

# Presentation High School

2281 Plummer Avenue, San Jose, CA 95125  
Phone: (408) 264-1664 Fax: (408) 266-3028

## Administrators

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Holly Elkins, President	ext. 2235
Katherine Georgiev, Principal	ext. 2946
Siobhan O'Byrne, Vice Principal of Curriculum and Instruction	ext. 2956
Stacey Stebbins, Vice Principal of Student Affairs	ext. 2227

## Counselors/College Counselors

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Sam Foster, Co-Director of College Counseling	ext. 2954
Taj Kaur, Co-Director of College Counseling	ext. 2942
Chelsea Althouse, Co-Director of College Counseling	ext. 2459
Elizabeth Valencia, Counselor	ext. 2055
Yvette Frojelin, Counselor	ext. 2430
Sara Domian, Counselor and Department Chair	ext. 2059

## Other Contacts

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Nathan Adams, Director of Facilities	ext. 2062
Lisa Bunnell, Tuition & Financial Aid	ext. 2431
Lynn Lee, Director of Enrollment Management (Scheduling)	ext. 2212
Krista Rentschler, Dean of Students	ext. 2473
Missy Meaghan, Educational Specialist	ext. 2471
Lisa Fuqua, Attendance Coordinator	ext. 2963
AnnMarie Kelly, Registrar	ext. 2013
Anthony Elias, Athletic Director	ext. 2049
Cherie Somavia, Office of Prevention of Bullying, Harassment & Abuse	ext. 3003

*Faculty and staff can be reached via email by using the first initial of their first name along with their last name before the @presentationhs.org address.*

***Example: [kgeorgiev@presentationhs.org](mailto:kgeorgiev@presentationhs.org)***

# Student/Parent Handbook Contract

## 2021-2022

**\*\*Please note that these policies will be updated as needed to reflect current state and local guidelines related to Covid-19 risk mitigation.**

Dear Student and Parent(s):

The Student/Parent Handbook is an important reference tool which is revised on an annual basis. We ask that you begin the year by reading it thoroughly in order to understand school policy as it pertains to student life and student conduct. Adherence to the provisions in the Student Handbook is considered to be a contract between the student, parents, and the school. This first part of the Presentation High School Student/Parent Handbook covers important school policies and procedures as well as student activities including student government and clubs.

We insist that both students and parents read the handbook from cover to cover during the first week of school. This requirement serves several purposes. First, a basic familiarity with the school structure and opportunities for participation and leadership is important early in the school year. Second, policies are enforced from the first day of school to the last, and students and their parents are expected to be familiar with them.

The Principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

Students will be given a deadline by which they and their parents must read the Student Handbook. After reading the handbook, please sign the signature page located in the general information section of the Student Handbook. **The signature page must be submitted by the assigned deadline.**

### **Anti-Harassment and Anti-Bullying Policy**

Presentation High School is committed to providing a safe school environment that respects Catholic values where all members of the community are treated with dignity and respect and that is free from harassment and bullying in any form. Harassment or bullying of any student by any other student, teacher, coach, staff member, or school volunteer is prohibited. Specifically, bullying or harassment on the basis of actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex and gender, sexual orientation, gender identity and expression, physical attributes, political party preference, political belief, socioeconomic status, or familial status is prohibited. Presentation High School is committed to responding promptly to all allegations of prohibited bullying or harassment, and further commits to taking all reasonable steps to eliminate any ongoing harassment and remedying the harm.

No employee, volunteer or student shall engage in harassing behavior based on this list of traits or characteristics, or in bullying for any reason.

Harassing conduct by students towards other students or towards faculty or staff members may result in corrective or disciplinary action, up to and including suspension or expulsion from Presentation High School.

Harassment of students by faculty or staff members will result in corrective or disciplinary action, up to termination of employment.

This policy applies to both on-campus and off-campus conduct.

Harassment can take many forms, and may include verbal, written, physical, or visual conduct.

What constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior, or an innocent joke, may reasonably be viewed as harassment by another person. Therefore, students should consider how their words and actions might reasonably be viewed by other individuals. It is important to note that harassment can occur even if there is no intent to harm, or when the conduct is not directed at one individual.

### **Verbal, Visual and Physical Harassment Defined and Prohibited**

Harassment on the basis of any legally protected characteristic, as identified above, is prohibited. This includes conduct such as:

1. Verbal conduct, including threats, epithets, derogatory comments or slurs, whether communicated verbally, in writing, electronically (such as email, instant message, text message, digital pictures or images, website postings - including social media) that intimidates, abuses or humiliates another based on an individual's protected characteristic, and that the reasonable person would also find to be intimidating, abusive, or humiliating;
2. Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures designed to intimidate, abuse or humiliate another based on protected characteristic;
3. Physical conduct, including intimidating or unwelcome conduct, such as touching a person or a person's property, hazing, assault, stalking, unwanted touching or blocking normal movement because of an individual's protected characteristic;
4. Offensive and unwanted communication via electronic media of any type of images, words, or threats that are sexual, or related to a protected characteristic.

### **Sexual Harassment Defined and Prohibited**

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature:

1. Submission to such conduct is made a term or condition of education;
2. Submission to or rejection of such conduct is used as a basis for educational decisions affecting the individual;
3. Such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creating an intimidating, hostile or offensive educational environment;
4. Unwanted sexual advances;
5. Sexual comments, emails, texts, notes, letters, drawings, cartoons, photos, or images;
6. Sending or showing nude drawings, cartoons, videos, photos, or images;
7. Physical conduct such as unwanted kissing, hugging, patting, petting, pinching, touching, sexual assault or violence, intimidating or vulgar body language such as leering, brushing up against another's body, or blocking normal movement;
8. Threats and demands to submit to sexual requests as a condition of admission to the school, continued good standing in class or at the school, maintaining a certain grade or status in class, or to gain some school benefit or to avoid some loss; and
9. Making or threatening reprisals after a negative response to a sexual advance.

### **Bullying Defined and Prohibited**

"Bullying" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's

school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyber stalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement and/or coercion
- Rumor or spreading of falsehoods

Students should keep in mind that sending or receiving nude images may also be a criminal act, as it is against the law to possess, produce, or distribute obscene matter depicting children under 18 years of age.

### **Protection against Retaliation and False Reporting**

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who: reports sexual misconduct, discrimination, harassment, or bullying; provides (or could provide) information during an investigation of such behavior; or witnesses or has reliable information about such behavior. Retaliation against any individual for reporting violations of the policy, or for participating in an investigation, will not be tolerated. Each retaliatory offense will be investigated and, if appropriate, sanctioned. A student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion.

Retaliation against a person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited.

An individual who knowingly files a false bullying or harassment complaint and a person who gives knowingly false statements in an investigation shall be subject to discipline by appropriate measures.

### **Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure**

Any student who believes that she has been harassed, discriminated against, or subjected to retaliation or abusive conduct should immediately report their concerns to any faculty or staff member of Presentation High School, or to the Director of the Office for the Prevention of Student Bullying, Harassment, and Abuse. Reports can also be submitted via the anonymous STOPit app or on paper in the Speak Up boxes located in the Main Office, Center, and Counseling Office. When a report is received, the School will review the complaint in a fair, timely, thorough and objective manner and will respond in a manner that provides all parties appropriate due process and reaches reasonable conclusions based on the evidence collected. In the case of anonymous reports, the School will take reasonable steps to address the reported conduct, but the School's ability to do so may be limited, depending on the nature of the information received.

If the complaint relates to an area where the faculty or staff member has a reasonable suspicion of child abuse or neglect, she or he must immediately file a mandatory report, and the information will be provided to Child Protective Services (CPS) or other outside agencies/parties per state law. The outside agency will then determine the appropriate course of action.

Santa Clara County Department of Family and **Children's** Services at (408) 299-2071.

A **child** welfare social worker is available 24 hours a day to take **reports**.

Whether or not a complaint is referred to an outside agency, any complaint alleging a potential violation of this policy will be referred directly to the Director of the Office for the Prevention of Student Bullying, Harassment, and Abuse.

When the allegations, if true, might result in a suspension or expulsion, the School will investigate the allegations. All members of the PHS community are expected to cooperate fully with any investigation under the Harassment and Discrimination policy. In conducting an investigation, PHS will take the following steps:

- Written notice to the accused student, including a basic overview of the allegations, the name of the victim/complainant, the date and location of the incident, and a reminder of PHS's prohibitions against retaliation;
- The opportunity for both parties to offer relevant evidence and to suggest relevant witnesses;
- An opportunity for the respondent to meaningfully respond to the allegations;
- A thorough and neutral review of the evidence gathered;
- Additional interviews of either party or any witness, if appropriate (i.e., should new facts come to light during the course of an investigation, there might be a second interview with either party);
- In the event there is a finding of responsibility, a determination of sanctions that are reasonably calculated to end the harassment and prevent its recurrence;
- A written communication to each party at the conclusion of the investigation process, with an overview of the process used and the rationale for the conclusion(s); and,
- Either party may appeal. Any appeal should be sent to the Principal within 7 days from the written notification regarding the investigation outcome.

Upon completion of the review, the School will communicate its conclusion, in writing, to both parties. If the School determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including student expulsion or the termination of an employee contract. Appropriate action will also be taken to deter any such conduct in the future.

### **Title IX Regulations**

Under the Department of Education's Title IX Regulations, published May 19, 2020, the following procedures will apply only to a narrow category of cases. Those cases meeting the definitions and jurisdictional elements located in the [Title IX Appendix](#) will follow this policy. Those cases that do not fit within these new guidelines will be handled through the School's student and employee handbooks; this is not to suggest that any case is more or less important, but instead a reflection of federal regulations that apply only to a specifically-identified set of cases.

# Resources for Students and Families

## Crisis Hotlines

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**Bill Wilson SOS Crisis Hotline**  
*Crisis Hotline*  
Phone: (408) 278-2585

**Community Solutions SOS Crisis Hotline**  
*Local Hotline for Youth in Crisis*  
Phone: (408) 683-4118

**Crisis Text Line**  
*Support for Youth in Crisis*  
Phone: Text BAY to 741741  
[www.crisisextline.org](http://www.crisisextline.org)

**National Suicide Prevention Lifeline**  
*Suicide Hotline*  
Phone: (800) 273-8255

**Trevor Lifeline (LGBTQ Youth)**  
*LGBTQ Hotline: Chat, Text and Online Forum*  
Phone: (866) 488-7386  
Text TREVOR to (202) 304-1200  
[www.thetrevorproject.org](http://www.thetrevorproject.org)

**National Teen Dating Abuse Helpline**  
*Dating Abuse Helpline*  
Phone: (866) 331- 9474  
[www.loveisrespect.org](http://www.loveisrespect.org)

**National Sexual Assault Hotline**  
*Sexual Assault Hotline*  
Phone: (800) 656-HOPE (4673)  
[online.rainn.org](http://online.rainn.org)

## In-Home Support/Crisis Response

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**Child and Adolescent Mobile Crisis**  
*In-Home Crisis Response Team for Youth in Crisis*  
Phone: (408) 379-9085

**Alum Rock Counseling and Mobile Crisis Service**  
Crisis Response Team to Respond In-Home for Youth in Crisis  
Phone: (408) 294-0579

## Emergency Response for Youth

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**Uplift Family Services Crisis Stabilization Unit**  
*Short-term Emergency Assessment and Stabilization for Youth in Crisis*  
Phone: (408) 364-4083  
251 Llewellyn Ave Crisis Stabilization Unit, Campbell, CA

## Local Resources and Community Services

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**Community Resources**  
*Clearinghouse of Services Available in Santa Clara County*  
Phone: 211  
[211.org](http://211.org)

**Bill Wilson Center**  
*Services for Youth in Need*  
Phone: (408) 243-0222  
[www.billwilsoncenter.org](http://www.billwilsoncenter.org)

**Santa Clara County Mental Health**  
*Info on Mental Health Services in Santa Clara County*  
Phone: (800) 704-0900

**Santa Clara County Mental and Behavioral Health R**  
*Mental Health Resources in Santa Clara County*  
[santaclara.networkofcare.org/mh/services/category.aspx?](http://santaclara.networkofcare.org/mh/services/category.aspx?)

## Informational Resources

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**American Foundation for Suicide Prevention**  
*Suicide Prevention Info and Resources*  
[afsp.org](http://afsp.org)

**Psychology Today**  
*Broad-based Info and Therapist Locator*  
[www.psychologytoday.com](http://www.psychologytoday.com)

**National Health Council for Behavioral Health**  
[www.thenationalcouncil.org](http://www.thenationalcouncil.org)

**GLAD Resource List**  
*LGBTQ Resources and Info*  
[www.glaad.org/resourceelist](http://www.glaad.org/resourceelist)

# 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 (Desktops, Laptops, iPads and/or Other Digital Devices)**

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 (installed, removed or 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 and PHS issued iPads must be used for school related purposes only. Social networking, video sites, and other websites should be used solely for academic purposes.
5. Hacking of any kind is strictly forbidden. Hacking is defined as an attempt to exploit a computer/mobile device or network system (residing on-premise or remotely) through unauthorized access to control or take over the computer system(s), application(s), networking and/or security protocol(s), apps or firewall(s) for an illicit purpose. This includes any use of technology to inhibit operations of the school (on or off of campus).

### **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 or PHS issued iPads) 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. This includes the unauthorized use of copyrighted images, songs, and/or videos.
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, cyberbullying, 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 Email Accounts**

Email accounts are intended to facilitate communication within the school community. Students should bear in mind that email is not necessarily private and may be subject to review and supervision. Students also must keep in mind that when using a Presentation email 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.

Students are required to check their email accounts daily as teachers may elect to communicate with their students via email on a regular basis. Students should not sign up for non-school related distribution lists or services as this leads to an excess of SPAM (unwanted) e-mail messages.

Graduates of Presentation High School have access to their Presentation High School Gmail account for one year after graduation. After that time, the account will be terminated.

### **Accessing the Presentation Network**

All students are issued a network login and passwords for all Presentation accounts starting with their freshman year. All student passwords must be kept confidential at all times. Students will be required to use their network login any time they use a computer on Presentation's network. Under no circumstances may one student use another student's network login or access another student's electronic accounts.

# 1:1 Program Policies and Procedures

The Presentation High School 1:1 iPad program is designed to enhance and transform the educational experience of all students through the use of technology. This program enables all students to have access to an iPad device in the classroom and at home. The use of this device will be essential for students to successfully participate in and complete the required work for their classes.

Students should understand that the use of the iPad device is a privilege that comes with responsibilities and behavioral expectations. Students are expected to adhere to the expectations and rules outlined in this Student Technology Use Agreement. Classroom teachers may also develop additional policies for their respective classes that may be added as supplements to this agreement.

As part of the Presentation High School iPad program a Mobile Device Management (MDM) application will be used on each iPad. This application serves several purposes. First, it allows the Presentation Technology Services staff to remotely install and monitor the apps installed on the device. Second, it allows the school to track the device if it becomes lost or stolen. It will also allow the technology staff to remotely erase the device if it has been stolen, protecting a student's personally identifiable information. The MDM application does not allow the school to access data created by the student on the device.

As the primary educators of their children, parents are encouraged to talk to their students about the values and standards that they should adhere to when using digital devices such as the iPad and applications that access the internet. Students nor parents may erase, alter or install additional apps to the PHS issued iPad, including internet filtering or "cyber nanny" applications. It is the responsibility of the parent and student to negotiate proper home use of the PHS issued iPad on their personal home network.

## Device Distribution and Return

1. The iPad issued to students is the property of Presentation High School.
2. Students and Parents/Guardians must sign and submit the Presentation High School 1:1 Policies and Procedures document prior to receiving an iPad.
3. All students must participate in an iPad training session, which is held in the summer or during Freshman Orientation, offered through the PHS Schoology Learning Management System.
4. Students will be issued their Apple iPad 10.2" (128GB), Logitech Protective Keyboard Case, Apple Pencil (series one) and charger. The devices and accessories will be checked periodically by Presentation Technology Services staff to ensure the iPad, Keyboard Case and Apple Pencil are in good working order and have not been damaged.
5. Students that are no longer enrolled in Presentation High School must return their Apple iPad 10.2", Logitech Protective Keyboard Case, Apple Pencil (series one) and charger immediately upon their termination of enrollment.
6. Students that fail to return their Apple iPad 10.2", Logitech Protective Keyboard Case, Apple Pencil (series one) and charger at the end of their senior year or upon termination of their enrollment at Presentation High School will be billed for the cost of replacement of the iPad and the additional school issued accessories. For seniors, diplomas will be held until the iPad and accessories are returned or payment is received. No transcripts will be released until all items are returned.
7. The Apple iPad 10.2" comes with preloaded educational apps that must not be removed or altered in any way. Students are not able or allowed to load additional apps onto their device as their device has been installed with a school-issued Student Security Profile, which does not allow the use of the iTunes Store, nor any 3rd party apps to be installed. Students can log into the iBook Store with their own Apple ID to purchase textbooks. PHS does not issue school owned Apple IDs or Apple iTunes accounts.
8. Students must keep the Mobile Device Management (MDM) profile for their iPad installed at all times. Students may not remove or circumvent the management system installed on each iPad. This includes removing restrictions or "jailbreaking" the device.
9. The Apple iPad 10.2" and accessories have been labeled by the school. Students may not modify, remove, or destroy these labels.
10. Students should return their Apple iPad 10.2", Logitech Protective Keyboard Case, Apple Pencil (series one) and charger in acceptable condition. Acceptable condition is defined as clean and in working order. Students will be billed for any damages to the device, accessories and/or charger(s)/cable(s) as follows:
  - I. Apple iPad 10.2" (128GB): Replacement Cost \$429.00
  - II. Logitech Rugged Combo 3 Keyboard Case: Replacement Cost \$140.00
  - III. Apple Pencil: Replacement Cost \$100
  - IV. Apple Pencil Cap: Replacement Cost \$10
  - V. Apple USB to Lightning Charging Cable: Replacement Cost \$20
  - VI. Apple iPad 10.2" Charging Brick: Replacement Cost \$20

11. Students may only connect to the Internet via the wireless network provided by Presentation High School while on campus. Use of external, mobile or cellular “Hot Spots” and/or VPNs are prohibited at all times while on campus.
12. Students may not connect any other devices to the PHS wireless (or wired) network other than their PHS issued iPad. This includes personal cell phones, smart watches, gaming devices or any other internet capable device not owned and/or issued by PHS. Only the school issued iPad should be connected to the school network at any given time.
13. VPN or other private network access which bypasses the school's firewall may not be installed or used on the student's iPad at any time. Students may not connect their PHS issued iPad to a cellular hot spot while on campus at any time.

## **Taking Care of Your Device**

The iPad 10.2” is the property of Presentation High School and is on loan to the student. Students are responsible for knowing how to properly operate and protect their iPad. Students should follow the guidelines below to ensure that their device is properly cared for.

1. Students may not write on, put stickers or labels on, or make any other form of marking on the iPad 10.2” device, Logitech Protective Keyboard Case, Apple Pencil (series one), and/or charger.
2. Students should keep their iPad in the school-issued Logitech protective keyboard case at all times.
3. Students should use only a clean, soft microfiber cloth to clean the screen of their iPad. Do not use cleansers or liquids of any kind.
4. Students should handle all cords and cables with care to prevent damage. Students will be charged the full cost for lost, stolen or damaged cables and charging units.
5. Students should not leave their device in a location where it can be damaged by cold, heat, or moisture. The Apple iPad 10.2”, Logitech Protective Keyboard Case, Apple Pencil (series one) and charger are never to be left in a car, even if locked and/or hidden. High and low temperatures can damage the iPad and its accessories.
6. Students are responsible for the security of their iPad and should not leave them unattended or unsupervised.
7. If the iPad is lost or stolen, the student must immediately report the incident to the Dean of Students. If the device is stolen the student, in conjunction with Presentation High School, should also file a police report. The student and parents are responsible for the replacement cost of the device.
8. If you find an unattended iPad or it’s accessories (Logitech Keyboard Case, Apple Pencil or charger), you are responsible for returning the iPad to Room 1. Do not attempt to locate the student assigned to the device.
9. Students are required to fully charge their iPad each night and have it at school, along with all accessories, each day for class.
10. Students should only backup their iPads through the two methods taught in the Technology Training Course; setting automatic backups inside of the Notability app to the student’s PHS issued Google Drive account or by using their own private iCloud account (not supplied by the school) via WiFi only.
11. School issued iPads should never be connected to a physical computer in an attempt to back-up the device to iTunes. This will result in a device failure and the likely loss of all data, requiring the iPad to be reinstalled by the school.
12. While not required, we highly recommend that a silicone sleeve is purchased by the family for the Apple Pencil that extrudes over the top of the pencil, covering the cap. Lost caps are charged at \$10 per instance and pencils that are damaged or marred beyond repair are charged \$100.

## **AppleCare+ Program - Damage and Repairs**

1. Students are responsible for maintaining their iPad 10.2” and accessories in good working condition at all times.
2. iPad 10.2” devices and/or accessories that are damaged or malfunctioning must be reported to the Help Desk in Room 1 (via [ZenDesk](#) if off-campus) immediately following any break or malfunction. Do not attempt to fix the device yourself or take the device to Apple or to a third-party repair facility.
3. Students and their parents/guardians are required to pay for repairs to damaged iPad devices. Presentation High School has procured AppleCare+ for each iPad device. AppleCare+ allows for two breaks/repairs over the number of years that the student is in attendance with the device. For the first two breaks, students and their parents/guardians are charged \$49 for each repair. For a third or any subsequent breaks, the student and their parents/guardians would be charged the full repair fee as defined by Apple Repair dependent on the severity of damage for each break/repair.
4. The school's Technology Services Department, located in Room 1, will manage all repairs, issue loaner iPads during the repair window (if available) and collect repair payments.
5. Logitech Protective Keyboard Cases and Apple Pencils are not covered under AppleCare+ and will be charged at their full repair costs or replacement costs of \$140 (Keyboard case) and \$100 (Pencil) if they cannot be repaired by Presentation High School.
6. If it can be determined that a student is responsible for damages to another student's iPad 10.2" device, Logitech Protective Keyboard Case, Apple Pencil (series one), and/or charger, the parent/guardian of the student who damaged the device or accessory will be responsible for repairing/replacing the damaged item(s). If there is a dispute as to who is responsible for the damage, the student and parent/guardian to whom the iPad or accessory is issued is primarily responsible for damages.

- Students and their parents/guardians will be charged \$429, the entire cost of the device, for lost or damaged Apple iPad 10.2” (128GB) that cannot be repaired, are lost or stolen.

## Acceptable Use Guidelines for Using your iPad at School

- Students are expected to use their iPad for academic purposes each day.
- Students are expected to use their iPad in a responsible and ethical manner consistent with the Mission and Values of Presentation High School.
- Students are responsible for updating their iPad OS whenever the device signals that an update is available. App updates are separate and are under school MDM control; they will update on their own and should be allowed to do so.
- Students should keep their own device in their possession at all times. Students should not lend their iPad to other students under any circumstances.
- If a student leaves the device at home or forgets to charge the device a loaner iPad must be borrowed from the school. There are a limited number of loaner devices available to students. If one is unavailable, the student must perform class work without a device. **Parents may not drop off iPad devices for students that forget their devices at home.**
- It is expected that students have their iPad with them and charged each school day. Students can sign out loaner devices from the Help Desk 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.
- 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 always have personal earbuds with them at school to listen to audio on their device.
- 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.
- Students should not use their iPad for non-academic purposes during the school-day or illegal purposes at any time. 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.
- 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.
- Students may not take pictures or film Presentation High School faculty, staff, or students without their permissions. Additionally, students may not record conversations or lectures with teachers without their consent.
- Students are expected to adhere to the policies outlined in the Student Technology Use Agreement in the Student/Parent Handbook.

## Consequences

The Dean of Students and the Presentation Administration retains the right to assign consequences for repeated offenses and any offense not appearing on this list. Academic Integrity violations and Technology Usage violations and consequences are described in the Student/Parent Handbook.

The potential consequences for students who abuse their iPad privileges are as follows:

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense
Unattended Device	1-Hour Detention	3-Hour Detention
Violation of the Technology Use Agreement	1-Hour Detention	3-Hour Detention
Abuse of iPad Pro and Accessories	1-Hour Detention and Cost of Repairs (if applicable)	3-Hour Detention and Cost of Repairs (if applicable)

*\*\*Students using their iPad to access content other than what has been assigned by the teacher are subject to each teacher's classroom behavior policy.*

# Academic Integrity Policy

Personal integrity is demonstrated by being honest and truthful in one's decisions and actions. Academic integrity is a significant component of personal integrity. It is important that students realize that each choice to copy, cheat or plagiarize not only violates the academic integrity policy but diminishes personal integrity and compromises relationships with oneself fellow students, teachers and parents as well.

The relationship between the teacher and the student should be characterized by the highest level of honesty and trust. When a teacher gives an assignment, homework, extra credit opportunity, paper, project, lab, test or quiz it is expected that the work will be original, done independently unless collaboration is authorized, and done to the best of the student's ability.

## **Academic integrity is demonstrated when a student:**

- Completes own homework assignments and does not allow work to be copied by another student;
- Completes a quiz, test, or exam without seeking help from another student or source or giving help to another student;
- Does original research for a paper, project, oral presentation, lab report, etc. and acknowledges another person's contributions to that work by citing the source and individual's name.

Theft of academic material, cheating, copying, and plagiarism are violations of academic integrity.

## **The following are examples of academic integrity violations involving cheating (giving or receiving an unfair advantage over others in school work):**

- Copying an assignment or allowing another student to copy your work including sharing or asking for the solutions from online homework with another student;
- Looking at another student's test paper or allowing someone else to look at your work;
- Talking or signaling to request or pass on information during a test;
- Using notes of any kind on a closed book or closed note exam;
- "Working together" on an assignment when not authorized by the teacher;
- Stealing quizzes or examinations; selling, copying or letting others copy an examination;
- Sharing tests from previous years/semesters or accepting tests from a previous year/semester;
- Asking for or passing along test information from one class period to members of another class period or to a student who was absent for the test;
- Using unauthorized study aids, notes, books, data, or other information (including looking up AP answers online and using them as your own);
- Copying or falsifying data;
- Fabricating a bibliography;
- Exceeding time limits designated by the teacher for tests or assignments;
- Failing to turn in an in class assignment, test, or quiz when collected;
- Sharing and/or transmitting either in hard copy or electronically, test information from previous or current year;
- Making revisions in Google docs without permission after the assignment due date;
- Sharing another's academic property electronically or otherwise without their permission or representing as one's own the work of another.

## **The following are examples of academic integrity violations involving plagiarism (presenting as one's own the work or others without proper citation and acknowledgement):**

- Reusing a research paper from another class;
- Quoting, paraphrasing, or using a translator without proper citation;
- Copying and pasting from the Internet without proper citation;
- Purchasing or obtaining an essay or project from an online source;
- Submitting as your own, work done by a parent or other person, or an online source;
- Failing to use proper documentation and citation of phrases, sentences, ideas, opinions and work of others;
- Use of any translator, online or in person in Modern Language courses.

**There are two types of academic integrity violations, minor and major.**

Both academic and disciplinary consequences will be enforced for both minor and major violations of academic integrity.

**Consequences for all academic integrity violations include (but are not limited to):**

- A reduction in grade which may result in a zero on the assignment;
- Referral to the Dean of Students who will assign at least three hours of detention or a disciplinary contract plus detention;
- Exclusion from Honor Society membership in the semester of the infraction (CSF and Mu Alpha Theta);
- Notification of the infraction and consequences will be shared with Parents/Guardians.

**Some examples of minor violations include but ARE NOT limited to:**

- Falsifying data or copying data from other lab groups;
- Minor plagiarism;
- Copying an assignment or allowing another student to copy your work;
- Looking onto another student's test paper for information or allowing someone else to look at your work;
- "Working together" on an assignment when individual work is required;
- Passing along test information from one class period to members of another class period or to a student who was absent for the test;
- Submitting identical lab reports.

**Students who commit major violations of the Academic Integrity Policy are subject to the following additional consequences:**

- Receipt of a zero for the assignment or test;
- Suspension or permanent revocation of campus leadership roles or positions;
- Placement on a Disciplinary Contract;
- Suspension or possible expulsion depending on the severity of the offense;
- Ineligibility for any school or department award in the year of the infraction (if repeated, the student becomes permanently ineligible for any award);
- Notification of the infraction and consequences will be shared with Parents/Guardians.

**Some examples of major violations include but ARE NOT limited to:**

- Repeated violations, including three or more minor violations, of the Academic Integrity Policy;
- Significant plagiarism;
- Obtaining another student's test in preparation to take a make-up test;
- Using a cheat sheet or formulas on a calculator, cell phone, or tablet on an exam;
- Using information from a stolen copy of an examination for personal benefit;
- Stealing a copy of a test for personal benefit and/or distribution;
- Submitting all or part of a major paper or project that has been obtained from an internet website or "paper mill;"
- Extensive use of an online translator;
- Cheating of any kind on a final exam;
- Using any source (notebook, textbook, computer, phone, tablet, etc.) to look up information during a quiz, test or final;
- Sharing and/or transmitting either in hard copy or electronically, test information from a previous or the current year.

All violations of academic integrity, both major and minor, will be reported by the teacher to the Dean of Students and kept on file throughout the entire time the student is enrolled at Presentation High School.

**NOTE:** More and more colleges are asking Presentation to report if a student has committed an Academic Integrity Violation. This information can also be requested on the secondary school report, mid-year school report and the final transcript report. Presentation will disclose this information to colleges if the student has received a suspension for any given Academic Integrity Violation. College Counselors will work individually with each student to write appropriate statements for the applications about the incident and the resulting insight into the behavior as is required by colleges.

# Signature Page 2021-2022

1. I have thoroughly read the **Student/Parent Handbook**, and understand the policies it contains and agree to be governed by this handbook. I realize that any infringement of this agreement may result in disciplinary action.

---

*Print Student's Name*

*Student's Signature and Date*

---

*Parent/Guardian's Signature*

2. I have read the **Anti-Harassment and Anti-Bullying Policy** and understand the policies it contains and agree to the rules and processes it outlines. I realize that any infringement of this agreement may result in disciplinary action.

---

*Print Student's Name*

*Student's Signature and Date*

---

*Parent/Guardian's Signature*

3. As the parent or guardian of this student, I have read the **Anti-Harassment and Anti-Bullying Policy** and discussed the rules with my student.

---

*Print Student's Name*

*Student's Signature and Date*

4. I have read the **Student Technology Use Agreement** and the **1:1 Program Policies and Procedures** and will abide by these rules. I realize that any infringement of this agreement may result in disciplinary action.

---

*Parent/Guardian's Signature*

5. As the parent or guardian of this student, I have read the **Student Technology Use Agreement** and the **1:1 Program Policies and Procedures** and discussed the rules with my student.

---

*Print Student's Name*

*Student's Signature and Date*

6. I have read the **Academic Integrity Policy** and will abide by these rules. I realize that any infringement of this agreement may result in disciplinary action.

---

*Parent/Guardian's Signature*

7. As the parent or guardian of this student, I have read the **Academic Integrity Policy** and discussed the policy with my student.



**Presentation High School Freshman Retreat**

**Parent Permission Form**

**TIME and DATE: THURSDAY, JANUARY 13TH  
8:00AM-5:15-PM**

I hereby consent to (print student name) \_\_\_\_\_ participating in the field trip to our Freshman Retreat at the following location:

**Mission Springs Retreat Center 1050 Lockhart Gulch Road, Scotts Valley. Phone Number: 831-335-3205**

**Campus Ministry Contact: Lisa Brunolli 408-264-1664 ext 2449 or lbrunolli@presentationhs.org**

I agree to direct my child to cooperate and conform with directions and instruction of the supervisory personnel in charge of the field trip. Should it be necessary for my child to have medical treatment while participating in this trip, I hereby give the school personnel permission to use their judgment in obtaining medical service for my child and I give permission to the physician selected by the school personnel to render medical treatment deemed necessary and appropriate by the physician.

I agree that in the event my child is injured as a result of her participating in this field trip, including transportation to and from such activity, through the negligence of the school, or any of its agents or employees, recourse for the payment of any resulting hospital, medical or related costs and expenses will first be had against any accident, hospital or medical insurance, or any available benefit plan of mine or of my spouse.

By signing this permission slip, I also acknowledge that I am aware of my daughter's mode of transportation and that the owner and driver of the vehicle (see below) are responsible for the insurance liability for any accident, injury, or damage that might occur in transporting my daughter to and from this activity.

**I give permission for my daughter to go on the above described trip.**

If the retreat is off campus, students will be taking a charter bus or school van to and from the retreat site. **The retreat may be offered in another location or virtually, depending upon the recommendations of the County Health Department.**

**Meals:**

All meals are provided and students have a variety of things to choose from. Please note there is access to a fridge and microwave should your student have food allergies and need to bring her own meals.

\_\_\_\_\_ My daughter will need a vegetarian meal plan.

Signed: \_\_\_\_\_

Phone: \_\_\_\_\_ Parent or Guardian Home/Cell Work

**In case of an emergency, we may contact:** \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Please include on the bottom of this page a list of any medications or medical conditions the retreat leader should be aware of in case of an emergency. **Include any food allergies.** This information will be kept confidential.

# PART ONE

## Mission, Vision and Diversity

### **Our Mission:**

Presentation High School is a secondary school for young women whose purpose and direction flow from the teaching mission of the Catholic Church and the educational ministry of the Sisters of the Presentation. This school strives to infuse the entire educational experience with the vision of life found in the Gospels. Each student is challenged to become a woman of faith, dedicated to working with others, intellectually competent and committed to her personal growth.

### **Our Vision:**

Presentation High School is an inclusive community that empowers young women to become fearless and faithful leaders determined to serve the world.

### **Our Commitment to Diversity:**

As an all-girls Catholic high school founded on the principles and values of foundress, Nano Nagle and the Sisters of the Presentation of the Blessed Virgin Mary:

- We believe that all persons have inherent dignity and are made in the image and likeness of God.
- We are committed to an inclusive community which promotes respect, loving dialogue, equity, empathy, humility, courage, understanding, and societal awareness, both locally and globally.
- We believe that diversity is a blessing that refers to the myriad of personal experiences, values, perspectives, talents, and world views that arise from differences in culture and circumstance.
- We are committed to creating a diverse learning environment where each student may reflect on their own identity, experiences, talents, and abilities to lead and serve others in a way that is rooted in radical faith, compassion, justice and love.

All members of the Presentation community are responsible for advancing an understanding of and a respect for diversity as it includes, but is not limited to: ability, age, belief, ethnicity, family structure, gender, gender identity, learning style, race, religion, sexual orientation, and socioeconomic status.

### **Family Partnership:**

Presentation works in partnership with the family, which is the primary educator. Presentation assumes responsibility for using its unique resources to bring about its stated purposes.

### **What We Believe:**

Presentation recognizes the following principles as the foundation upon which all our goals, outcomes, programs and procedures are developed and evaluated.

- Every Human Being is made in the image and likeness of God.
  - Rooted in the belief that every human being is made in the image and likeness of God, we commit ourselves to developing the whole person--her spiritual, emotional, aesthetic, psychological and physical powers.
- Faith is a gift from God which must be nurtured.
  - At Presentation, we believe faith is a gift from God that must be nurtured. Gospel values are best taught and lived in a community of faith.
- The role of education is to empower young women
  - Presentation High School is committed to empowering young women to make responsible decisions and allowing them to find and develop their own unique voices that will allow them to assume their full stature in today's society.
- Students and faculty must embody the motto "Not Words, But Deeds."
  - At Presentation, "Not Words, but Deeds" is not just a motto. Rather, it is a heartfelt mission statement, lived out and ingrained in our culture on a daily basis. We believe our school must be an active institution for peace and justice in the greater community.

# **Presentation High School Outcomes**

## *Who is a Presentation graduate?*

### **She is a woman of faith.**

- She demonstrates ethical decision-making consistent with the Gospel.
- She lives the Gospel message through community service.
- She recognizes the value of being a part of a faith-filled community which holds prayer and Eucharist at its center.
- She understands, respects, and articulates the contemporary and historical relevance and perspective, of the teachings of the Roman Catholic Church.
- She recognizes that faith development is an essential part of becoming a fully integrated human being.

### **She is dedicated to working for and with others.**

- She demonstrates active and informed citizenship in local and global communities.
- She is a steward of the environment.
- She works collaboratively and resolves conflicts respectfully.
- She demonstrates respect for human diversity and the dignity of all human beings.
- She communicates respectfully and appropriately with others.
- She employs the school motto “Not Words, But Deeds” as a model for leadership.

### **She is committed to personal growth.**

- She recognizes, articulates, and takes responsibility for her intellectual, psychological and spiritual self.
- She exhibits appropriate social skills.
- She appreciates the value of hard work and high standards.
- She recognizes the inherent value of creativity and the arts.
- She acknowledges the personal and social consequences of behavior.
- She recognizes the importance of a healthy lifestyle and a positive self-image.
- She formulates and articulates her opinions based on facts and personal values.
- She demonstrates a feeling of empowerment and takes pride in being a woman.

### **She is intellectually competent.**

- She thinks critically and rationally.
- She utilizes and applies study skills that will enable her to succeed personally, academically, and professionally.
- She demonstrates intellectual curiosity.
- She has mastered those academic subjects required for college entrance.
- She reads, writes, and speaks articulately and effectively.
- She pursues mastery of a second language.
- She transfers and applies information learned in one discipline to another.
- She uses technology responsibly to access and evaluate information, analyze and solve problems, and communicate ideas.

## History

The history of Presentation High School dates as far back as the 1700's when a courageous woman of vision named Honora Nagle responded to the pressing needs of her day by identifying with those who had been denied human dignity and with those deprived of education. Nano Nagle founded the Sisters of the Presentation of the Blessed Virgin Mary to help strike at the roots of ignorance and other social ills which created barriers to the humanization and evangelization of the people of her times. Nagle Hall (the Study Center) is dedicated to this great woman.

Strengthened and challenged by the heritage of the life and ministry of Nano Nagle, three sisters of the Presentation came to San Jose in 1962 to meet the needs of the rapidly growing and developing Santa Clara Valley. They built Presentation High School, a Catholic girls' four-year high school, on the present site in the Willow Glen area.

Ground was broken for the building on the nine-and-a-half-acre site on February 12, 1962. With signs of construction still evident, the pioneer class of seventy-three ninth grade young women entered the building on October 1, 1962. All the years of planning and the months of building came to a climax on March 24, 1963 when PHS, San Jose, was officially dedicated by his Excellency, Archbishop Joseph T. McGucken. The Blessed Virgin Mary, under the title of Our Lady of the Presentation, is the school patron. We celebrate the Feast of the Presentation each year as a school community on or around November 21.

The first class to graduate from PHS was the class of 1966. By the time the second commencement exercises were completed in June 1967, the school was no longer a pioneer, a beginner, but a school that had come of age, a school which was a vital and vibrant part of the growing community of San Jose.

***"Not Words, But Deeds"***

School Motto

***Blue and Gold***

School Colors

***Panther***

School Mascot

# Traditions

## School Spirit is tradition. Among Presentation traditions are:

- **Big/Little Sister Program:** Beginning with Freshman Orientation, new students are placed in groups led by an upper-class student leader, a “Big Sister,” who will help them adjust to high school life and serve as a support, friend, and confidant during freshmen students’ first year at Presentation.
- **Career Day:** Career Day is offered every other year. Alumnae spend the day on campus with the Presentation student body discussing and answering questions about their careers.
- **Class Day:** climaxing their four years, the seniors assemble for a Mass in their honor. Installation of ASB, Panther Pride and class officers, conferring of awards, presentation of the Spirit Trophy, and the Senior Farewell.
- **Confirmation:** Every other year, confirmation is offered for those juniors and seniors who feel they are ready to receive this sacrament.
- **Culture Fair:** A day of multicultural celebrations hosted by our affinity groups, featuring student performers at lunch and food from around the world.
- **Dances & Event Nights:** Junior/Senior Prom, Black and White Charity Ball, Frosh Mixer, and special events such as band or movie nights.
- **Fashion Show:** A fundraiser sponsored by the parents. Members of the senior class are among the models and hostesses.
- **Feast of the Presentation:** A celebration in honor of the school patroness with special thanks to and recognition of the Sisters of the Presentation who founded the school.
- **Holiday Drives:** Service opportunities in November and December to collect goods and raise money to support families in need during the holiday season. All donations support local partner agencies.
- **Junior Ring Ceremony:** A liturgy wherein juniors receive their school rings, symbols of their unity and loyalty to class and school.
- **Leadership Conferences:** Fall and spring team-building conferences planned and implemented by the ASB officers for the Student Council and other student leaders.
- **Student Activities Drive:** This fundraiser which generates an incredible amount of enthusiasm, is a major part of the yearly spirit competition between class levels.
- **May Day:** a ceremony during which we honor our Patroness, the Blessed Virgin Mary, and celebrate the cultural diversity of our student body.
- **Mother/Daughter Liturgy & Breakfast:** In the fall, mothers and daughters to share a special liturgy and breakfast.
- **Panther Pandemonium:** Panther Pandemonium is an event during Spirit Week that is filled with class level competitions and spirit building activities.
- **School Liturgies:** The spirit of community, celebration and prayer is experienced during these very special liturgies.
- **Senior Lock-In:** Senior Lock-In is a newer tradition started in 2011. Occurring in May, the senior class has an all-night extravaganza on campus where they partake in food, frolic, and mysterious activities that remain a surprise until senior year.
- **Seventh Grade Day:** An open house for seventh grade students which includes mini classes and entertainment hosted by the Admissions Department and the Presentation Ambassadors Club.
- **Speech Festival:** The speech festival is a school-wide assembly that provides the opportunity for Presentation students to showcase their talents in various speech formats.
- **Spirit Trophy:** Class levels compete throughout the year for this prize. Competitions include numerous activities ranging from hall decorating to attendance at athletic and arts events.

- **Spirit Week:** Classes compete and earn spirit points for skill and ingenuity. Each class grows closer by working together on fun-filled activities, including decorating the school halls.
- **Talent Show:** An opportunity for multi-talented members of our school community to perform for the student body, faculty and parents.
- **“VIP” and Me Event:** though the event theme changes, it has most often been an evening of music and dancing when students share a night with a very important person in their life.

# PART TWO

## Academic Policies & Expectations

### Academic Expectations

A basic principle of our school's philosophy is that every student must actively engage in the educational process. Consequently, we expect each student to realize that the primary responsibility for learning rests squarely on the student's own shoulders. Parents, teachers and friends may guide and direct the learning process, but real achievement in the academic endeavor is not possible if a student is not actively involved.

Hence, each teacher expects that a student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day. The following expectations more clearly explain how a student should approach studies.

- **Timeliness & Attendance:** A student is expected to be on time to each class. It is the parent's responsibility to ensure that appropriate transportation arrangements have been made which enable the student to arrive on time to school each day.
- **Classroom Conduct:** The student is expected to participate in all class activities. Further, the student is expected to assist in maintaining order by refraining from disruptive conduct.
- **Materials:** A student is expected to bring all necessary materials to class. This includes all textbooks, iPad, workbooks, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular class.
- **Homework:** Homework is assigned nightly. Students should expect to spend approximately 20-30 minutes each night on homework per class. This may be a combination of written assignments, study, and long-term projects or papers. Students should be familiar with and adhere to the specific course policies regarding homework.
- If a student is absent, teachers should be contacted by the student to make arrangements to make up any missed work. In the case of a prolonged absence a student's parents will contact the Absentee Counselor.
- **Missing Papers/Projects:** Students who do not turn in a major paper or project must make arrangements with the teacher to make up the work. It is solely the teacher's discretion, according to his or her class policies, whether or not the assignment will be accepted after the due date. If the paper/project is due at the end of the semester, the student will receive an incomplete in the course. Students have one week from the end of the term to make up missing projects or papers. In some cases, a paper or project is required for students to earn credit in the course. After one week the incomplete will turn into a failure, (F), and the student will earn zero credits for the course. This may affect the student's ability to graduate from Presentation.

## Critical Research Papers

Presentation subscribes to [www.turnitin.com](http://www.turnitin.com), a website that verifies the originality of student work. All teachers require that students submit their research papers to this service. When submitting papers to this service, student papers become part of the service's database, which means that students forfeit copyright privileges for their work.

## Final Exams

Finals will not be given early. Students who miss a final will sign up for a time to make up the exam with the Academic Supervisor. It is the student's responsibility to schedule a date and time to take the exam. An incomplete will be given to the student until the final is taken and the grades are computed for that course.

For seniors, an incomplete will mean that they will be able to participate in graduation ceremonies but will not receive their diploma until finals are taken. Students have one week after the last regularly scheduled exam to make up their finals. Failure to take a final after the one-week extension will result in the student receiving a WF (withdrawal/failure) for the course and will earn zero credits for the course. This may affect the student's ability to graduate from Presentation. Make-up finals are only allowed during the one week after regularly scheduled final exams.

## Senior Final Exam Privilege

A second semester senior who has earned an A in a course is exempt from taking the final exam. Seniors with an A in an Advanced Placement course are exempt from the final exam if they have an A and take the AP exam in that subject in May. Teachers will inform students of their final exam status one week before final exams begin. If a student qualifies for exemption, the Final Exam Exemption Form must be completed by the student. The form must be signed by the teachers of each class for which the student is requesting an exemption. It must also be signed by the student and by a parent. The form must be turned in to the Attendance Coordinator by the last day of regular classes.

## Scheduling Policies

At Presentation we prioritize the interests and needs of students during the scheduling process. In January we ask students which classes they wish to take and we then build our master schedule to support those requests. In March, after the third quarter grades post, we allow students to request a rigor change, based on this new grade information.

During the summer, students receive their schedules. Students always get the classes they need and we make every effort to give a student their first-choice electives. However, in order to offer a diverse set of electives, balance class size, and resolve scheduling conflicts, sometimes students are placed in an available course.

Because of the thoughtful and careful guidance we provide during the scheduling process, we ask students to commit to their schedules. **Schedule changes should be the exception, not the rule.** Our schedule change process is designed to accommodate the flexibility that some students need, while maintaining the integrity of the scheduling process and classroom environment for all students.

## Schedule Change Policies

- All schedule change requests must be initiated by the student.
- We do not accommodate schedule change requests based on preference for teacher or period of the day.
- Schedule change requests are approved at the discretion of the Director of Enrollment Management.

## Schedule Change Process

- Students submit a schedule change request through the Google form that is provided by the Director of Enrollment Management and posted on the Presentation website. With their request, students must upload a completed, electronic version of the Parent/Guardian Permission Form found in the Appendix of the Scheduling Guide also found on the Presentation website.
- The Director of Enrollment Management will either manage the request via email or make an appointment with the student to discuss the request in person.

The last day to add or change a class is ONE week into each semester. Changing the rigor level of a course is considered an add and a drop and must be made by this deadline. The deadline for dropping a class, to be replaced with a study, is TWO weeks into the semester. All requests must be received by 4pm on the day of the deadline.

# Scheduling 2020-2021 Deadline Dates

## Fall Semester

**Last day to add a new class: One week into the semester.**

**Last day to drop a class for a study period: two weeks into the semester.**

## Spring Semester

**Last day to add a new class: One week into the semester.**

**Last day to drop a class for a study period: two weeks into the semester.**

After the final deadline to drop a class has passed, a student may request a W or WF for a course. Students who have a D- or better may receive a W and students who are below a D- will receive a WF. The W and WF grades are intended to be exceptions or interventions for students who are experiencing hardships that legitimately prevent them from withdrawing before the deadline. The school will only consider such requests if a student can document a hardship that prevented withdrawing before the deadline. A W or WF will never, under any circumstances, be granted because a student ends the semester with a poor course grade.

Following are the criteria used for determining what action is to be taken when a request is made to change or drop a class after the drop/add period. The final decision will be made at the discretion of Director of Enrollment Management and the Administration.

1. Serious difficulty with subject matter after reasonable attempts to improve have been made by the student.
2. Serious, irreconcilable conflict between a teacher and student following sincere attempts on the part of the student to solve problems.

In the case of yearlong courses, a student may drop at the semester if the semester grade is a D or below and the following conditions have been met:

1. In consultation with instructors and assigned counselor, it is agreed that it is in the student's best interest to withdraw from the class because of ability. This presumes that the student has worked consistently and to the best effort in the previous semester. The student is to have met regularly with the teacher of the course and attempted to complete all assigned work.
2. The course is not needed for graduation, is an elective, or an alternative schedule can be developed (based on space available) with the necessary courses.

In adjusting a schedule, it must be remembered that students are required to take SIX classes each semester, five of which must be in the following subject areas: English, Mathematics, Science, Modern Language, Religion, Art and/or Social Studies.

## PowerSchool

PowerSchool is a home to school-based collaboration tool that allows parents and students access to a student's grades, homework assignments, and attendance record. Parents and students may access the site with a school issued username and password. All homework assignments will be graded and posted within one week from the due date. Quizzes and tests will be graded and posted within two weeks from the test date. Papers and projects will be graded and posted within three weeks from the due date.

## Progress Reports/Semester Grades

Progress Reports are available on Power School twice a year at the end of the first and third quarters. Final Semester grades are issued twice a year at the end of each semester and can also be found on PowerSchool.

## Concussion Protocol

Concussions that are Presentation High School sport related must be reported immediately to the Athletic Trainer if not already informed.

Concussions that are not sport related or happen outside of Presentation High School should be reported immediately to Presentation's Educational Specialist. The Educational Specialist will provide the student and family with a concussion packet. The family will be asked to review the concussion packet and share it with their treating physician. At the earliest convenience, the concussed student will be encouraged to see a licensed health care provider trained in the management of concussions. A written diagnosis must be turned into the Educational Specialist in order to provide reasonable academic accommodations.

## When to Retake a Class in Summer School

The California State University and the University of California systems require that students complete subject requirements for admissions with a grade of C- or better. For private colleges and universities, they would like students to attend summer school for any subject in which they receive a grade deficiency (D or F).

Presentation High School strongly recommends that students attend summer school for any class in which they receive a grade deficiency. This ensures that the student will be eligible to apply to any number of different university systems. Even though a grade of "D" is passing at Presentation, colleges do not accept D grades as passing. Presentation High School will not provide financial aid for students to clear deficiencies in summer school.

## Community College Enrollment Forms

Students interested in enrolling in Community College courses either for remediation or enrichment will need a form filled out by Presentation. In order to keep accurate records of how many students are enrolled in such classes, all requests for signatures on the enrollment forms should be routed through Ms. Althouse, Co-Director of College Counseling. Students will be notified of this policy and any deadlines via the Student Bulletin each spring semester by Ms. Althouse.

## Academic Monitoring

This is a confidential roster distributed to faculty in order to apprise them of students whose grades fall within a 2.0-2.5 GPA range or who earn three or more D's during any one quarter. The purpose of this roster is to increase the communication between student, teacher and counselor around issues of study skills, homework management and miscellaneous academic concerns. Students may also have additional appointments with their counselor in order to provide academic support. Students may be assigned to the Study Center during their study period and/or after school at any time during the course of the semester, at the discretion of the Dean of Students.

## Academic Probation

Any student who fails courses necessary for graduation and/or whose overall grades fall below a C- average may be placed on academic probation. A contract which outlines what the student needs to accomplish academically in order to stay enrolled at Presentation will be signed by the student, parents, and the Dean of Students. The Dean meets regularly with students on academic probation to review academic information on PowerSchool. Students on academic probation are assigned to the Study Center during their study period. If the terms of the contract are not met (e.g. the student fails additional courses for graduation), the student may be liable for dismissal.

## Academics & Participation in School-Sponsored Activities

Participation in school sponsored activities, travel and service opportunities at Presentation High School are a privilege. To be eligible for participation in such activities and opportunities, a student must be in good academic standing, free of major disciplinary infractions, and be medically and emotionally healthy. If there are concerns in any of these areas, at the discretion of the Administration and in consultation with the Dean of Students, and/or the Counseling Department Chair, a student may not be allowed to participate in an activity or travel.

A student must have at least 2.00 GPA the semester prior to participate in any interscholastic sport, in forensics, theater, or robotics. If a student is below a 2.00 GPA, a meeting may be requested with the Vice Principal of Curriculum and Instruction in order to receive a probationary status for a limited time.

A student must maintain at least a 2.00 GPA to participate in any school sponsored trip or travel including summer travel. Failure to achieve passing grades in classes as well as turn in major projects and critical research papers will result in removal from the trip. Any costs associated with the trip and its cancellation is the sole responsibility of the student's parents or guardians. Presentation High School will not be held responsible for any non-refundable costs.

## Athletic Probation

All athletes must maintain a 2.0 grade point average while on an athletic team and have had a 2.0 grade point average the semester prior to participating on the team. Failure to maintain a 2.0 the following semester will render the student ineligible to participate.

## Athletic Eligibility

### A student must:

1. Have a GPA of 2.0
2. Have passed a minimum of 25 units in the grading period immediately preceding participation
3. Be enrolled in 25 or more units at the time of participation

### If a student is declared academically ineligible, the following rules govern the student's athletic participation:

1. The student is ineligible to participate for one grading period (one quarter). At the next report card, the student's status will be reviewed.
2. During the ineligibility period the student may not participate in any interscholastic match or game, but may participate in practice.
3. If the student has a study period it will be closed. If a student does not have a study period, the collaboration period will be closed.

This is in compliance with CIF and WCAL policies.

### **Athletic Probation Petition**

A student may petition for one quarter of Athletic Probation during the freshman/sophomore years and one quarter of probation during the junior/senior years. Petitions are reviewed by the Principal and the Athletic Director.

If probation is granted, the student may participate fully in all aspects of the athletic program.

# PART THREE

## Attendance Procedures

Attendance in class is an integral part of the education process at Presentation. The student who is absent from class misses important learning activities and assessments, academic discussions, and personal interactions with other students and the teacher.

However, students who have a contagious illness or who are exhibiting symptoms of COVID-19 (fever/chills, cough, loss of taste or smell or shortness of breath/difficulty breathing) or the following Covid-19 symptoms that are new or not otherwise explained by another reason (fatigue, muscle/body aches, headache, sore throat, or nausea, vomiting or diarrhea) must stay home and not return to school until they are no longer contagious. A doctor's note approving the student's return to school following an illness may be required. When a parent/guardian calls the attendance office, they should leave a detailed message with the symptoms their student is experiencing. Our Covid-19 Designee at Presentation will be in touch with any family who has a student exhibiting Covid-19 symptoms to follow protocol per county, state and school guidelines which may include producing a negative Covid-19 test before returning to school.

### Attendance Procedures

When a student is absent, the following procedures should be followed: On the first day of a student's absence, it is the parent's responsibility to notify the Attendance Office by phone (408) 266-1060 before 8 a.m.

The parent should leave the following information:

- Student's name
- Reason for absence and symptoms if ill
- Anticipated length of absence
- Name and relationship of person calling

**The parent/guardian should call back to the school each day of the student's absence.** Students are not allowed to call in their own absence, even if they are over 18 years of age. Upon the student's return to school, the school requires a note from a parent, which states the day(s) of absence and the reason for the absence. The signed handwritten note must be given to the Attendance Coordinator the morning of the day the student returns to school. Failure to follow this procedure will result in a detention.

### Student Absentee Policy

Daily attendance is required and necessary to achieve our graduation outcomes. Much learning happens in the classroom that cannot be replicated by simply making up missed assignments. When a student misses three days of a semester course, they will receive a notification from our Attendance Coordinator. After a student has missed four days of a semester course, the student and parent will be required to attend a meeting with the Absentee Counselor to discuss the nature of the absences and to assess what plan may be implemented to ensure that the student is achieving the learning objectives in each of their classes. If a student misses more than five days of a semester course, that student is in jeopardy of being placed on Academic Probation or in some cases, being asked to take a medical leave. Each situation is handled on a case-by-case basis taking into consideration the well-being of the student and the ability to ensure that the student is achieving the learning objectives in each class. If the absence is due to a long-term, chronic illness or medical issue, a doctor's note specifying the illness is required and is to be given to the Absentee Counselor. If a student is deemed to be a close contact of a person who has tested positive for Covid-19 or they are exhibiting symptoms of Covid-19, those absences will not be factored against the student.

It is the responsibility of the student to access their course materials through Schoology and contact their teachers to make arrangements to complete missed work. In the case of a prolonged absence a student's parent/guardian should contact the Absentee Counselor.

### Attendance for Co-Curricular Activities

Students who join co-curricular activities must attend at least 2 classes on the day of the activity in order to participate. Co-Curriculars may include: Student Council, Leadership, Peer Ministry, Community Involvement, clubs, Athletics, dance company, theater, robotics, speech and debate, and other events/activities.

### Absences

Attendance in class is an integral part of the education process at Presentation. Students should not make appointments during school hours. After school, holidays, and vacation periods should be used for medical/dental appointments. A student who is ill, has an appointment off campus, has an emergency, or needs to leave campus for any reason, must report to the Attendance Coordinator before leaving school. If the Attendance Coordinator is not available, students must report to the Main Office Secretary before leaving school.

In the rare instance where a student needs to be excused from class for an appointment or emergency, a parent must call the Attendance Coordinator before the first period of the day. An early dismissal will be given from the Attendance Coordinator to leave school at the appointed time specified by the parent. Any student who does not follow the above procedure will be considered cutting a class and will be referred to the Dean of Students. Upon return from the appointment the student must report to the Attendance Office to receive an admit slip from the Attendance Coordinator before reporting to class. If the Attendance Coordinator is not available, the student must go to the Main Office Secretary. If a student misses more than 15 minutes of any class it will be counted as an absence.

### **Mission Time**

All school liturgies and assemblies are held on Blue days during the Mission Time period; and they are mandatory for all students to attend. Students and parents should check the school calendar online to know when these events occur and plan appointments around them.

### **Study Periods**

All freshman and sophomore students who have a study period at the end of the day (4th or 7th period) are to remain on campus until the end of that period. Students will need to be supervised during their study periods and will have an assigned location where to report during their study.

Juniors and seniors with a study period during 4th or 7th period have the privilege of leaving campus during that time. Students may not leave campus if the study period falls in the middle of the day. If students remain on campus, they will need to be supervised during their 4<sup>th</sup> and 7<sup>th</sup> period study periods and will have an assigned location where to report during their study.

If a student's study period falls at the beginning of the day, (1st or 5th period), the student need not arrive on campus until the beginning of the first class. If a student with a study at 1<sup>st</sup> or 5<sup>th</sup> chooses to arrive to campus during that period they will need to report to their assigned location as students must be supervised at all time. It is never permissible for students to leave campus if their study period falls during the school day at periods 2nd, 3rd or 6th.

### **Extended Care**

Students must be supervised at all times when they are on campus in the fall of 2021. However, teachers will only be expected to supervise students during class time and for five minutes before class/school begins. Therefore, we will offer "extended care" for students who need to arrive before the 8:15 bell or stay after the last dismissal, and for students who have a free/study period during the day.

#### Extended Care Locations

- The Library will be reserved for students who are looking for a quiet study space in the morning before school begins, for those who have a free/study period during the day, and those who need a quiet study space that is available after school.
- The Center will be reserved for any students arriving before the morning check-in and in need of a supervised place to hang out. It will also be used during the school day for students whose teachers might be teaching remotely any given day, and it will be used after school for students in need of a place to hang out before their co-curricular programming begins or their transportation arrives.
- The Courtyard will be used as an overflow from the Center during any of these times, especially for students who want to consume food/beverages. Students still must be supervised.

### **Extended Care Protocol**

Students must register for before and after school Extended Care using [this form](#) to hold their spot and help staff plan accordingly based on the capacity for each space. Students must commit to staying in their assigned location unless the proctor confirms they may move to the other space.

Students who have a free/study period will automatically be assigned to the Library, and they will see this assignment in their schedule in PowerSchool.

All students will need to check in and out from their assigned location so the proctor can monitor attendance as well as capacity for each space. If students would like to meet with a teacher or counselor, they may do so with a pass (Webex message) excusing them from Extended Care.

### **Illness at School**

A student who feels ill during the school day must report to the Attendance Coordinator immediately. Students will be assessed for Covid-19 symptoms and either allowed to wait with the Attendance Coordinator or asked to go to the isolation area dependent on their symptoms. Parents will be called and students with Covid-19 symptoms will be sent home. Students whose symptoms are not Covid-19 related who are not able to return to class promptly will also be sent home. Students who leave to go home, must bring a note the morning of the day they return to school.

If a student misses class because of a stay in the Attendance office, this counts towards the total number of days absent from that class.

**Tardiness**

A student arriving to any class after the second bell has rung will not be admitted to that class without an "Admit" slip. The student must obtain this from the Attendance Coordinator before proceeding to the class. Teachers will require an "Admit" slip from all students who are tardy. (**Note:** teachers may define and enforce a more stringent tardy policy than is stated in the handbook.) It is the parents' responsibility to ensure that their student will arrive on time to school each day. If a student misses more than 15 minutes of a class period, it will be counted as an absence.

In addition to teachers' own penalties, students will be referred to the Dean of Students if they are tardy four times to any one class during a semester for any reason. Students who have excessive tardies will receive the following consequences: four tardies = detention, five tardies = three-hour detention, six tardies = contract with additional disciplinary consequences.

Students who are meeting with their counselor, college counselor or Dean should ask for a note from that person before going to the Attendance Coordinator for an "Admit" slip. Students with a faculty or staff note will not be considered tardy to class, and will not be marked as such by the Attendance Coordinator.

# PART FOUR

## Dress Code

As a member of the Presentation community, students are expected to demonstrate decency and good taste in their manner of dress.

Students who attend Presentation must adhere to the following uniform policies from throughout the school day and at mandatory events.

It is the responsibility of parents to ensure their student comes to school appropriately attired.

Because styles and fads change from year to year, it is impossible to list every item a student may choose to wear. In all cases regarding acceptable clothing, make-up, hair, and jewelry, the judgment of the Dean of Students is final.

- **Tops, Sweaters, Shirts and Sweatshirts:** Must be solid blue, (Royal, Navy and Light Blue are permissible; Teal and Turquoise are not acceptable colors), heather gray, or white. Small trim is acceptable on collars, cuffs, or pockets provided it is blue, gray or white. Small, (no more than one inch in diameter), brand decals are acceptable regardless of color. All tops must be clean and pressed. Tops may not be low cut, sleeveless, or expose excessive cleavage. Tops must not be worn inside out. Proper undergarments must be worn and may not be visible. Any top that has been approved by the Dean of Students that says "Presentation" is acceptable as long as it is blue, gray or white. Black jackets or college sweatshirts are not approved. Hoods may not be worn during class time.
- **Skirt:** The uniform skirt is plaid - blue, gray, and white. It **MUST** be clean and pressed. Safety pins, torn hems, writing on the skirt, and rolling the waistband are not acceptable. **Shorts worn under the skirt may not be visible.**
- **Skirt Length & Size:** Uniform skirts must be worn appropriately at all times. This includes length and size of skirt. Skirts must be large enough to be fully zipped and fastened at the waist. **They may be no shorter than four inches above the middle of the kneecap or knee joint fold line.** If a skirt is too small or short the student will have one week to alter the skirt or purchase a new one. Failure to meet uniform requirements will result in a detention and parents will be notified via email if their student is not in compliance with the uniform skirt policy.
- **Leg Wear:** Socks **MUST** be worn and be solid blue, gray, or white. Only tights, leggings, nylons, knee, or ankle socks may be worn. Nylons, tights and leggings may be solid blue, gray, or white, or natural skin color. **No striped or patterned socks or nylons are allowed. No black socks or tights allowed.** Long underwear and leg warmers are not permitted.
- **Pants:** The navy cotton twill pants from Merry Mart may be worn any day of the year, including formal uniform days. The uniform pants must be worn appropriately at all times. On regular days, students may wear these pants with any of the Pres wear. On formal uniform days, students must wear these pants with the white PHS polo and the optional navy PHS V-neck sweater.
- **Jackets:** Must be any **solid combination of navy blue, gray, or white.** (e.g. ski jacket with a gray yoke and blue body). Black jackets may not be worn during the school day.
- **Shoes:** Shoes must be worn. Any type of shoe is acceptable except for flip flops, slippers, UGG slippers.
- **Winter Sweat Uniform:** The winter uniform consists of three items: **navy PHS athletic pants, gray PHS polar fleece jacket, and white PHS crest polo shirt.** The navy athletic pant must be the official Presentation navy pant. The gray polar fleece must be the official Presentation crest jacket. The white crest polo shirt is available in short-sleeved and long-sleeved options. The official PHS polo may not be layered with another shirt or sweatshirt underneath.
- **Formal Uniform:** Formal uniform must be worn for all liturgies, special occasions and events. The formal uniform consists of these four items: white PHS crest polo shirt, the PHS skirt or the PHS logo navy cotton twill pants and white socks. The navy blue PHS sweater may be worn over the white polo. Any other combination is not permitted. Two optional formal uniform jackets exist: The navy hooded jacket with gray school crest and the gray PHS polar fleece jacket with crest. Either of these may be worn on formal uniform days.
- **Body Art:** No visible tattoos are allowed. **Nose and ear piercing are the only acceptable piercing allowed.** Only small nose studs and rings are permissible. No visible piercing bars, gages or ear disks are allowed.
- **Hair Color:** No extreme hair color, streaking, tipping, or color blocking is permitted. (i.e. no purple, pink, or blue dye or highlights). No colored hair extensions may be worn.

- **Miscellaneous:** Presentation High School club shirts must be a blue, gray or white T-shirts or polo shirts. All designs must be pre-approved by the Dean of Students and the Vice Principal of Student Affairs.
- Official Athletic warm ups may be worn on game days only. Acceptable shirts to be worn with the official athletic warm ups are either the athletic uniform shirt or the white PHS crest polo shirt. All team shirts must be approved by the Vice Principal of Student Affairs and the Dean of Students.
- **Free Dress Attire:** Clothing should be clean, hemmed and not torn or ripped. Clothing displaying any offensive or suggestive language or anything relating to drugs or alcohol will not be permitted on free dress days or at mixers.
- **Pants, Shorts:** No overly tight pants may be worn as an exterior garment. Jeans that are low-cut or that show a bare midriff are not acceptable. Shorts and dresses may be no shorter than mid-thigh. Short, shorts are not permitted.
- **Dresses, Skirts, Shirts and Tops:** Dresses and skirts must be no shorter than mid-thigh. Slits on skirts or dresses that end above mid-thigh are not permitted. Backless dresses and short rompers are not permitted. Tops may not be low cut or expose excessive cleavage.
- **PE/Workout Clothing:** Running tights, yoga pants, and athletic workout attire is only permissible during PE class and Dance class. PE clothing may not be worn on free dress days.
- **No transparent material may be worn.** Dresses and tops that are strapless, are tube tops, halter, off the shoulder or that show a bare midriff or are low cut, (front or back), are not permitted.
- **PAJAMAS ARE NOT PERMITTED.**

### **Senior Privilege**

Second semester seniors may have free dress on Fridays. Students must abide by the free dress attire policy stated in this handbook.

### **Detention**

Any student in violation of the uniform policy will receive a minimum of a one-hour detention.

# PART FIVE

## Campus Policies

### Communication

#### Parent Communication

It is the student's responsibility to bring information home when it is distributed during the school day. Such communications may include, course calendars, policies & objectives, PowerSchool, report cards, flyers advertising upcoming events and personal notes from teachers/staff.

#### Parent Contact with Teachers, Counselors and Administrators

Parents can initiate contact with PHS faculty, counselors or administrators in order to address any academic or personal concerns regarding their student(s). The school's voicemail and email systems can be utilized during and after school hours.

Parents can access their student's grades and assignments using PowerSchool. If a parent has a question for a teacher regarding their student's academic performance, they may email the teacher through PowerSchool or leave a voicemail message. All homework assignments will be graded and posted within one week from the due date. All quizzes, and tests will be graded and posted within two weeks of the date of the test/quiz. Papers and projects will be graded and posted within three weeks from the due date.

#### Parent Contact with Students during the School Day

It is our expectation that arrangements for transportation and other family business be handled outside of school. The school's secretaries may not relay personal messages about transportation, appointments, etc. to students. Because numerous meetings take place after school, the P.A. system cannot be used to page students.

During the school day, students are not allowed to check their cell phones for text or voicemail messages. Therefore, parents must refrain from contacting their students during the school day via cell phone. Cell phone use during the school day will result in a three-hour detention and confiscation of the phone overnight. If there is an emergency and a parent needs to contact their student, they may call the main office.

#### Main Office Drop Off Policy

A student is expected to bring all necessary materials to school with her each day including textbooks, iPad, assignments, papers, projects, signed paperwork due, lunch, etc. These items may not be dropped off in the Main Office. Lunches, flowers, balloons, etc. will not be accepted in the Main Office nor will be delivered to students. No exceptions will be made.

#### 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.

1. **Conflict Between Students:** Student A should talk to Student B. If there is not resolution, a counselor could be brought in to mediate.
2. **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 parent(s) should contact the teacher together. If resolution still cannot be reached, the student and parents should notify the department chairperson. If resolution is still not reached, the Vice Principal of Curriculum and Instruction may become involved.
3. **Conflict Between Student and Coach:** If a student has a conflict with an athletic coach, the student should first make an appointment to talk with the coach. If there is still no resolution, the Athletic Director should be contacted.

## Media/Public Relations

Presentation High School students may appear in school-produced media releases, school publications, other public media outlets, and any other school-related social media outlets as well as on the following:

**Website:** [www.presentationhs.org](http://www.presentationhs.org)

**Twitter:** @prespanthers

**Facebook:** [www.facebook.com/presentationhs](http://www.facebook.com/presentationhs)

**Instagram:** @mylifeisplaid

Any such photographs and/or video recordings become the property of Presentation High School and may be used for educational, instructional or promotional purposes in broadcast and electronic media formats now existing or created in the future.

Presentation High School, as well as its representatives, agents, employees, administrators, managers, trustees, and directors, are released from any and all claims and demands related to publication, dissemination or use of a student's story or media image(s), including, but not limited to, any and all claims for invasion of privacy, royalties, infringement of a child's right of publicity, defamation, libel, false light and/or any other personal and/or property rights. Such images/recordings are the sole property of Presentation High School and revocation of this release does not extend retroactively to images/recordings which have already been disseminated, but only to future use.

Parents who do not want their students to appear in such media must contact (408) 264-1664, to obtain and execute an Opt-Out form. This form must be renewed each year.

## Closed Campus

Presentation maintains a closed campus. This means that all guests must check in at the main office through our Raptor system and obtain a visitor's pass. It also means that once students arrive on campus for the day, they must stay on campus until school is dismissed for the day. This includes study periods and lunch. (Juniors and Seniors who have a study period at the end of the day – 4<sup>th</sup> period and 7<sup>th</sup> period – may leave campus.)

## School Hours

The Main Office is open from 7 a.m. - 3:30 p.m. daily.

The Library is open at 7 a.m. for before school extended care, and until 6 p.m. each day unless it is closed for an afternoon meeting. Students who remain on campus after school will need to check into their extended care location.

On Light Blue Wednesdays, the school day will end at 12:35 and campus will close to students so that faculty and staff can engage in collaboration, meetings and professional development. All students must be picked up or leave campus at 12:35.

## Visitors on Campus

Visitors on campus are welcome when invited and approved in advance. However, for the safety and protection of students and staff, the following rules must be adhered to:

All guests to the school must check in at the main office through our Raptor system to receive a visitor's pass. The only exception to the above is spectators at athletic/performing arts events. Guests going to an event should go directly to the field, theater or gym and do not require a guest badge. There they will be under the supervision of the coach/moderator of the event. Students are responsible for communicating this policy to their friends. Boys may not visit campus during school hours, at lunch or linger after school unless involved in a specific school function. \*\*\*Our guest policies will be adjusted per Covid-19 guidelines and we may determine that no guests will be permitted.

### Student Guests Visiting for a School Day

A student who wishes to bring a guest to school must pick up a guest form in the main office and have it approved and signed by the Vice Principal of Student Affairs. Once approval is granted the student must have each teacher sign the form at least 48 hours before the guest visits campus. Once all signatures are obtained the student must turn in the completed form to the main office at least 24 hours prior to the guest's arrival on campus. The guest must attend all classes with the student. Guests must be female and at least in 7th grade and no older than a senior in high school.

# Eating in Classrooms & Hallways

Eating during instructional time in classrooms is not permitted.

## Delivered Food

Students are not allowed to order food to be delivered to campus during school hours. Presentation High School will establish a food service with a “grab and go” style menu during our Covid-19 restricted planning. This may change to a full service meal plan as restrictions allow.

## Campus Clean-Up

Students who attend Presentation are expected to take pride in their school. One obvious way to demonstrate this pride is by keeping the campus clean. Thus, the responsibility for this rests with each member of the student body. On days when the campus is clean, dismissal will be at the regularly scheduled time. If the campus is littered, the bell will be held that day at the end of fourth or seventh period for ten minutes so that students can pick up litter. This will result in a late dismissal.

## Assemblies & Liturgies

Assemblies and liturgies are offered to enhance the school’s academic, social and spiritual programs and therefore student attendance is required. Inappropriate behavior or actions contrary to the Mission or Philosophy of Presentation High School will result in disciplinary action. Students must go directly to the assembly and should sit in their appropriate class section. Students should be attentive and respectful to speakers at all times and should not disrupt the assembly in any way. Students must remain in their seats until formally dismissed from the assembly.

## Lost & Found

Presentation is not responsible for students' personal items. Students should not bring large amounts of money or other valuable items to school. Personal belongings may not be left in the halls including any electronic devices, such as laptops, tablets, phones and cameras. Books, clothes, etc. found on the campus will be turned in to lost and found. Students must be responsible for securing and locking up all personal items especially in the athletic locker room. In the unfortunate event that a personal item is lost or stolen Presentation is not responsible for the loss of this item. Any personal items missing or lost must be reported to the Dean of Students immediately.

## Diocesan Dance Policy

The values and regulations stated below are in effect at all Catholic high schools in the Diocese of San Jose. These expectations were developed collaboratively by the Deans and Activities Directors at all six high schools in the Diocese (Archbishop Mitty, Bellarmine, Cristo Rey, Notre Dame San Jose, Presentation, and Saint Francis). The Principals of the six schools endorsed these policies. These policies will be implemented, published, and enforced at all six schools.

These common policies emerge from our shared mission in promoting the Catholic Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

### Dance Regulations

- Guests are not admitted without a high school ID or guest pass.
- All students in attendance must provide student ID upon request from school personnel. In the event of any violation of these regulations or any other behavior deemed inappropriate, the dean of the guest’s school will be notified of the incident.
- Jackets, small purses, and small backpacks will be inspected by school personnel before admittance to the dance. Students are encouraged to leave purses and backpacks at home as the school cannot monitor them during the dance. Students bring valuables at their own risk and the school bears no responsibility for any valuables which may be stolen, altered or otherwise compromised.
- For the duration of the dance, students will be expected to be in compliance with the standards of dress stated below.
- All dance styles must be consistent with the faith, mission, and teachings of the Catholic Church which includes modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to, the following: slam dancing, break-dancing, moshing, “freaking,” sandwich dancing, dancing that simulates sexual activity, suggestive or otherwise inappropriate or dangerous dancing.
- The use of tobacco, alcohol, or any other illegal drug is not permitted.

- Students violating any of these rules may have their parents phoned and may be asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures up to and including dismissal. Law enforcement may also be contacted on a case by case basis.

### **Manner of Dress**

- Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Any interpretation and judgment in these matters lies with school personnel supervising the dance.
- Clothing should be clean, hemmed, and not ripped. Clothing displaying any offensive, gang-related or sexually or criminally suggestive language, or anything related to tobacco products, alcohol, or other illegal drugs will not be permitted.
- Any individual who attends a dance at any high school in the Diocese of San Jose must wear clothes that meet the following guidelines. Students will wear shirts with sleeves. Shirts must be either tucked into the pants or extend below the waistline. Pants which may be short or long, must be secured around the waist. Gym or team shorts are not allowed. Shoes must be worn at all times. Overly tight pants, spandex pants, Soffe shorts, or shorts (i.e., bike shorts) may not be worn as outer garments. Shorts, skirts, and dresses may be no shorter than mid-thigh. Slits on dresses or skirts that end above mid-thigh are not permitted. Tops and dresses that are strapless, tube tops, halter tops, or tops that are low cut, off the shoulder, or that show a bare back or midriff are not permitted. Shoes must be worn at all times. Hats are not permitted.

Please note that some schools may modify the dress requirements for a theme dance or formal. In such circumstances, the school will provide clear instructions regarding the expectations for a particular dance.

### **In addition to the policies stated above the following regulations are also in effect at Presentation High School dances:**

1. Guests must be in at least ninth grade with valid high school student ID and no older than 20, as verified by a government-issued ID, on the date of the event.
2. Students must arrive by the designated time.
3. Students may leave the dance at any time, (unless a departure time is determined beforehand), but they will not be allowed to return. No one may leave the dance to go to a car for any reason.
4. No smoking or vaping.
5. Any guest under the influence of drugs or alcohol or in possession of illegal drugs or alcohol will be dealt with appropriately by the police officers present as well as school personnel.
6. Any Presentation student under the influence of illegal drugs or alcohol or in possession of illegal drugs or alcohol will be suspended or expelled from school and police involvement may occur.
7. Any date or guest under the influence or in possession of drugs or alcohol, will have their parents/guardians and school notified of their behavior.
8. Students may be randomly asked to take a breathalyzer test upon entrance to a dance. Additionally, if there is reasonable cause to suspect that a student is under the influence while at the dance, the student will be required to take a breathalyzer test.
9. Chaperones' instructions must be obeyed immediately.
10. Water bottles or open beverage containers may not be brought into the dance for any purpose.
11. Large Backpacks or large purses/bags are not permitted. Small purses and bags will be searched upon entrance.
12. Body contour or extremely form fitting dresses are not permitted to be worn at dances.

Students violating these rules will have their parents phoned and will be asked to leave the dance. Consequences may also include: parent conference, detention, and/or suspension, or expulsion from school or future school events. Law enforcement may be contacted on a case by case basis.

# Emergency Procedures

## Student Emergency Instructions

An emergency situation is a circumstance that poses a potential threat to the health and safety of the students and staff. Such situations would include, but are not limited to, the following: fire, earthquake, explosion, emission of toxic fumes, bomb threats, and/or intruders on campus.

Students should follow these procedures in the following circumstances:

- When the fire alarm sounds
- During an earthquake
- When an individual staff member observes a situation that necessitates evacuation of the building
- When an emergency situation occurs away from the campus that impacts Presentation students

If you are with a class, group, or team inside a campus building:

1. Follow the instructions of the staff member/coach in charge.
2. If the building is shaking or it is clear that an earthquake is taking place, get underneath a desk or table; cover your head with your arms; wait to be instructed to evacuate.
3. Evacuate to your designated area on the athletic fields when directed to do so by the staff member in charge. Students should line up alphabetically by their last name. See signage on the field.

If you are in a campus building but not with a class:

1. Join the nearest class group and follow the instructions of the staff member in charge.
2. If the building is shaking or it is clear that an earthquake is taking place, get underneath a desk or table, cover your head with your arms; wait to be instructed to evacuate or join other class groups as they evacuate to the athletic fields once the shaking has stopped.

If you are on campus but not in a building:

1. Follow the instructions of any staff member who takes charge of the situation in that area.
2. If the buildings are shaking or it is clear an earthquake is taking place, get away from any building to avoid falling debris; drop to the ground until the shaking stops; evacuate to the athletic fields (or follow other instructions given over the PA)

If you are in the gym during liturgy or an assembly:

1. Follow the instructions of any staff member who takes charge of the situation in that area.
2. If the gym needs to be evacuated each class needs to use the following doors to exit the gym and go immediately to the athletic fields:
  1. Freshmen: Exit the doors on the north side of the gym closest to the aquatic center
  2. Sophomores: Exit the doors on the south side of the gym closest to the dance studio
  3. Juniors and Seniors: Exit the doors on the back wall of the gym facing the athletic fields and Celebration Area

If you are off campus with a team/class/group:

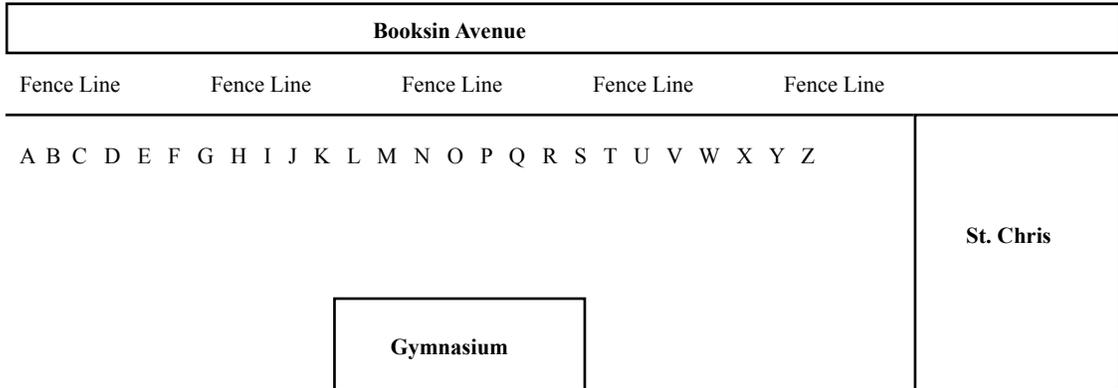
1. Follow the directions of the coach/staff member in charge.
2. Return to the campus with the group unless you are released to the custody of your parents or are specifically instructed to go directly to your home.

During passing periods, flex time, and lunch, students should evacuate to the field and line up with their homeroom teacher. In the event the homeroom teacher is not there, students should line up in the "Unassigned/Free Period" area.

Once on the Athletic Field after an evacuation of school buildings:

1. If you evacuated with a teacher:
2. Stay with your teacher.
3. Line up alphabetically by your last name. All of the students with last names that start with an A would be grouped together and so on.
4. Students should stay in their lines, sit on the ground and remain silent.
5. Once attendance is taken for and all members of your class are accounted for, stay seated and wait for further instructions.
6. If you did not evacuate with a teacher:
7. Report to the "unassigned student area, sit on the ground, and remain silent.
8. Once attendance is taken for and students are accounted for, stay seated and wait for further instructions.
9. If you evacuated during a passing period, flex time, or lunch:

10. Line up with your mentor in alphabetical order.
11. In the event the Mentor is not there, students should line up in the “Unassigned/Free Period” area.
12. Sit on the ground, and remain silent.
13. Once attendance is taken for and students are accounted for, stay seated and wait for further instructions.



# PART SIX

## Campus Discipline

### General Philosophy

The Campus Discipline policies at Presentation High School flow from our Catholic mission and philosophy, which is rooted in the belief that every human being is made in the image and likeness of God. As such, we take a pastoral approach to discipline which aims to uphold and strengthen our strong sense of community. We pride ourselves on our school community and strive to ensure that all to feel comfortable, safe and supported on our campus.

### Reserved Rights

The disciplinary regulations, procedures and penalties articulated in the Student/Parent Handbook are to be considered guidelines only. The school reserves the exclusive right to modify or otherwise depart from these guidelines when necessary to further or protect the underlying philosophy or mission of the school. The school reserves the right to investigate and discipline any student conduct that the school believes, in its sole discretion, to be contrary to the mission and philosophy of the school.

Presentation High School reserves the right for school employees to search belongings and lockers located on campus of any student in conjunction with an investigation into any possible violations of school policy.

### Detention and Three-Hour Detention

Detention is mandatory and will be served for one hour after school on the day of the infraction. No excuse will be accepted. This includes appointments, after school employment, athletic events and seeing teachers. Daily detention will begin five minutes after the final bell and will last for one hour. Absence from or tardiness to detention will result in a three-hour detention. **THERE ARE NO EXCEPTIONS!** Three-hour detention is held at least twice a month on Light Blue days and will begin five minutes after the last bell and last for 3 hours. Check the school calendar for three-hour detention dates. Failure to serve a three-hour detention will result in an in-school suspension.

Five detentions during one school year will result in a three-hour detention. **Six detentions during one school year will result in a disciplinary contract with additional consequences.**

Detention may be given for a variety of the following reasons (this list is not exhaustive): uniform violations, eating in computer labs, failure to bring in attendance documents, violation of the Technology Use Agreement and excessive tardiness, cell phone violations or any other violation of school policy.

### Seniors

A senior involved in a minor disciplinary infraction the last week of school will be able to participate in graduation ceremonies but will receive the diploma after the detention has been served the week following graduation.

### Disciplinary Procedures

#### Rationale and Definitions

1. The power to exclude a student from school for cause shall be vested in the Principal and Vice-Principal of Student Affairs in consultation with the Dean of Students and other appropriate persons.
2. Exclusion from school activities may be affected by suspension.
  - a. "Suspension" shall mean exclusion from school for a limited period of time as determined by the Principal, Vice-Principal of Student Affairs, and/or Dean of Students.
  - b. A student may be subject to suspension or expulsion for any conduct which occurs while the student is under the jurisdiction of the school and which, in the opinion of the Principal or Vice-Principal of Student Affairs or the Dean of Students, violates rules or regulations, or interferes with the ordinary educational processes of the school or which adversely affects the health, safety, or welfare of fellow students, teachers, administrators, or other school employees. See suspension/expulsion policy for specific examples.

## Dismissal Policy

Presentation High School reserves the right to dismiss any student whose values are in conflict with what the school professes as stated in the Student-Parent Handbook. In cases where the Dean of Students recommends dismissal, the Student Conduct Board may be convened. The Principal and/or President reserve the right to dismiss any student without convening the Student Conduct Board, if a situation or general behavior warrants this type of action at the sole discretion of the Principal and/or President.

### A student may be dismissed for the following reasons:

1. Use, sale, distribution, possession or being under the influence of drugs (including possession of drug paraphernalia), tobacco/marijuana/vaping, alcohol, prescription or any other controlled substance, on school grounds or at any school functions.
2. Physical violence towards another student or faculty member.
3. Theft, dishonesty, or forgery.
4. Serious or repeated violation of the Student Technology Use Agreement, Academic Integrity Policy, and/or the on/off campus policies.
5. Vandalism of school property or acts of vandalism directed at students, faculty, or staff on or off campus.
6. Flagrant disrespect, disobedience, or insubordination.
7. Misconduct while on a disciplinary or behavioral contract.
8. Possessing, handling, or transmitting any object that could reasonably be considered a weapon while on school grounds or at any school activity or event.
9. Repeated involvement in serious infractions.
10. Illegal conduct including but not limited to underage drinking; use of illegal drugs (i.e. marijuana), stealing personal or academic property, and unlawful sexual activity.
11. Bullying or harassing another student in person or via technology.

## Student Conduct Board

The Dean of Students may call the Student Conduct Board to order if there is a recommendation of dismissal of a student. The Board is comprised of the following school members:

1. The Vice Principal of Curriculum and Instruction.
2. A faculty member who is appointed by the Principal. The Student Council will nominate three faculty members to serve on the Student Board. The names of those three faculty members will be submitted to the Principal. The Principal will then appoint one of the three persons to the Student Conduct Board.
3. Three faculty members elected by the faculty. The faculty will put forth nominations of those faculty members who are able to serve on the Student Conduct Board. If a faculty member is nominated but unable to serve on the Student Conduct Board, then the faculty member must make that inability to serve known immediately and prior to the vote of the faculty. The top three nominated members of the faculty with the most votes will be chosen to serve on the Student Conduct Board. Once a faculty member is elected to serve on the Student Conduct Board, the faculty member must serve on the Student Conduct Board unless there is good cause to warrant otherwise.
4. The term of each member of the Student Conduct Board will be for a period of two years. No member may serve more than one consecutive two-year term on the Student Conduct Board.
5. In the event that a faculty member who has been duly elected or appointed to the Student Conduct Board is unable to serve, then the Student Conduct Board will have the authority of appointing an alternate member to the Student Conduct Board.

The Student Conduct Board meets at the initiative of the Dean of Students and convenes on the authority of the Principal. The Student Conduct Board may be called to order if there is a recommendation by the Dean of Students that a student be dismissed.

The Dean of Students and the Vice Principal of Student Affairs will conduct a neutral fact-finding investigation into the circumstances surrounding the recommendation of dismissal. The Dean of Students and Vice Principal of Student Affairs are assigned the responsibility of investigating and providing all of the circumstances surrounding the student's offense. The Dean of Students and the Vice Principal of Student Affairs will then present the information gathered during the fact-finding investigation to the Student Conduct Board. The Dean of Students and the Vice Principal of Student Affairs will put a summary of their fact-finding investigation in writing for presentation to the Student Conduct Board.

The Student Conduct Board has the responsibility of providing the student with the most complete hearing possible. The ultimate concern of the Student Conduct Board is to consider what course of action is best for the student and the school. The Student Conduct Board, after the hearing, makes a recommendation to the Principal, who then will make the final decision.

After the Principal agrees that the Student Conduct Board may convene, the Dean of Students will notify the parents and the student that the student will be suspended. The Dean of Students will notify the parents that they may submit a letter to the Vice Principal of Student Affairs which will be read to the entire Board and to the Principal. The Principal will appoint a faculty member to serve as a Student Advocate in all cases where a recommendation of dismissal is made. The purpose of the student

advocate is to provide information to the parents and students about the process and procedure associated with the Student Conduct Board and a recommendation of dismissal.

The Student Advocate will assist the student and the family throughout the Board process. The only persons who will be able to speak at the hearing before the Student Conduct Board on behalf of the student are the student and the student's parents. During the Student Conduct Board meeting, the student and the parents may appear before the Board to present their understanding of all of the circumstances that are relevant to the Board's deliberations. The Student Advocate will be present at the hearing to answer any questions that the family might have about the process. The Student Advocate will be present at all times when the student is in the room.

After the Student Conduct Board meeting, the Student Conduct Board will make a recommendation to the Principal. The recommendation will be transmitted in writing. The Vice Principal of Curriculum and Instruction will forward the recommendation, together with the written summary of the fact-finding investigation and the letter from the parents, if applicable, to the Principal. The Principal in consultation with the President, upon receipt of the recommendation of the Student Conduct Board, the written summary of the fact-finding investigation, and the letter from the parents, if applicable, will then make a decision about whether the student should be dismissed from school. This decision is final and the student and the parents will be notified of the decision in writing. In that letter, the student and parents will also be advised of their limited right to appeal the matter.

The student and parents may submit a written appeal to the Board of Directors of Presentation High School if there is an issue as to whether or not the process was followed. In other words, an appeal is not permitted if the only issue is whether or not the decision to dismiss was correct in terms of dismissing a student. An appeal is permitted if the student or parents believe that a part of the process (i.e., the fact-finding investigation, the convening of the Student Conduct Board, or the hearing process) was not followed. The appeal may not address the merits of the issue nor may it address any of the facts ascertained in the fact-finding investigation. The only issue before the Board of Directors is whether the process was properly followed.

## Suspension Policy

Presentation High School reserves the right to suspend any student whose values are in conflict with what the school professes in the Student-Parent Handbook. Students may be suspended for a variety of reasons, many of which are listed in the Student Handbook. While it is impossible to predict and list all behaviors which will result in disciplinary suspensions the Handbook provides a general framework and common examples of the reasons for suspension. A first suspension is considered to be a very strong warning to the student that the student has stepped outside school policy to a significant degree. It is considered more serious than the three-hour detention. Suspension is a clear indication to the student that the student's judgment was errant and must be improved upon.

As a school, we choose not to place a first suspension on the student's permanent record except as noted below.\* We trust that the student will improve in the discernment process and will make more productive decisions the next time the student is faced with a situation.

### **Some suspensions occur at home, while most take place at school. Aspects of an in-school suspension are:**

- Student is required to be on campus from 8:00 a.m. – 3:00 p.m. on the day of suspension. Student will be under the daylong supervision of the Dean of Students.
- Student must be in uniform.
- Student must bring lunch and/or snacks from home. The student will not be excused to purchase lunch. Student will not be allowed to have lunch delivered.
- Student is expected to spend the day doing work for the school such as cleaning recycling bins, picking up trash, doing school mailings, or anything that is of service to the school.
- Student may not read magazines, listen to music, watch movies or TV, Email, text, sleep, converse with others, or engage in any conduct that is not clearly oriented toward service activities.
- Student is expected to arrive on campus the morning of the suspension having completed all homework items due in class that day. The Dean will note the time received and distribute all homework to teachers in the morning.
- Student will be suspended from all school activities, events, sporting practices and contests, and other activities related to their participation in Presentation clubs or sports for a minimum period of two weeks following a school suspension. Depending on the severity of the offense, a student can be permanently removed from a school activity, event, team and/or cast.
- A student who receives more than one suspension during the student's time at Presentation will be placed on a behavioral contract.

\*If a student has developed a pattern of discipline problems and/or academic integrity violations, information regarding the violations, will be released to the colleges and universities to which the student is applying, if asked.

If a Presentation student has been suspended due to discipline or academic integrity violations, the student must report the suspension to the colleges or universities that the student is applying to, if asked. The college counselors are also required to report this information, if asked, on the secondary school report, the mid-year school report, and/or the final end of the year

transcript form. The college counselors will work individually with a student to write appropriate statements for the application about the incident and the resulting insight into the behavior.

Should you have any questions regarding your student's suspension, please contact the Dean of Students.

## **Disciplinary Probation**

If a student repeatedly violates school rules, the student may be placed on disciplinary probation. The student, parents, and the Dean of Students sign a contract which outlines the appropriate behavior necessary to remain at Presentation. It is expected that a change in attitude will take place which manifests itself in the student's compliance with all school policies and regulations. If the student fails to do this, the contract has been violated, and the student is liable for expulsion.

## **Substance Use/Abuse Policy**

The use of alcohol, tobacco, marijuana, vaping devices, or other illegal drugs by students contradicts the mission of Presentation High School and is the violation of the law. Therefore, any possession, use, sale and/or distribution of any quantity of alcohol or other illegal drugs while under the authority of the school will be handled with great seriousness and care, which may include a report to the appropriate law enforcement agency. "While under the authority of the school" ...means any time when the student is on the school campus for whatever reason or is in its immediate vicinity; and whenever the student is attending, participating in, or being transported to or from a school-sponsored function. Dances, plays, social events and athletic events held at and/or sponsored by other schools are considered school-sponsored functions.

In determining what is best for the student and the school, the administration will consider all relevant facts and circumstances surrounding any incident that is brought to its attention.

Any student who comes forward, of their own initiative and volition, with an alcohol or drug problem will be directed toward a drug and alcohol assessment, drug testing, counseling and/or a rehabilitation program that will enable the student to overcome the abuse or misuse of the drugs and/or alcohol. Any cost associated with assessment or treatment will be borne by the family of the student. Participation in the assessment and/or treatment program may be a condition of the student returning at the school.

Any student who is discovered or reasonably suspected of possessing, using, selling, and/or distributing alcohol or other illegal drugs, misusing prescription medications, as well as any student who is in possession of what may be construed as drug paraphernalia will face a disciplinary process which could ultimately result in penalties up to and including dismissal. This disciplinary process will attempt to address the totality of the person, event, context and consequences of the offense. Students may be required to attend a minimum six-week drug/alcohol education program at the family's expense.

As part of an investigation or as a condition of remaining at Presentation High School, in cases where dismissal is not the outcome, a student/parents may be required to obtain, at the parent's expense, a drug and alcohol assessment, drug testing, educational services, and/or treatment. In such circumstances, continued enrollment will be contingent upon successfully completing the recommended follow-up care.

## **Smoking/Vaping**

Smoking and Vaping are prohibited at school and all school sponsored events. A student possessing or using tobacco or a vaporizer will receive a suspension. Repeated offenses will result in further disciplinary action.

## **Behavioral Expectations**

### **Electronic Devices**

**Cell phones and smartphones may not be used during school hours and must be turned off.**

Occasionally cell/smart phones may be used for an expressed academic purpose and is authorized by the classroom teacher for that purpose. Phones may not be visible or used by any student during school day, and must be stored in the student's locker or backpack during this time period and turned off. This policy is in effect during mandatory school wide, class wide or other organized student activity that takes place during the day. On Light Blue dismissal days in which students are not required to be in mandatory collaboration period, cell phones and other electronic devices may be used. The school reserves the right to confiscate any electronic device from students who violate this rule, and students will receive a three-hour detention. Electronic devices will be kept overnight and returned to the student at the end of the next school day. Phones confiscated on Friday will be returned on Monday after school is dismissed. During the school day, headphones or earbuds may be used in the Library or during a student's study period. Permission may be given for use of headphones or earbuds in a classroom by a teacher.

Electronic devices are brought to school at the student's own risk, e.g., portable music players, earbuds, cell phones, smart phones, laptop computers, iPads, tablets, and all types of cameras. Presentation High School absolves itself of any financial responsibility in the case of theft of any and all items.

## **Falsification of Notes and/or Misrepresentation by Phone**

Forging a parent or guardian's name on an attendance note or misrepresenting parent phone calls to the school is dishonest and may result in serious disciplinary consequences ranging from a three-hour detention to expulsion.

## **Forgery**

Forging a parent or guardian's name or signature on any school document will result in at least a three-hour detention. Repeated offenses will result in suspension.

## **Motor Vehicles**

Only a student with a valid driver's license is to operate a motor vehicle on school grounds. Presentation High School reserves the right to follow up on reckless driving that occurs to and from school. All state motor vehicle laws apply on campus. Any student who is involved in hitting a car on campus while parking/driving and fails to notify the Dean of Students and leave proper notification on the car hit, will receive disciplinary consequences.

All students who drive to school must register any car they will drive to school, regardless of where they park. The school issues parking stickers in the main office and students must display the parking sticker on the front driver's side windshield of their car. Students who do not have their cars registered will at a minimum serve a one-hour detention.

## **Parking**

All students are required to check the parking lot for open spaces before parking in the neighborhood. If a student must park on the street in the surrounding neighborhood, it is expected they are courteous to our neighbors by parking legally. Failure to obey parking laws will result in a minimum of detention and possibly having their car towed at their own expense.

Presentation High School strongly encourages students to be dropped off and picked up from school behind the gym to alleviate traffic congestion on Plummer Avenue. There should be no drop off or pick up of students in red zones, driveways or in the middle of the street. Students may not park in white zones or in front of the Advancement House or Jenvey House on Plummer Avenue from 7 a.m. to 3 p.m. Students who violate drop off and pick up procedures will serve a minimum of a one-hour detention.

## **Noncompliance**

Refusal to follow teacher, counselor or administrator instructions and failure to comply with any written or verbal communication from a teacher, counselor or administrator will result in at least a detention. A student who has been given a call slip to report to a counselor, Dean, or administrator and does not do so at the indicated time will result in at least a detention.

## **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) or bullying of any kind. If illegal or inappropriate 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, Speech and Debate tournaments, 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. All students should conduct themselves 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. Disciplinary consequences will be determined by the Dean of Students upon the student’s return to campus.

## **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 Affairs has the final decision in determining if an unlisted behavior will result in either suspension or dismissal. All decisions are final.

### **Detention**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Diocesan dance and formal dance code violation(s)</li> <li>• Uniform violations and free dress code violations</li> <li>• Failure to bring in attendance documents and/or other mandatory paperwork</li> <li>• Eating/drinking in the hallways, computer labs, or library or during class time</li> </ul> | <ul style="list-style-type: none"> <li>• Blocking entrance areas</li> <li>• Excessive tardiness (4)</li> <li>• Parking/traffic violations</li> <li>• Minor technology agreement violations</li> <li>• Inappropriate behavior at liturgies, assemblies, or class</li> </ul> |
|--|--|

### **Three-Hour Detention**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• First level of academic integrity violation</li> <li>• Chronic Tardiness (5)</li> <li>• Five (5) detentions in the same year</li> <li>• First offense, forgery</li> <li>• Missed detention</li> <li>• First offense of cutting class or any portion of class, including homeroom, Mission Time, liturgy and/or assemblies</li> </ul> | <ul style="list-style-type: none"> <li>• Inappropriate off-campus behavior</li> <li>• Cell phone violation during the school day (cell phone will be kept overnight)</li> <li>• Disrespect of faculty and staff</li> <li>• Lying to faculty and school staff</li> </ul> |
|---|---|

### **Suspension**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Physical violence toward another student or faculty member</li> <li>• Written or verbal abuse that uses threatening, bullying or harassing language toward fellow students or teachers</li> <li>• Use or possession of tobacco, vaping devices, marijuana, alcohol or illegal drugs on school grounds or at school functions</li> <li>• Vandalism of school property or acts of vandalism directed at students, faculty, or staff on or off campus</li> <li>• Altering grades, forgery, tampering with official school records, or unauthorized use or access of the school network</li> </ul> | <ul style="list-style-type: none"> <li>• Theft of personal property, school issued iPads or academic property (quizzes, tests, etc.)</li> <li>• Serious or repeated violations of the academic integrity policy</li> <li>• Serious or repeated violations of the technology use agreement including on campus and off campus computer use</li> <li>• A pattern of disciplinary referrals, disobedience, defiance, or dishonesty</li> <li>• Repeated cutting of classes, (truancy)</li> <li>• Inappropriate off campus behavior</li> </ul> |
|---|---|

## 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
- A pattern of disciplinary referrals, disobedience, defiance, or dishonesty
- Repeated cutting of classes, (truancy)
- Inappropriate off campus behavior

# PART SEVEN

## Constitution of Presentation High School *San Jose, California*

### Preamble

We, the Associated Student Body of Presentation High School, San Jose, in order to provide for effective student government, to establish a better understanding between faculty and students, and to promote a spirit of friendliness, do hereby establish this constitution.

### Article I

#### *Name, Colors and Mascot*

- Section 1** This organization shall be officially known as the Associated Student Body of Presentation High School, San Jose.
- Section 2** The official colors shall be blue and gold.
- Section 3** The official school mascot shall be the panther.

### Article II

#### *Associated Student Body*

- Section 1** All enrolled students in Presentation High School shall be members of the Associated Student Body.
- Section 2** The rights and duties of the Associated Student Body shall be:
- To uphold the authority of the faculty and student officers.
  - To cooperate with the faculty and the student officers in school projects, regulations and outward conduct.
  - To vote for conscientious student representatives.
  - To hold office if qualified according to the requirements specified in Articles III, IV, V and VI.
  - To participate in student council meetings as non-voting members.
  - To respect the property of the school and its community members.
  - To actively try and fulfill the school's motto of "Not Words, But Deeds."

### Article III

#### *Student Body Officers*

- Section 1** The student body officers shall be an equal team of five members. Responsibilities shall be shared.
- Section 2** The qualifications for the Associated Student Body Officers shall be as follows:
- To have a grade point average of at least 2.5 in the semester preceding the election.
  - To have a 2.5 GPA at the time of election and maintain this while holding office. Officers will be suspended from office during the time their grades are below 2.5.
  - To have positive recommendations from a teacher, class level moderator, and homeroom teacher. (ASB officers running for re-election must have a positive recommendation from the ASB moderator instead of class level moderator.)
  - To have three school-related activities at the organizational level, e.g. organizational officer, committee member, or team member.
  - To be a member of the junior or senior class when holding office.
  - To have no suspensions during the school year in which the election is held or while in office.
  - At least one year as class officer or homeroom representative.
  - Attend Spring Leadership Conference prior to running for office.

**Section 3**            **The duties of the Associated Student Body Officers shall be:**

*Activities*

- To preside and keep minutes at student council meetings and both leadership conferences.
- To act as liaison between the administration and the student body.
- To act as the representative of the Associated Student Body at inter-school activities.
- To coordinate their own activities and support other intra-school activities.
- To fulfill all other responsibilities of the office as specified by the moderator.
- To prioritize ASB Officer responsibilities over other commitments.
- To work with Panther Pride to promote school spirit.

*Communications*

- To perform the same duties listed in Activities.
- To handle inter-school communications; i.e. bulletin boards, newsletters, announcements, email, and other electronic communication as approved by the administration.

**Section 4**            If an officer is unable to fulfill her duties as described in Section 2 and Section 3 she may be subject to dismissal at the moderator's discretion.

## **Article IV**

### ***Panther Pride Officers***

**Section 1**            The Panther Pride officer shall be an equal on a team of five members. Responsibilities shall be shared.

**Section 2**            **The qualifications for the Panther Pride Officers shall be as follows:**

- To have a GPA of at least 2.5 in the semester preceding the election.
- To have a 2.5 GPA at the time of the election and maintain this while holding office. Officers will be suspended from officer during the time their grades are below 2.5.
- To have two positive recommendations from one of the Presentation faculty and staff and one of the Panther Pride moderators.
- To be a member of the junior or senior class when holding office.
- To have no suspensions during the school year in which the election is held or while in office.
- At least one full year as an active member of Panther Pride.
- Attend Spring Leadership Conference prior to running for office.
- Must prioritize Panther Pride officer obligations above any other leadership commitments.

**Section 3**            **The duties of the Panther Pride Officers shall be:**

- To preside and keep minutes of all officer and club meetings.
- To coordinate spirit rallies, theme nights, club day, spring carnival, and all other associated events.
- To congratulate and wish luck to all competitive school clubs, organizations, and teams.
- To attend all on-campus games.
- To track attendance at games and other school functions of club members and peers and report spirit point tallies upon request.
- To promote spirit and unity to the student body.
- To regularly update the bulletin board, calendar, athlete of the week, and all other associated tasks.
- To report on student achievement in the Panther Pride announcements.
- To advertise and encourage study body attendance at athletic and co-curricular events.
- To fulfill all other obligations as specified by the moderators.
- To prioritize Panther Pride Officer obligations above any other commitments.

**Section 4**            If an officer is unable to fulfill her duties as described in Section 2 and 3 she may be subject to dismissal at the moderators' discretion.

# Article V

## *Class Officers*

- Section 1** Class Officers shall be elected from each grade level by a majority of the class members. The number of class officers will correspond to the number of homerooms.
- Section 2** **The qualifications for Class Officers shall be:**
- To have a grade point average of at least 2.5 in the semester preceding the election.
  - To have a 2.5 GPA at the time of election and maintain this while holding office. Officers will be suspended from office during the time their grades are below 2.5.
  - To have positive recommendations from a teacher, class level moderator, and homeroom teacher.
  - To have three school-related activities at the organizational level, e.g. organizational officer, committee member, or team member.
  - To have no suspensions during the school year in which the election is held or while in office.
  - To attend both fall and spring leadership conferences.
  - To fulfill all other responsibilities of office as specified by the class level moderator.
- Section 3** **The duties of the Class Officer shall be:**
- To initiate and plan activities on the class level.
  - To attend all Student Council meetings.
  - To work closely with the moderator and homeroom teachers.
  - To meet with the moderator when necessary.
  - To report all Student Council information to the homerooms.
  - To support all homeroom leaders and assist in homeroom control.
  - To plan class meetings when necessary.
  - To ensure that the class is represented in all intra-school activities.
  - To attend both fall and spring leadership conferences.
  - To attend all class level meetings.

# Article VI

## *Homeroom Leaders*

- Section 1** One student shall be elected by a majority vote in each homeroom at the beginning of each year.
- Section 2** **The qualifications for homeroom leader shall be:**
- To maintain a minimum GPA of 2.5 the semester preceding the election.
  - To maintain a 2.5 while holding office. Leaders will be suspended from office during the time their grades are below 2.5.
  - To have no suspensions during the school year in which the election is held or while in office.
- Section 3** **The duties of the Homeroom Leader shall be:**
- To assist the Class Officers on all activities.
  - To attend Student Council and Class Level meetings.
  - To attend both fall and spring leadership conferences.

# Article VII

## *Nominations and Elections*

- Section 1** Nominations and elections of ASB Officers, Panther Pride, and Class Officers shall take place in the fourth quarter in preparation for the next year.
- Homeroom Leaders shall be elected at the beginning of the first quarter of the year in which they will hold office. Freshmen shall elect two homeroom leaders per homeroom early in the year. A sophomore or junior who runs for a school-wide Student Council position (ASB or Panther Pride) and is not elected, is able to run for a Class Officer position in the same school year.

- Section 2**      **Any qualified student wishing to run for ASB Officer, Panther Pride, and Class Officers shall adhere to the following procedure:**
- File a Declaration of Candidacy form in the office before the specified deadline.
  - Give a recommendation form to a teacher, class level moderator and homeroom teacher.
  - Give the specified number of activity forms to the appropriate moderator.
  - Campaign for office while obeying all campaigning rules.
  - Give a speech on the specified day and at the appropriate time.

**Section 3**      The election shall be held at lunch and other designated periods on the scheduled day. All elections shall be by secret ballot and the winners shall be determined by majority vote.

## **Article VIII**

### ***Review Board***

**Section 1**      The Review Board shall be composed of senior ASB officers and a moderator appointed by the Administration.

- Section 2**      **The duties of the Review Board Moderator shall be:**
- To review a candidate's GPA and teacher/moderator recommendations and to refer any non-qualified candidates to the V.P. of Student Activities.
  - To evaluate activity forms submitted by the moderators.
  - To review existing procedures regarding elections, and make recommendations to revise or retain existing policies.
  - To oversee the election

- Section 3**      **The duties of the Review Board Student members shall be:**
- To run the election
  - To review existing procedures regarding elections, and make recommendations to revise or retain existing policies.

## **Article IX**

### ***Student Council***

- Section 1**      The following persons shall be the official members of the Student Council.
- The ASB team (the officers of the Student Council)
  - The Class Officers
  - The Homeroom Leaders

- Section 2**      The following are also required to attend Student Council:
- The Leadership Director
  - Class Level Moderators
  - Homeroom Teachers - as scheduled

**Section 3**      Each official member of Student Council shall be entitled to one vote. This shall be a hand vote unless a secret vote is necessary. For all constitutional votes, a 2/3 majority shall be required to pass a measure. In all other voting, a simple majority is sufficient.

**Section 4**      Two-thirds of the members of the Student Council shall be present before any official business may be transacted.

**Section 5**      Each Student Council member shall attend all Student Council and Class Level meetings unless validly excused by the Moderator. Any Student Council member who is absent from two Student Council meetings or two Class Level meetings without an acceptable excuse shall be subject to dismissal from Student Council.

# Article X

## *Student Assemblies and Class Meetings*

- Section 1**            **The following shall apply to class meetings:**
- Class meetings shall be held when necessary, at a time planned by class officers, homeroom leaders, and the class moderators.
  - These meetings shall be conducted by the class officers.
  - All students are required to attend and participate in class meetings.
- Section 2**            Special student assemblies shall be called by the Administration and the ASB team whenever necessary.

# Article XI

## *Student Organizations*

**Section 1 - Club/Interest Groups**

The terms *Club/Interest group* refers to a bringing together of people who want to learn about, share, and engage in a special interest, e.g. hobby, skill, topic, etc.. Any group of students having a common interest shall petition for the establishment of a Club/Interest group. Clubs/Interest groups are proposed to Student Council and the Administration in the Spring for implementation the following school year. The Club/Interest group shall make a definite contribution to the school as a whole, shall not duplicate the purpose or activities of any existing Club/Interest group, organization, or program on campus, and shall have open membership.

The procedure is as follows:

- An "Intention to Organize" which must include a declaration of mission, planned activities, contribution of the group to the Presentation community, and membership requirements shall be brought to the Leadership Director and the Vice Principal of Student Affairs for review.
- A faculty moderator and the signatures of 15 interested students must be submitted to the Leadership Director and the Vice Principal of Student Affairs.
- All students proposing the formation of a new Club/Interest group will present their proposal at a Student Council meeting as scheduled by the Leadership Director. Discussion of the club's purpose and the possibility of its establishment shall take place at the Student Council meeting.
- Student Council will vote to recommend the group's establishment to the administration. A recommendation for establishment shall require a  $\frac{2}{3}$  vote of present members.

**Note:** The above procedure results in a recommendation to the administration. The administration will make the final decision regarding the status of a Club/Interest group.

**Section 2 - Affinity Groups**

The term *Affinity group* refers to a bringing together of people who have a common commitment to an identifier group, including: race, gender, sexual orientation, religion, family status, or other demographic indicators. Any group of students with a common commitment to an identifier group shall petition for the establishment of an Affinity group. Affinity groups are proposed to the Director of Diversity, Equity, and Inclusion and the Administration in the Spring for implementation the following school year. The Affinity group shall provide a space for education, exploration of cultural identity, celebration, and dialogue in a shared community for that specific affinity. Membership is for individuals who identify as members of the group and/or people who support and stand in solidarity with that group.

The procedure is as follows:

- An "Intention to Organize" which must include a declaration of mission, planned activities, contribution of the group to the Presentation community, and membership requirements shall be brought to the Director of Diversity, Equity, and Inclusion and the Vice Principal of Student Affairs for review.
- A faculty moderator and the signatures of interested students must be submitted to the Director of Diversity, Equity, and Inclusion and the Vice Principal of Student Affairs.
- All students proposing the formation of a new Affinity group will present their proposal at a meeting determined by the Director of Diversity, Equity, and Inclusion.
- The Director of Diversity, Equity, and Inclusion will make a determination to recommend the group's establishment to the administration.

**Note:** The above procedure results in a recommendation to the administration. The administration will make the final decision regarding the status of an Affinity group.

**Section 3 - Evaluation of Student Organizations**

All Student Organizations will be reviewed on an annual basis by the Vice Principal of Student Affairs. To maintain their viability, clubs are expected to meet all of the following criteria:

- Officers of all Student Organizations will update the Student Organization Information Form, maintain and submit attendance records for all meetings, attend officer/moderator meetings, as well as develop, monitor, and assess-organizational goals and actions to meet them.
- The results of organization elections and/or decisions about officers will be submitted to the Leadership Director (Club/Interest Groups) or Director of Diversity, Equity, and Inclusion (Affinity Groups).
- All Student Organizations must maintain a willing faculty moderator to oversee organization activities.
- All Student Organizations must engage in some form of service, preferably related to their mission and purpose.
- All Student Organizations must meet at least once every other month at times determined by organization officers, moderators, membership, and/or the administration.
- All Clubs/Interest groups must maintain a minimum active membership of 15 students.

Should a Student Organization not meet any of the established criteria, the Leadership Director (Club/Interest Groups) or Director of Diversity, Equity, and Inclusion (Affinity Groups) and the Vice Principal of Student Affairs will consult the respective Student Organization moderator and officers, as well as Student Council (as needed), and then determine the final status of the Student Organization. Student Council and/or the Leadership Director (Club/Interest Groups) and the Director of Diversity, Equity, and Inclusion (Affinity Groups) can provide a recommendation to consider the Student Organization in good standing, place on administrative review, as well as disband the Student Organization. Should a Student Organization be placed on administrative review, respective organization officers and the moderator will work with the Leadership Director (Club/Interest Groups) or Director of Diversity, Equity, and Inclusion (Affinity Groups) and the Vice Principal of Student Affairs on an action plan for re-establishing the Student Organization in good standing.

**Note:** The above procedure results in a recommendation to the administration. The administration will make the final decision regarding the status of a Student Organization

## **Article XII**

### ***Administrator's Prerogative***

Since the Administration is directly responsible to the Superintendent of Schools and to the Department of Education, and they in turn are responsible to the provisions of the California Education Code, it is expressly understood that all student powers shall be delegated by them.

## **Article XIII**

### ***Ratification and Amendment***

**Section 1** A 3/4 majority of the ASB shall be necessary for the ratification of this Constitution.

**Section 2** This Constitution shall be amended in the following manner only:

- A proposed amendment shall be brought to Student Council.
- A 2/3 majority hand vote of the Student Council shall be necessary for the adoption of the amendment.

## **Article XIV**

### ***Elastic Clause***

Student Council shall have all powers, not specifically stated in this Constitution which are necessary for the benefit of the Associated Student Body.

# PART EIGHT

## Major Programs and Organizations

- **Big/Little Sister Program:** Beginning with Freshman Orientation, new students are placed in groups led by an upper-class student leader, a “Big Sister,” who will help them adjust to high school life and serve as a support, friend, and confidant during freshmen students’ first year at Presentation. Big and Little Sisters participate in several fun events during the school year to help orient them to their “Life in Plaid.”
- **Community Involvement Program:** In partnership with the Presentation Sisters, Campus Ministry, and the Religious Studies Department, Community Involvement works to instill the Presentation motto: "Not Words, But Deeds." In every aspect of their lives at Presentation, it is our challenge to not only help our students decide what they will become after high school, but who they will become. Service opportunities, participation in the CI Club, immersion trips, and fundraising traditions led by Community Involvement, take their cue from a firm belief that authentic encounters with other people are best motivated by a student’s desire to do this work. There are no required school wide service hours or required immersion programs. The work of Community Involvement is best accomplished when students approach our mission with authentic curiosity guided by a spirit of compassion and a desire to learn from the marginalized communities in our local and global community.
- **Ethnic Studies Academy:** The Ethnic Studies Academy provides students with an opportunity to develop cultural competence and critical thinking skills as they explore their own identity and identify relationships and systems at play in their lives. Through a series of 8 workshops offered throughout the year, the following questions will be explored as they relate to race and racism, ethnicity and culture: 1) Who am I? (2) Who is my family and community? (3) What can I do to bring positive change to my community and world? The work of the Ethnic Studies Academy will hold a primary focus on the contributions, lived histories, and experiences of people of color. All students are invited to participate in the Ethnic Studies Academy.
- **Jazba:** Presentation’s Indian Dance Team named “Jazba” is an after-school activity that provides opportunities to learn not just dance, but also creative thinking, time management, leadership, and team collaboration. Jazba allows students to be immersed and learn more about the South Asian culture. Through different types of dance forms (Bollywood, Bhangra, western, folk, classical, and traditional dance), members can actively be involved in all levels of production. Members can expect to practice twice a week (once on a weekday and once on a weekend), and will perform with other high school students in shows and competitions all over the Bay Area. We encourage anyone who loves to dance to come try out!
- **Leadership Academy:** The Leadership Academy prepares students for leadership positions at school and in the community. The Leadership Academy, which is open to all students, offers 15 workshops that teach core leadership skills such as goal-setting, mission development, project management, advocacy, diversity and inclusion, verbal and non-verbal communication and team-building. The ultimate achievement lies in completing a Capstone Project, in which a student plans, organizes and implements a major project on campus or in the community.
- **Math & Science Academy:** Math and Science Academy offers a variety of opportunities for students to explore math and science outside of the classroom. The Academy is open to all students, and offers a Colloquium series, an Independent Research Study Class, Mu Alpha Theta, Science National Honor Society, Women in Computer Science, a fall workshop, and a Spring Student Research Colloquium. Students achieve membership levels in the academy by the number of hours they participate in Math and Science Academy events and in associated programs, such as Robotics.
- **Panther Pride:** Panther Pride is the Spirit Organization at Presentation and organizes events throughout the year that celebrate the unique and diverse talents of the student body. Events are designed to engage all interested members of the Presentation community—both students and faculty—ramping up school spirit and building camaraderie. These events include the annual Spring Carnival, seasonal sports rallies, competitions and more. Be sure to check out the faculty vs. student battles throughout the year. Panther Pride club members support school events—athletics, theatre, performances, competitions and service—by publicizing and attending these activities and encouraging others to attend as well.
- **Peer Ministry Program:** Peer Ministry is a faith formation and leadership program offered once a month through the Campus Ministry office. Anyone can apply and students of all faiths and those who are questioning their faith are welcome. Peer Ministers serve the school by leading six retreats, nine masses, three prayer services, and weekly morning prayer. More importantly, Peer Ministers seek to grow in their own understanding of who God is and where God is present for each of us. During our meetings, we spend time in prayer and then meet in small “Angel Groups” to talk about our prayer experience, to support one another, and to offer prayer for each member’s special intentions. Peer Ministry is a safe space to explore questions of faith and to form friendships all across grade levels.

- **Presentation Peer Tutoring Society:** This program provides peer tutors if a student needs extra help in a particular subject. Any student with a minimum 3.0 in a particular subject area is eligible to serve as a tutor. Students interested in tutoring should contact the Academic Support Director to apply.
- **Robotics:** The Robotics Team competes as part of the US FIRST Robotics Competition as FRC Team 2135 – Presentation Invasion. Its mission is to introduce young women to STEM fields and inspire interest in these careers through hands-on experience. Team members have the opportunity to learn a variety of skills including mechanical design, electrical engineering, software programming, marketing, business operations, website design, fundraising/finance, mechanical assembly, and metal machining. Students work with industry engineers and parent mentors to learn the different skills needed to accomplish their tasks. The students then design, program, build, and operate the robot at FRC competitions. The team also seeks to foster strong ties to the community through mentorship of middle school programs, other FRC teams, and public demonstrations to help spread awareness about the importance of STEM careers.
- **Speech & Debate:** The Speech and Debate program is an after-school, co-curricular activity that provides opportunities for acting, arguing, writing, traveling across the country, and being part of a team. The program builds the communication, critical reading, research, critical thinking, persuasion, leadership, teamwork, and presentation skills of all members. Members can compete against other high school students in local, regional, or national tournaments to exercise those skills. Students find broad application of the skills honed by speech and debate both in and beyond the classroom. The program also provides opportunities for community service relevant to the speech and debate community.
- **Student Council:** The Student Council consists of the ASB Officers, Class Officers, and Homeroom Representatives. Student Council incorporates all aspects of student life: leadership, service, scholarship, extra-curricular activities, and community involvement. All positions are elected by the student body for the purpose of serving the interests of the students. Student Council coordinates and works on all major events on campus including four dances, two leadership conferences, Panther Pandemonium, and Class Day. Student Council also works with Community Involvement on the Holiday and Mission Drives. Individual committees also host their own events and activities that are open to the entire school.

## Clubs, Activities & Associations

- **Acts of Random Kindness (ARK) Club:** As students, we face stress, anxiety, drama, and negativity from time to time. The Acts of Random Kindness (ARK) Club strives to make school a little more pleasant by conducting uplifting campaigns, activities, and projects—because it's the little things in life that make a difference. (<https://www.actsofrandomkindnessclub.org/what-we-do>). We hope to uplift the students of Presentation High School and bring a kinder and more positive outlook to the stressful high school experience. We hope to work alongside the ARK Club Committee and live out their mission statement within our school.
- **Anime & Manga Club:** The Anime and Manga Club is a safe place where anyone can come learn about this exciting genre of animation! Join us for monthly meetings where we will come together to delve into the different styles and cultures surrounding anime and manga. Club meetings will include presentations of various art and styles, character archetypes, themes and plot, and introductions to the Japanese culture that takes place in the animations. However, meeting topics are subject to change to match what the club members want to learn. When people walk into our club, we not only want to share our love for anime, but also teach others who are interested in what makes us love anime. We hope that people take away a new understanding and respect for anime, and decide to further educate themselves on it.
- **ASL Club:** The mission of the ASL Club is to encourage inclusivity by motivating its members to communicate with people with hearing disabilities through lessons about ASL and deaf history.
- **Astronomy Club of Pres:** As the Astronomy Club of Pres, we are dedicated to educating interested students in astronomy, and improving interest in science, specifically astronomy, within the Presentation High School community. Each meeting will be focused on delivering the most up-to-date information about space and keeping the greater Pres community updated on the footsteps humanity is taking towards the stars. Membership is open to all students, with no restrictions on joining throughout the year. Viewing nights and star parties featuring cosmological events occur several times each semester, and are open to all.
- **Bring Change 2 Mind:** Bring Change to Mind's High School Program gives teens a platform to share their voices and raise awareness around mental health. Our goal is to empower students to educate one another, and their communities, and to create a culture of peer support within their schools. Together, we'll fight the stigma around mental illness and aid in the development of students taking their mental health seriously in order to develop skills to reduce stress and anxiety.

- **California Scholarship Federation (CSF):** The purpose of the California Scholarship Federation is to foster high standards of scholarship, citizenship, and service of its members. Individual membership in the PHS chapter is based on grades earned each semester for the preceding semester. A point system establishes the requirement that student members do superior work primarily in the academic subjects. Students in the 10th, 11th, and 12 grades who meet the requirements shall be eligible for semester membership. Students in 9th grade who were members of Junior CSF are eligible for fall semester associate membership, and all 9<sup>th</sup> grade students who meet the requirements for full membership on the basis of first semester grades shall be eligible for spring semester associate membership. Membership is neither automatic nor compulsory. There is a five-hour recommended service requirement per semester. Seniors who attain four- or six-semester membership will be given a cord or stole to wear at graduation in recognition of their achievement. Students who complete a minimum of four semesters of service will be awarded a CSF graduation tassel.
- **Business Leaders and Entrepreneurs Club:** The Finance & Entrepreneurship Club hopes to increase student awareness and knowledge about personal finance, investing, and the financial industry as a whole. We will do this through discussions about responsible spending, learning about new and evolving facets of the world economy, budget simulations, and guest speakers (in partnership with Junior Achievement). The club also provides an academic, professional environment within Presentation for students to foster knowledge in marketing, entrepreneurship, hospitality and tourism, business administration, and finance. Through workshops and competitions that showcase business acumen, the club empowers young women and strengthens their leadership, critical analysis, and business skills.
- **Future of Film Club:** Future in Film Club is dedicated to educating girls about jobs in the film industry, gaining a wider knowledge of movies, and promoting more women to participate in film. Our goal is to cultivate creativity, advocate for women's representation in film, and give the women of Presentation an appreciation for a wider genre of films.
- **Gaming Corner:** Gaming Corner is a club that gives students the opportunity to learn about and express their interest and passion for video games. It is a club open to everyone and has no skill or knowledge requirement. Our goal is to create a great place to hang out with friends and create bonds while playing video games. This club gives students a place to gather and play video games.
- **Improv Team: Spontaneous Combustion:** Presentation High School's Improvisation Team is made up of a group of talented and quick-witted students who compete against one another on teams for audience laughter. Audience suggestions are incorporated into each joke and skit performed live with no prior rehearsal. The Improv team is a member of the Comedy Sportz High School League and competes against other teams and in an annual High School League tournament every spring. Membership is by audition only and the team meets weekly throughout the year.
- **International Thespian Society (ITS):** Since 1929, more than two million students have been honored for excellence in theater arts by being invited to join the International Thespian Society. In order to become a member of ITS, the student must earn points through participation in PHS theater activities. ITS produces four events per year: a night of one-acts in September, a concern for hope in October, a musical revue in December, and a full production in May as well as lending technical support to the dance team, jazz choir and other PHS performing arts events. ITS members will support other schools and local theater companies as actors, ushers and technicians, as well as provide additional service to the local community, including raising money for theater scholarships, ushering, and volunteering technical service.
- **Math Contests:** Open to all Pres students with an enthusiasm for math! Students will compete in math contests against other schools both on campus and off campus. Students participate at lunch on math contest days to do fun and challenging path problems together.
- **Math Honor Society (Mu Alpha Theta):** This is an international high school and two-year college mathematics honor society that is co-sponsored by the National Council of Teachers of Mathematics and the Mathematical Association of America. To be eligible for full membership, students must have completed two full years of college preparatory mathematics with at least a B+ average and have an overall GPA of at least B-. Students in Honors Geometry are eligible for associate membership. Membership is by application. There is a five-hour service requirement per semester and a colloquium attendance requirement.
- **Mock Trial Club:** The Mock Trial Club seeks to strengthen members' research skills, public speaking, listening, and writing skills. In addition, Mock Trial provides life skills: thinking and reasoning, and teamwork. Upon participation, students are able to effectively present an argument, apply basic principles of logic and reasoning, and apply decision making techniques, while learning from guest speakers hosted on campus. Mock Trial also instills leadership qualities and strengthens interpersonal communication skills — all beneficial to the workplace. For those planning to pursue a career in law, Mock Trial gives them a chance to learn and understand law, and discover how a court trial works.
- **Music Students Association:** The Music Students Association strives to promote musical involvement and proficiency through collaboration in learning and community outreach. Members will both utilize and grow their musical abilities, for the benefit of themselves, the Presentation community, and the extended community.

- **National Art Honor Society (NAHS)** The purpose of NAHS at Presentation is:
  - To recognize those students who have shown outstanding ability in art
  - To bring art to the attention of the school and community
  - To increase an awareness of art in relation to other areas of the school curriculum
  - To further the creative abilities and talents of the Society's members, as well as the school's entire student art enrollment
  - The NAHS is open to students who have taken one semester of art and have a B average or above. If a student has not taken one semester of art or has not attained the necessary grade, they are considered to be in "Art Club." All members must fulfill four hours of art-related community service per year. Seniors members of NAHS may earn rainbow graduation cords as long as they attend meetings regularly and fulfill their service requirement.
- **National Honor Society (NHS):** The National Honor Society (NHS) is the biggest club organization in the US established to recognize outstanding high school students. NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. The four pillars of NHS are to encourage academic achievement, promote community service, foster leadership and collaboration, and advance personal development.
- **Nirvana (Yoga Club):** Relax. Energize. Focus. Yoga is an energizing activity that relaxes the body and sharpens the mind. This club is here to help students de-stress - working on the physical, mental, and emotional health. Create a positive and welcoming community.
- **Panthers Design Co:** To encourage members to adopt aesthetics and design inspiration in everyday living and create an ecosystem that aspires one to live their best lives.
- **Panthers Exploring Medicine:** Have you ever felt like the world of medicine was too daunting for you, or that you just didn't know enough to pursue it? Panthers Exploring Medicine, or PEM, is a club that provides students with an opportunity to explore the exciting, fast-paced world of healthcare. Through presentations, guest speakers, field trips, and fundraisers, members will gain more knowledge about what a career in healthcare looks like, the path for pursuing a career in medicine, and how to make an impact right now in our community! PEM is open to all students looking to discover different medical fields and learn more about the incredible world of medicine.
- **Presentation Ambassadors Club (PAC):** The Presentation High School PAC Club (Presentation Ambassadors Club) is an extension of the admissions office. Individual PAC members, along with the PAC Board (officers), are invited to promote the school philosophy, curricular programs, and co-curricular organizations to prospective students and their families through all admissions events: High School Information Nights, Application Workshops, Open House, Christmas Social, Admitted Students Evening/Plaid to Meet You, Seventh Grade Day, and individual school visits. PAC members also deliver materials to local schools and businesses, write letters to applicants, serve as hostesses for the eighth grade shadow program, and volunteer at numerous parent and alumni events. Members of PAC should operate as role models of the school and ambassadors to visitors being introduced to the Presentation community.
- **Presentation Animal Wellness Club (PAWS):** The Presentation Animal Wellness Club, or PAWS, is an organization devoted to carrying out our duty as humans to protect and stand up for all creatures in our world. We promote awareness in our school community, with an emphasis on personal changes that can be taken. Monthly lunchtime meetings focus on a different topic each time, with multiple activities, discussions, and presentations. We take part in supporting local shelters and animal sanctuaries with group volunteer opportunities throughout the year, and supporting worldwide organizations by organizing fundraising events at school in coordination with them. Through our meetings and events, students are encouraged to develop a whole new understanding and appreciation for all the creatures and environment that we live amongst. PAWS is open to any students who love animals and want to learn how they can make a change.
- **Psychology Club:** The mission of the Presentation Psychology Club is to give its members the opportunity to participate in fun psych activities, beyond what is offered in any psychology classes at Pres. These activities will allow members to explore their interest in the field of psychology! The club will also help spread awareness about data that we, as a club, will gather from the Presentation student body. Ultimately, our members will experience a subject, outside of a classroom environment, that may interest them in future careers.
- **Student Environmental Action Society (SEAS):** The Student Environmental Action Society promotes environmental awareness within the school and the community and encourages personal actions that help conserve the environment and its resources. Members participate in environmental service around the Bay Area, including beach clean-ups. In addition, members an Earth Day celebration, produce slideshows and videos about environmental issues, fundraise for local environmental organizations, and go on a spring camping trip. Club meetings are spent learning about the latest environmental issues and brainstorming ways to make the PHS community more aware of its impact on the environment.

- **Students for Political Action (SPA):** SPA is a non-partisan group whose purpose is to foster an interest in politics among PHS students and to encourage active involvement in political causes. Among the activities planned are forums, debates, mock elections, and political awareness days. We collaborate with other groups such as SEAS and WAC to host rallies for climate change and drives for voter registration. Monthly meetings include discussions of current events and guest speakers, such as Congressional candidates and volunteers from the Registrar of Voters, to help the Pres community with civic engagement.
- **Styled at Pres Fashion Club:** Our mission is to introduce club members to the world of fashion basics and spread awareness about issues like body positivity and fast fashion. We want to give opportunities to aspiring fashion designers, stylists, models, etc. by giving them a platform to explore new aesthetics and practice their passion.
- **Treats for Eats Baking Club:** The mission of the Treats for Eats Baking Club is to combine passion for baking with philanthropic values. We teach members the basics of baking and incorporate service by donating to charity. Club meetings include presentations about the basics of baking, such as information about ingredients and taste testings of those ingredients. The Treats for Eats Baking Club also holds bake sales featuring treats baked by our members. All of the proceeds of these bake sales go to a charity that helps feed those who do not have enough to eat.
- **Women in Computer Science (WICS):** The purpose of the Women in Computer Science club is to encourage Presentation students to consider technology as a future career. This will be accomplished by providing club members with experience in coding and exposing them to real life applications of computer science. Club activities include guest speakers, visiting the Computer Science History Museum, and field trips to companies, such as Google, Facebook, Yahoo, etc. Coding opportunities are provided through Girls Who Code, where students have the opportunity to create games and apps using Scratch and JavaScript.
- **Women in Stem Careers (WISC):** Women in STEM careers(WISC) furthers Presentation students' passion for STEM through internships, research opportunities, participation in the National Science Bowl, and actively being involved in STEM-related service projects throughout the year. This club enhances skills like leadership and commitment, while allowing students to live out Presentation's motto, "Not Words but Deeds", in the science community.
- **Women's Advocacy Club (WAC):** The Women's Advocacy Club is a group designed to promote and encourage the adoption of feminist politics by the student body. The club also actively advocates for and participates in activities to help marginalized women at home and abroad through empowerment, education, and fundraisers. Members will host educational workshops for Presentation students, fundraise to fund investment projects, and organize on issues related to gender equality through public protest, petitions, and organized events.

## Affinity Groups

*The term **Affinity Group** refers to a bringing together of people who have a common commitment to an identifier group, including: race, gender, sexual orientation, religion, family status, or other demographic indicators.*

- **Asian and Pacific Islander Student Union (APISU):** The Asian & Pacific Islander Student Union is a safe space for students from all ethnic backgrounds to engage in shared dialogue and celebrate Asian and Pacific Islander cultures and traditions. Through meaningful discussions, cultural events, civic engagement efforts, and collaboration with other affinity groups on campus, APISU members will meet and network within specific ethnic groups and also find ways to come together in their shared identities. APISU strives to provide members with a meaningful cultural experience that will deepen their understanding of what it means to be an Asian and/or Pacific Islander student at Presentation High School.
- **Black Student Union (BSU):** The purpose of the Black Student Union (BSU) is to provide a safe space for African American students at Presentation, where they feel represented and empowered. The mission of the BSU is to provide education and awareness on Black culture, heritage, and practices while community building within Presentation. This is accomplished through the use of our informational bulletin board, brown bag lunches and the annual Black History Month prayer service. Also, BSU members have set goals to remove any barriers that have been preventing African American students from feeling proud of their culture. BSU members have set goals of advocating for equality and recognition as they have worked to remove the negative perceptions of Presentation being a school with little diversity.
- **Desi Student Association (DSA):** Desi Student Association (DSA) promotes and celebrates Desi culture and traditions on Presentation's campus. DSA draws together South Asians (including Indians, Pakistanis, Nepalis, Bhutanese descent, Bangladeshis, Maldivians, Sri Lankan, and others in the region), and students from other ethnic backgrounds to build community with one another. This affinity group allows students to explore a new culture through discussions, celebrations of Indian festivals, Bollywood movie nights, engagement in the Presentation community, and much more.

- **Emmaus Group:** The Emmaus Group is a space dedicated to bringing together students who have experienced loss of a nuclear family member (i.e. parent, sibling, primary caregiver). This group meets quarterly to support one another in the five stages of grief following the death of a loved one and builds a community among students at Presentation who have shared this life-changing experience. While we understand that grief is challenging for all relationships, loss of a core family member impacts one's daily life in a way that is different from other types of loss. All who have experienced this loss are welcome to the Emmaus Group.
- **LatinX:** The Presentation LatinX affinity group is an organization that is dedicated to unite and empower Latina students and allies. The LatinX affinity group accepts and welcomes members from any ethnic background and culture. The vision of the LatinX affinity group is to provide an opportunity for students to learn about LatinX history. Latin heritage will be celebrated through cultural events within the school and with joint events with other schools.

## **Publications**

- **Yearbook (Graphic Publications I & II):** The primary focus of these courses is to provide instruction in the major skill areas necessary to produce a yearbook. Building the foundation needed, students practice and master the total conceptualization of the book, and plan the production, financing, reporting, writing, designing and preparing of the yearbook for the printer.

# APPENDIX

## Alma Mater

Our hearts are ever grateful  
For memories we love  
Of Presentation High School Named for our Queen above  
Our gratitude we give you Our promise to be true  
To you our Alma Mater Our dearest Gold and Blue

Not Words, But Deeds Our motto ever  
And loyalty in each endeavor  
We'll not forget what ere our call  
The friends we've made within your walls

The Presentation honor  
Instilled within our Souls  
Will guide us on the pathway  
To our eternal goal  
All Hail to Blue and Gold!

## Graduation Requirements

The subject requirements of Presentation High School automatically ensure that students will have fulfilled the state's requirements in specified areas upon graduation. The graduation requirement for all students will be a minimum of 235 credits. PHS strongly recommends that students acquire 235-250 credits.

It is the ultimate responsibility of the students and their parents to monitor graduation requirements. Counselors are available for student and parent questions.

<b>Computer Technology</b>	1 Semester Computer Applications (Class of 2024, 2023 and 2022 only)
<b>English</b>	8 Semesters (Including 1 Semester of American Lit or Honors English 3)
<b>Modern Language</b>	6 Semesters of the Same Language (Class of 2022 only) 4 Semesters of the Same Language (Class of 2023 and younger)
<b>Mathematics</b>	6 Semesters
<b>Physical Education</b>	2 Semesters (Including 1 Semester of PE Health)
<b>Religious Studies</b>	7 Semesters (Including 1 Semester of Moral Theology & 1 Semester of Social Justice)
<b>Science</b>	2 Years of Lab Science & 2 Additional Semesters
<b>Social Studies</b>	7 Semesters (Including 1 Semester of Civics or AP Government & 1 Semester of Economics or AP Macroeconomics) (Class of 2022)  6 Semesters (Including 1 Semester of Civics or AP Government & 1 Semester of Economics or AP Macroeconomics) (Class of 2023 and younger)
<b>Visual &amp; Performing Arts</b>	4 Semesters (Class of 2022) 3 Semesters (Class of 2023 and younger)

*Students are required to take six classes each semester, five of which must be in the following subject areas: English, Mathematics, Science, Modern Language, Religion, Visual and Performing Art, and/or Social Studies.*

# Grading

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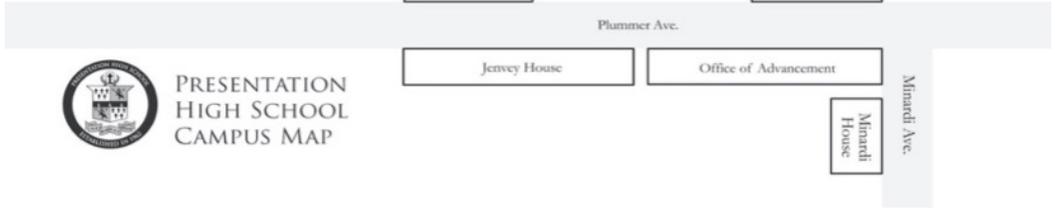
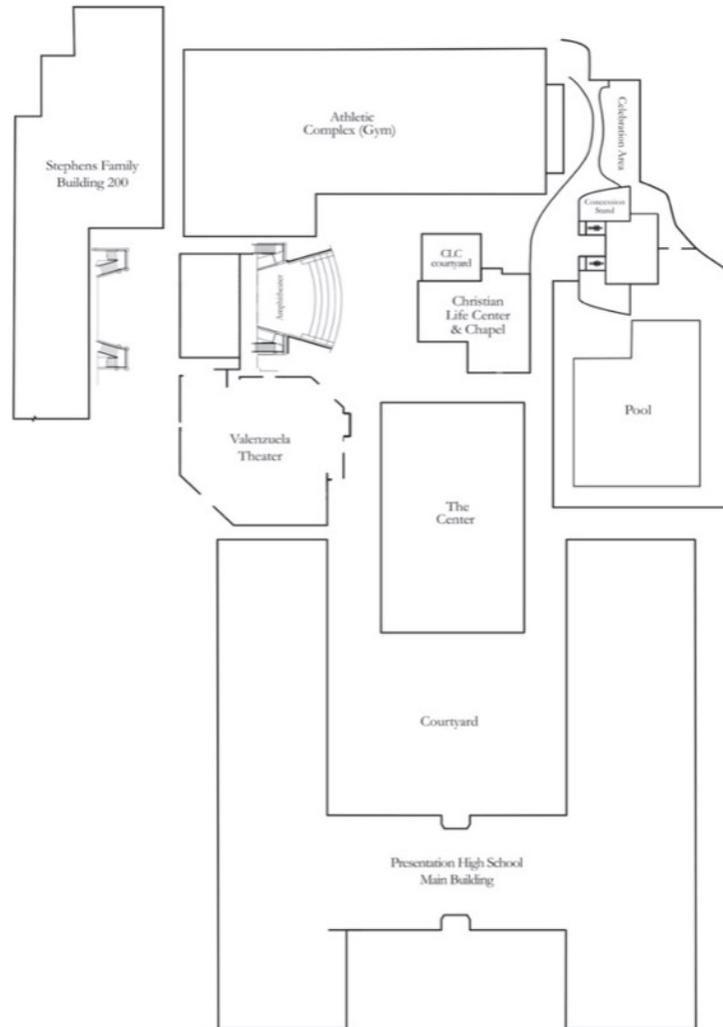
Grading Scale			Weighted Grading Scale		
% score	Grade	GPA	% score	Grade	GPA
97	A+	4.0	97	A+	5.0
93-96	A	4.0	93-96	A	5.0
90-92	A-	3.7	90-92	A-	4.7
87-89	B+	3.3	87-89	B+	4.3
83-86	B	3.0	83-86	B	4.0
80-82	B-	2.7	80-82	B-	3.7
77-79	C+	2.3	77-79	C+	3.3
73-76	C	2.0	73-76	C	3.0
70-72	C-	1.7	70-72	C-	2.7
67-69	D+	1.3	67-69	D+	1.3
63-66	D	1.0	63-66	D	1.0
60-62	D-	0.7	60-62	D-	0.7
Below 60	F	0.0	Below 60	F	0.0

Presentation High School reports a cumulative weighted grade point average.

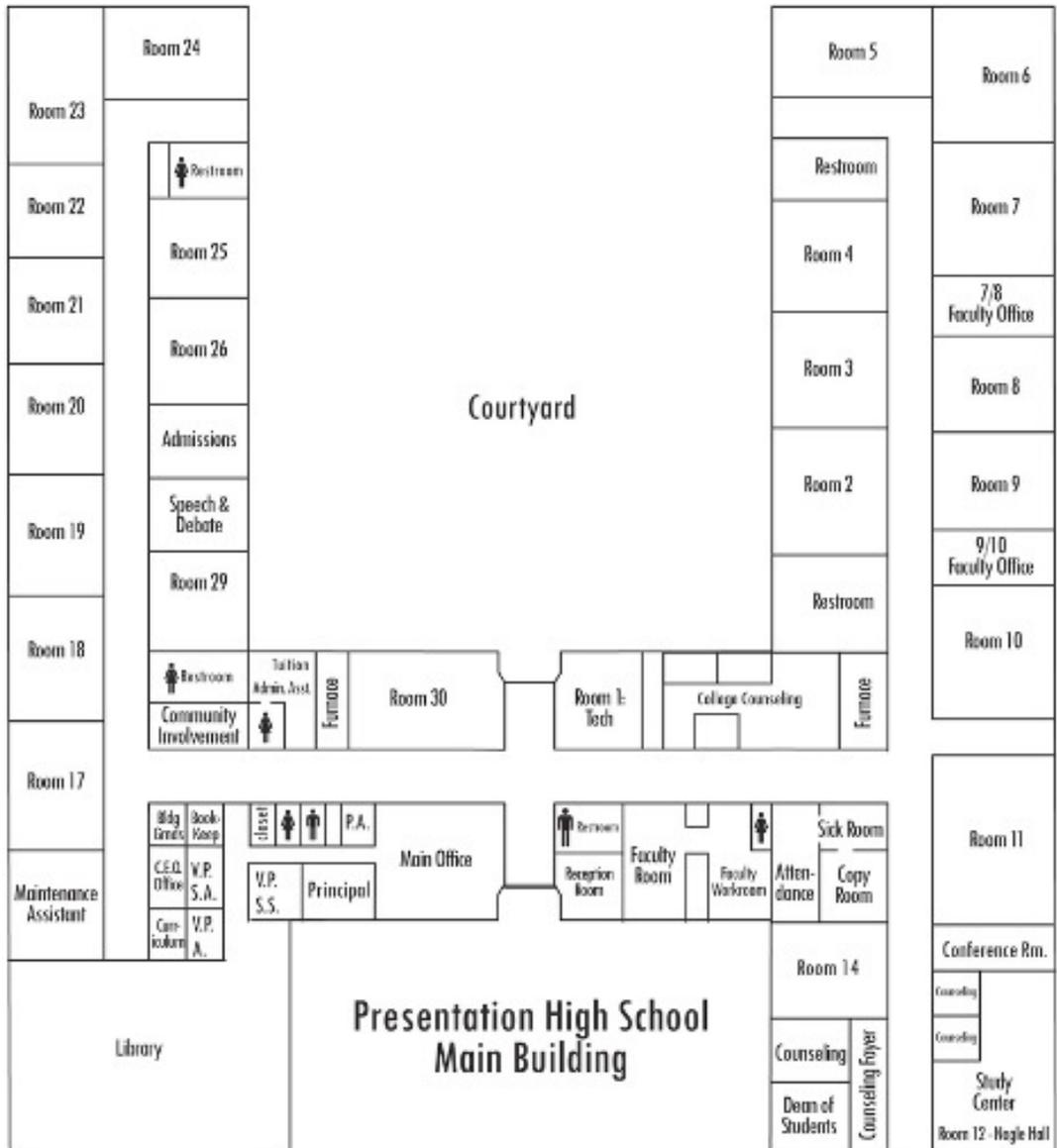
Presentation High School has a policy of not ranking students.

Presentation High School's College Board Code (CEEB) is 053097.

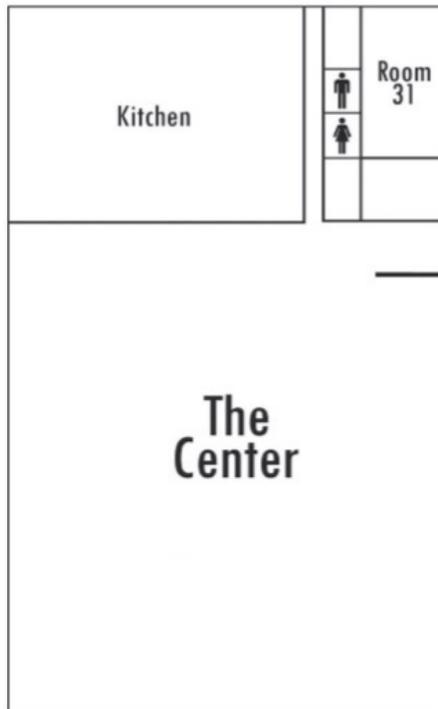
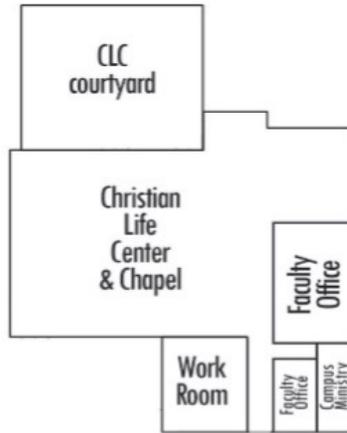
# School Building Maps



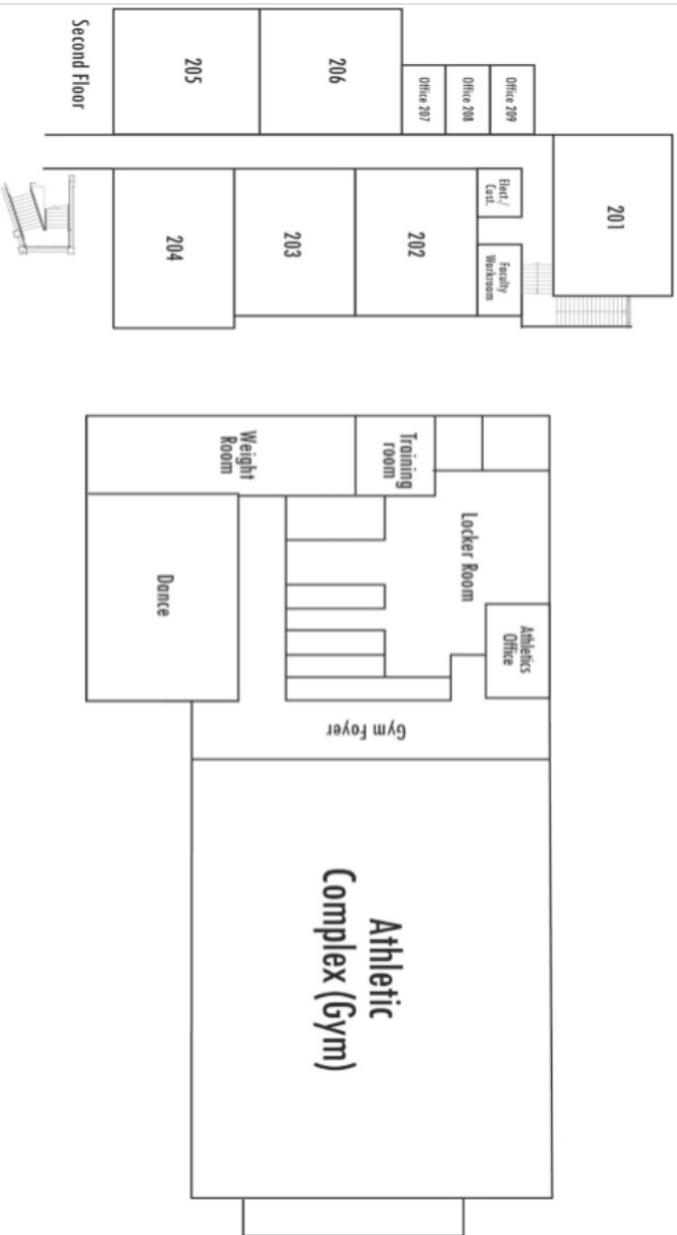
PRESENTATION  
HIGH SCHOOL  
CAMPUS MAP



Plummer Ave.



# Stephens Family Building 200



# Classroom Theater Complex

