrimental to the reputation of the school can result in discipline.

Guidelines for Faculty Personal Use of Social Media:

Presentation High School respects the right of faculty and staff to use social media and networking sites, as well as personal websites and blogs. It is important that personal and professional use of these sites does not damage the school’s reputation, its employees or its students or their families. The ability to serve as a positive representative of the school is a critical aspect of employment. Given social media activities may be visible to current, past, or prospective students, parents, colleagues, and community members, faculty and staff members should exercise discretion when using social media when those communications can reflect on their role at the school. Appropriate boundaries between personal and public online behavior should be established by faculty and staff as what is private in the digital world often has the possibility of becoming public, even without knowledge or consent. The school expects all faculty and staff to carefully review the



PRESENTATION HIGH SCHOOL

privacy settings on any social media and networking sites they use and to exercise care and good judgment when posting content and information on such sites. Faculty and staff who engage in social media activities should maintain separate professional and personal e-mail addresses and should not use their professional e-mail for personal social media activities.

When using a social media site, an employee should not include current students as “friends” or “followers” in social networks or any other similar terminology used by various sites for personal use. Faculty and staff communication with PHS students via personal social media is subject to the following exceptions: communication with relatives and if an emergency situation requires such communication, in which case the employee should notify his/her supervisor of the contact as soon as possible. Additionally, faculty and staff should adhere to the following guidelines, which are consistent with the school’s workplace standards on harassment, student relationships, employee conduct, professional communication and confidentiality:

- An employee should not make statements that would violate any of the school’s policies, including its policies concerning discrimination or harassment.
- The employee must uphold the school’s value of respect for the individual and avoid making critical and/or defamatory statements about the school, its employees, its students or their families.
- An employee may not disclose any confidential information of the school or confidential information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
- All existing PHS policies and regulations that cover employee conduct may be applicable in a social media environment. If the school believes that an employee’s activity on a social networking site, blog or personal website violates the school’s policies, the school may require that the employee cease such activity and/or remove said content. Depending on the severity of the incident, the employee may be subject to disciplinary action.

TERMINATION OF CONTRACT

Employment with Presentation High School is at will employment and may be terminated at any time for any non-discriminatory purpose. Examples of conduct which may lead to termination of employment include, but are not limited to, the following: behavior that is inconsistent with the Faith, mission and teachings of the Catholic Church which impairs effectiveness as a teacher; conviction of a felony or any crime involving moral turpitude; serious violation of professional ethics; incompetency or lack of preparation for class; failure to respond to correction and admonition as given by the school; unreasonable absence from duties; breach of the terms of the contract.



PRESENTATION HIGH SCHOOL

VIOLENCE POLICY

Student Threats

All student threats to inflict serious harm to self or others shall be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Principal or his/her delegate. This policy should be communicated clearly to all faculty, staff, volunteers, parents/guardians and students.

PHS needs your help in keeping our school safe for everyone. PHS will take seriously all threats to inflict serious harm to self or others. Just as airports have zero tolerance for certain statements, behaviors, or weapons at the security checkpoint or any other part of the airport, our school will respond to any statements or behaviors of a threatening nature, any behaviors by individuals that might pose a threat to the well-being of students, staff, or others, and any weapon possession. PHS has an obligation to keep our school safe and will take any of the above seriously. This is not an area for practical jokes or offhand comments, as recent events demonstrate the importance of investigating thoroughly all potential concerns.

If you become aware of a threatening situation, you should immediately report it to a school administrator.



PRESENTATION HIGH SCHOOL

Faculty/ Staff form

CHILD ABUSE REPORTING ACKNOWLEDGMENT

It is my understanding that Section 11166.5 of the California Penal Code requires that any child care custodian who enters into employment after January 1, 1985 acknowledge that Section 11166 requires any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

It is my further understanding that teachers, instructional aides, teachers' aides or teachers' assistants, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private schools as well as administrators or employees of a public or private youth center, youth recreation program, or youth organization and administrators or employees of a public or private organization whose duties require direct contact and supervision of children are considered to be child care custodians.

I hereby acknowledge the provisions of Penal Code Section 11166 and will comply with its provisions.

Signature

School

Date

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PRESENTATION HIGH SCHOOL

From the Student Handbook

STUDENT TECHNOLOGY USE AGREEMENT

The use of campus technology is intended to promote greater academic collaboration and communication among the Presentation community. Violation of the Technology Use Agreement will result in disciplinary action up to and including dismissal.

SPECIFIC RULES AND POLICIES

When using computers:

1. Tampering with computers or peripheral devices is defined as destruction of school property and may be deemed grounds for disciplinary action.
2. Software is not to be copied to or from any school computer, unless a faculty or staff member has given prior consent. Most software is copyrighted, and unauthorized duplication is illegal.
3. Ignorance is not an acceptable excuse for the misuse of hardware or software. When in doubt, seek assistance.
4. School computers must be used for school related purposes only. Social networking, video sites, and other websites should be used solely for academic purposes.

When using the Internet:

1. Material that can be defined as obscene or vulgar should not be accessed, downloaded, printed, or viewed intentionally. Students who are found in violation of appropriate use of the Internet (either through viewing inappropriate material, watching movies, or playing games on campus computers) will be subject to disciplinary action. Repeated or especially egregious violation of this usage policy is grounds for suspension and could lead to dismissal.
2. Respect and observe copyright laws.
3. The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours in accordance with the On and Off Campus Behavior and Public Performance Policies. Inappropriate use includes, but is not limited to, harassment, cyber-bullying, use of the school name, remarks directed to or about teachers, administrators, or other school staff, offensive communications and safety threats made on any internet sites (examples: Social networking websites, blogs, journaling websites).

When using Presentation e-mail accounts:

E-mail accounts are intended to facilitate communication within the school community. Students should bear in mind that e-mail is not necessarily private, and may be subject to review and supervision. Students also must keep in mind that when using a Presentation e-mail account, they need to maintain the same level of respect that they would associate with communication in a classroom setting. Inappropriate behavior might include, but is not limited to, making any statements that are explicitly or implicitly threatening, demeaning, or intolerant. Using an e-mail account inappropriately will result in disciplinary action.



PRESENTATION HIGH SCHOOL

Acceptable Use Guidelines for Using your iPad at School

1. Students are expected to use their iPad for academic purposes at school each day.
2. Students are expected to use their iPad in a responsible and ethical manner consistent with the Mission and Values of Presentation High School.
3. Students should keep their own device in their possession at all times. Students should not lend their iPad to other students under any circumstances.
4. If a student leaves her device at home, or forgets to charge the device she must borrow a loaner iPad from the school. There are a limited number of loaner devices available to students. If one is unavailable, the student must perform her class work without a device. Parents may not drop off iPad devices for students that forget their devices at home.
5. It is expected that students have their iPad with them and charged each school day. Students can sign out loaner devices from Mr. Nguyen in Room 1. Students can pick up a loaner device before or after class and must return it at the end of the school day. Students are allowed to check out a loaner iPad once per semester without penalty; students who need to check out a loaner iPad for additional days will be referred to the Dean of Students for potential disciplinary action.
6. Students should keep the audio on their device muted unless they have permission from the teacher to use the audio for academic purposes. Students should have personal earbuds to listen to audio on their device. Earbuds may be available for purchase by students in Room 1, based upon availability.
7. Students may save their work directly to their iPad. However, it is also necessary for students to back-up all their work on a cloud storage app such as Google Drive. Students are responsible for making sure that their work is not lost due to technical difficulties with their device (such as mechanical failure or accidental deletion). Work that is not submitted on time due to device malfunctions will be subject to individual teacher late-work policies.
8. Students should not use their iPad for non-academic or illegal purposes. This includes, but is not limited to: cyber bullying, spamming, using chat rooms or instant messaging, plagiarizing academic materials, downloading games and non-educational apps, violating copyright laws, hacking, falsifying information, or using the device for any actions that violates school rules and/or public law. Participation in any of these behaviors may result in disciplinary consequences as delineated in the On and Off Campus Behavior and Public Performance Policies in the Student/Parent Handbook.
9. Social Media is a powerful tool to share and publish student work, but it also has the potential to be abused. Social Media is constantly changing within our society, therefore Presentation students should abide by the guidelines in the Student/Parent Handbook and should obtain prior approval of their teacher before using any Social Media tool or website.
10. Students may not take pictures or film Presentation High School faculty or staff without their permissions. Additionally, students may not record conversations or lectures with teachers without their consent.
11. Students are expected to adhere to the policies outlined in the Student Technology Use Agreement in the Student/Parent Handbook.



PRESENTATION HIGH SCHOOL

COMMUNICATION PROTOCOL

In the event a student or parent has a need for clarification about school policies or chain of authority for answering questions or resolving conflicts, students and parents may follow the communication protocol that is outlined below. Listed are some potential scenarios which may occur in the normal course of a student's high school career that describe the procedure to be followed in these cases. It should be noted that Presentation believes that under all circumstances the parties involved in the issue should first talk with one another before taking any issue to a third individual. If this procedure does not result in resolution of the matter, the person who supervises the faculty member involved in the conflict should be informed of the situation.

Conflict Between Students

Student A should talk to Student B. If there is not resolution, a class level counselor could be brought in to mediate.

Conflict Between Student and Teacher

A student should make an appointment to talk with the teacher. If, after talking to the teacher, resolution cannot be reached, the student and her parent(s) should contact the teacher together. If resolution still cannot be reached, the student and her parents should notify the department chairperson. If resolution is still not reached, the Vice Principal of Academics may become involved.

Conflict Between Student and Coach

If a student has a conflict with an athletic coach she should first make an appointment to talk with the coach. If there is still no resolution, contact the Athletic Director.



PRESENTATION HIGH SCHOOL

OFF-CAMPUS BEHAVIOR

Schools are judged by the behavior of their students when off campus. While Presentation does not hold itself responsible for offenses committed outside its legal jurisdiction, any conduct that is inconsistent with the teachings, values and principles of the Catholic Church and thereby detrimental to the reputation of the school or that jeopardizes the personal safety and welfare of its students may be cause for disciplinary action. Presentation High School students are expected to represent the school well at all times and must comply with all civil laws. Some examples of inappropriate (and/or illegal) off campus behaviors include underage drinking, use of illegal substances, indecent exposure, posting of inappropriate pictures on the Internet (i.e. pictures of a sexual nature or which depict illegal activity). If illegal activity is brought to the attention of Presentation High School, via any source including but not limited to, email, the Internet, photos, websites, or any other source, disciplinary action will be taken. This policy also includes the On and Off Campus Computer Use Policy outlined in the Technology Use Agreement.

Public Performance Policy

Whenever a student speaks, performs, or otherwise publicly represents Presentation High School or any of its officially endorsed activities, including but not limited to theater productions, Improv performances, ceremonies, proms, school publications, the following guidelines must be observed:

1. All performances should follow both the letter and the spirit of the Presentation High School Mission and Philosophy, which are consistent with the teachings, values, and principles of the Catholic Church.
2. Every student should conduct herself in a manner worthy of honorably representing the institution of Presentation whenever performing publicly. This includes behavior in all school activity or class or team photos.
3. Students will refrain from behavior which conflicts with teachings, values, and principles of the Catholic Church. Examples of such behavior include:
 - Consciously employ or use tasteless or offensive language.
 - Emphasize sexually explicit language, gestures or behaviors.
 - Exploit unnecessary references to sex or drugs.
 - Make racial, ethnic, religious, sexual, stereotypical or cultural slanders.
 - Make sexist slanders or perpetuate stereotypes.
 - Deliberately damage the reputation of Presentation High School, its students or its faculty.

These guidelines apply to all members of the Presentation community at all times. Our purpose is to represent our school in a most positive manner. Students should always check with their coaches, moderators, proctors, chaperones, and supervisors for approval before publicly presenting any material in order to ensure that each “performance” is as positive and successful as possible. Students who are dismissed from an off-campus Presentation sponsored activity for disciplinary reasons will be sent home unaccompanied at the parents’ expense.



PRESENTATION HIGH SCHOOL

DETENTION/SUSPENSION/DISMISSAL POLICY

The following is a partial list of those reasons for which a student may be detained, suspended, or dismissed from school. Not all behaviors which result in disciplinary actions are listed below. It is possible, given the seriousness of an offense, that any behavior listed under suspension could be grounds for dismissal. The Principal or Vice Principal of Student Services has the final decision in determining if an unlisted behavior will result in either suspension or dismissal. All decisions are final.

Detention

- Diocesan dance and formal dance code violation(s)
- Uniform violations and free dress code violations
- Failure to bring in attendance documents and/or other mandatory paperwork
- Eating/drinking in the hallways, computer labs, or library or during class time
- Sitting in entrance areas
- Excessive tardiness (4)
- Parking/traffic violations
- Minor technology agreement violations
- Inappropriate behavior at liturgies, assemblies, or class

Suspension

- Physical violence toward another student or faculty member
- Written or verbal abuse that uses threatening, bullying or harassing language toward fellow students or teachers
- Use or possession of alcohol or illegal drugs on school grounds or at school functions
- Vandalism of school property or acts of vandalism directed at students, faculty, or staff on or off campus
- Altering grades, forgery, tampering with official school records, or unauthorized use or access of the school network
- Theft of personal property, school issued iPads or academic property (quizzes, tests, etc.)
- Serious or repeated violations of the academic integrity policy
- Serious or repeated violations of the technology use agreement including on campus and off campus computer use
- A pattern of disciplinary referrals, disobedience, defiance, or dishonesty
- Repeated cutting of classes, (truancy)
- Inappropriate off campus behavior

Three-Hour Detention

- 1st level of academic integrity violation
- Chronic tardiness (5)
- Five (5) detentions in the same year
- First offense, forgery
- Missed detention
- 1st offense of cutting class or any portion of class, including homeroom, mentoring, liturgy and/or assemblies
- Inappropriate off-campus behavior
- Smoking on campus
- Cell phone violation during the school day (cell phone will be kept overnight)
- Disrespect of faculty and staff
- Lying to faculty and school staff

Dismissal

- Physical violence toward another student or faculty member
- Possession of firearms or other potentially dangerous weapons
- Written or verbal abuse that uses threatening, bullying or harassing language toward fellow students or teachers
- Use or possession of alcohol or illegal drugs on school grounds or at school functions
- Sale or distribution of alcohol or illegal drugs on school grounds or at school functions
- Vandalism of school property or acts of vandalism directed at students, faculty, or staff on or off campus
- Altering grades, forgery, tampering with official school records, or unauthorized use or access of the school network
- Theft of personal property, school issued iPads or academic property (quizzes, tests, etc.)
- Serious or repeated violations of the academic integrity policy
- Serious or repeated violations of the technology use agreement including on campus and off campus computer use
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