

**Presentation High School**  
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## **Educational Leadership**

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Stacey Stebbins, Vice Principal of Student Affairs  
Crystal Catalan, Director of Diversity, Equity and Inclusion  
Melissa Ursin, Director of Catholic Identity

## **Counselors and College Counselors**

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Sara Domian, Counselor and Counseling Department Chair  
Yvette Frojelin, Counselor  
Elizabeth Valencia, Counselor

Chelsea Althouse, Director of College Counseling  
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## **Department Chairs**

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English, Sean Donoho  
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Modern Language, Monica Stampfl  
PE, Sierra Maestas  
Religious Studies, Tam Tran  
Science, Diane Rosenthal  
Social Studies, Amy Fields  
Visual and Performing Arts, Cynthia Ford-Pustelnik

## **Other Contacts**

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Michael Baldwin, Director of Facilities  
Lisa Bunnell, Tuition & Financial Aid  
Sara Domian, Scheduling Coordinator  
Krista Rentschler, Dean of Students  
Missy Meighan, Educational Specialist  
Lisa Fuqua, Attendance Coordinator  
AnnMarie Kelly, Registrar  
Michael West, Athletic Director  
Cherie Somavia, Office of Prevention of Bullying Harassment & Abuse

*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: [kluscher@presentationhs.org](mailto:kluscher@presentationhs.org)*

## Table of Contents

### General Information

Key Contacts	1
Student/Parent Contract and Handbook	4
Resources for Students and Families	4
Anti-Harrasement & Anti-Bullying Policy	7
Student Technology Use Agreement	12
1:1 Program Policies & Procedures	13
Academic Integrity Policy	18
Signature Pages	22

### Part One

Mission, Vision and Diversity	24
Graduation Outcomes	25
History	26
Traditions	27

### Part Two

Academic Policies & Expectations	28
Final Exams	29
Scheduling Policies	29
PowerSchool	31
Progress Reports/Semester Grades	31
Concussion Protocol	31
Summer School Remediation	31
Community College Enrollment Forms	32
Academic Monitoring & Probation	32
Athletic Probation	33

### Part Three

Attendance Procedures	34
Student Absentee Policy	34
Illness at School	36

Tardiness	36
<b>Part Four</b>	
Dress Code	36
<b>Part Five</b>	
General Campus Policies	40
Communication	40
School Hours	42
Visitors	42
Lunchtime and Food	42
Assemblies & Liturgies	43
Lost & Found	43
Diocesan Dance Policy	43
Emergency Procedures	45
<b>Part Six</b>	
Campus Discipline	47
Dismissal Policy	48
Suspension Policy	49
Detention Policy	53
Disciplinary Probation	50
Substance Use/Abuse Policy	51
Behavioral Expectations	51
Motor Vehicles	52
Parking	52
Non Compliance	52
Off-Campus Behavior	52
Public Performance	53
<b>Appendix</b>	
Bell Schedule	53
Graduation Requirements	56
Grading Scale	57
Alma Mater	58

## Student/Parent Contract and Handbook 2022-2023

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. 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. A basic familiarity with the school structure and opportunities for participation and leadership is important early in the school year. Additionally, 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 reserves the right to amend this handbook at any point and Parents will be given prompt notice if amendments are made.

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(s) located in the general information section of the Student Handbook. **The signature page must be submitted by the assigned deadline.**

### *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 & Mobile Crisis Service**

*Crisis Response Team to Respond In-Home  
for Youth in Crisis*  
Phone: (408) 294-0579

### **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

### **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 Resources**

*Mental Health Resources in Santa Clara County*  
[santaclara.networkofcare.org/mh/services/category.aspx?cid=8247&targetgrp](http://santaclara.networkofcare.org/mh/services/category.aspx?cid=8247&targetgrp)

## 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/resourcelist](http://www.glaad.org/resourcelist)

## **Student Handbook Contract**

### **Policies and Procedures**

#### **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**

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.

### **DEI Statement**

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 worldviews 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.

### **Culture of Inclusion Policy**

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 Center and Counseling Office. The follow-up procedure upon filing a report can be found [here](#) under the heading: "Discrimination, Harassment, Retaliation and Abusive Conduct Complaint Procedure."

In the event where a student violates the Anti-Harassment policy (either intentionally or unintentionally), which includes but is not limited to slurs, speech (written or oral), conduct, or actions that disparage, ridicule, or marginalize an individual or group based on identity identifiers, including, but not limited to ability, age, belief, ethnicity, family structure, gender, gender identity, learning style, race, religion, sexual orientation, and socioeconomic status, the school reserves the discretion to make the final determination of whether any particular speech, conduct, or action violates this policy, considering the totality of the circumstances in each particular situation.

### **Violation of Policy**

When it has been determined by the School that harm has taken place, we acknowledge the impact that this has on our community. In efforts to repair these relationships, we strive to follow a process which consists of identifying the harms in relation to the people and relationships broken, reparations, making amends, education, and individual and communal accountability to ensure the action is not repeated.

If the School determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense. Please see the Presentation High School Student/Parent Handbook for full details on the School's discipline and dismissal policy.

### **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.

### **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.
7. 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

1. Students are expected to use their iPad for academic purposes each day.
2. Students are expected to use their iPad in a responsible and ethical manner consistent with the Mission and Values of Presentation High School.
3. Students 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.
4. Students should keep their own device in their possession at all times. Students should not lend their iPad to other students under any circumstances.
5. 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.**
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. Students may not take pictures or film Presentation High School faculty, staff, or students without their permission. Additionally, students may not record conversations or lectures with teachers without their consent.

12. Students are expected to adhere to the policies outlined in the Student Technology Use Agreement in the Student/Parent Handbook.

### **Consequences for Violation of Policies**

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:

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>
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 2022-2023

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.

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*Print Student's Name*

*Student's Signature and Date*

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*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*

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.

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*Parent/Guardian's Signature*

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.

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*Print Student's Name*

*Student's Signature and Date*

- 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.

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*Parent/Guardian's Signature*

- 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.

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*Print Student's Name*

*Student's Signature and Date*

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

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*Parent/Guardian's Signature*

## **PART ONE**

### **Mission and Vision**

#### **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 worldviews 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.

#### **Gender Policy for Admissions:**

Presentation admits qualified students of any race, color, national or ethnic origin, age, disability, socioeconomic status, religion, sexual orientation, or veteran status. Consistent with its obligations under the law, in the administration of the school's programs and activities, Presentation prohibits unlawful discrimination on the basis of race, color, national or ethnic origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other characteristic protected by applicable law; Presentation also prohibits unlawful harassment including sexual harassment and sexual violence. However, because Presentation is a school for young women, only those who are female are admitted.

#### **Change of Gender Status:**

Presentation is a secondary school for young women. If an enrolled student no longer identifies as female, and wishes to remain at Presentation, they have an opportunity to do so as a Presentation Person - an ally and advocate for women. Presentation is first and foremost committed to fostering a



safe place for each of our students, and faculty, staff and school leadership will work collaboratively to support these students personally, socially, spiritually, and academically. Counselors and school leadership will work in partnership with the student and the student's parents/guardians to further address the needs and best interests of the student's social-emotional wellness, in alignment with the school's mission.

### **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 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.

### Traditions and Activities

- **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.
- **Multicultural Week:** A week-long, school-wide cultural celebration focused on identity, education, and dialogue, hosted by our affinity groups.
- **Dances & Event Nights:** Junior/Senior Prom, Black and White Charity Ball, Frosh Mixer and other special events.
- **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.
- **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 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 Grad Night:** Senior Grad night is a newer tradition started in 2011. Occurring in May, the senior class has an end of the year senior only extravaganza on campus where they partake in food, frolic, and activities that remain a surprise until the evening begins.
- **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.
- **Spirit Week:** Classes compete and earn spirit points for skill and ingenuity. Each class grows closer by working together on fun-filled activities and competitions.
- **Talent Show:** An opportunity for multi-talented members of our school community to perform for the student body, faculty and parents.

## **PART TWO**

### **Academic Policies**

#### **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 regularly. Homework 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, they should contact their teachers to make arrangements to make up any missed work. In the case of a prolonged absence a student's parents should contact their student's 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.

### Research Papers and Turnitin.com

Presentation subscribes to **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. 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 W (withdrawal) 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.

### Scheduling

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 Scheduling Coordinator.
- The Scheduling Coordinator collaborates with the student's academic counselor, department chairs and administration as needed to determine proper placement.

### **Schedule Change Process**

- Students are given instructions on the schedule change process when they receive their course schedule
- Students submit a schedule change request through the Google form that is provided by the Scheduling Coordinator and posted in Schoology. With their request, students must upload a completed, electronic version of the Parent/Guardian Schedule Change Permission Form found in the Appendix of the Scheduling Guide and also on the Presentation website.
- The Scheduling Coordinator 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 2022-2023 Deadline Dates**

#### **Fall Semester**

**Last day to add a new class: 6 class periods (approximately 2 weeks)**

**Last day to drop a class for a study period: 9 class periods (approximately mid-quarter)**

#### **Spring Semester**

**Last day to add a new class: 6 class periods (approximately 2 weeks)**

**Last day to drop a class for a study period: 9 class periods (approximately mid-quarter)**

After the final deadline to drop a class has passed, a student may request a W for a course. A W is intended to be an exception or intervention 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 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. All final scheduling decisions will be made at the discretion of the Scheduling Coordinator 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 PowerSchool 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 the student's counselor and the Vice Principal of Student Affairs who will then provide the 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 counselor in order to provide reasonable academic accommodations.

### **Summer School Remediation**

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, 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 support staff/faculty in order to support students whose GPA falls within a 2.0-2.5 GPA range. 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 and/or the Dean of Students in order to provide academic support. Students may be assigned to the Study Center during their free period 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 Policy**

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 (sore throat, cough, muscle/body aches, fatigue, fever/chills, vomiting or diarrhea, loss of taste or smell or shortness of breath/difficulty breathing) 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 an email from a parent, which states the day(s) of absence and the reason for the absence. The email should be sent to the Attendance Coordinator at [attendance@presentationhs.org](mailto:attendance@presentationhs.org) 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. When a student misses three days of a semester course, they will be contacted by the Attendance Coordinator. If a student continues to miss days of a semester course, the student and parent will be asked 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. 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 their student's 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.

### **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, dance team, theater, robotics, speech and debate, and other events/activities.

### **Excused 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.

### **School Liturgies**

All school liturgies and assemblies are held on Blue days, 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.

### **Free Periods**

All freshman and sophomore students who have a Free period at the end of the day (4th or 7th period) are to remain on campus until the end of that period. Students need to be in the center, courtyard, or library during their free period.

Juniors and seniors with a free period during 4th or 7th period have the privilege of leaving campus during that time. They will need to get a semester pass from the Attendance Coordinator in order to leave during 4th or 7th period. Students may not leave campus if the free period falls in the middle of the day. If students remain on campus, they will need to report to the center, courtyard, or library during their 4th and 7th period free periods.

If a student's free 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 free period at 1st or 5th chooses to arrive on campus during that period they will need to report to the center, courtyard, or library. It is never permissible for students to leave campus if their free period falls during the school day at periods 2nd, 3rd or 6th.

### **Illness at School**

A student who feels ill during the school day must report to the Health Office/Attendance Coordinator immediately. Students may be assessed for Covid-19 symptoms. Students who are not able to return to class promptly will also be sent home.

### **Wellness Center**

The Wellness Center is a designated space for students to go during the school day if they are feeling anxious, overwhelmed or stressed and need a place to reset, rest, learn and practice using coping strategies. Students in crisis will be referred to a Counselor and additional Mental Health resources will also be made available. Students may stay in the Wellness Center for **30 minutes** before the Wellness Center Coordinator checks in on them to determine if they should go back to class, if they need counseling support and/or if a call home should be made.

### **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. Students will receive a warning at their 5th 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 six times to any one class during a semester for any reason. Students who have excessive tardies will receive consequences.

Students who are meeting with their counselor, college counselor or Dean should return to class with a signed call slip/admit slip for their teacher. Students with a faculty or staff note/call slip 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 throughout the school day and at mandatory events. Parents and guardians who send their students to PHS, and students who choose the PHS experience, accept the judgment of the Administration as final in matters of school policies and procedures, including dress code. Since the parent is the primary educator of the student, it is the parent's responsibility to ensure that the student is in correct dress code on a daily basis while on campus and at school functions. 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. 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 policy.

### Tops, Sweaters, Shirts and Sweatshirts

- Tops/Shirts must be **solid** royal blue, navy blue, light blue, heather gray, or white. No logos allowed. All tops must be clean and pressed. **No logos allowed.**
- Sweaters/sweatshirts must be **solid** royal blue, navy blue, light blue, heather gray, or white. **No logos allowed.**
- Any Pres top/sweatshirt purchased through the **Panther Store** or Dennis Uniform is acceptable.
- Any top/sweatshirt that has been approved by the Dean of Students that says, "Presentation or PHS" is acceptable as long as it is royal blue, navy blue, light blue, gray, or white.
- 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.
- Black jackets, college sweatshirts, or apparel with any other school's name are not approved. **Hoods may not be worn during class time or liturgies.**
- **No striped or patterned tops, sweaters, shirts, and sweatshirts are allowed.**

### Uniform 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.**
- 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.**

### Uniform Pants

- The navy uniform pants from **Dennis Uniform** 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 Pres wear on top.
- On formal uniform days, students must wear these pants with the white PHS polo and the navy PHS V-neck sweater.
- Pants should be appropriately hemmed to correct length (Socks should not be showing or pants should not be dragging on ground).

### Formal Uniform

- Formal uniform must be worn for all liturgies, special occasions and events.
- The formal uniform consists of: Navy blue PHS sweater, White PHS crest polo shirt, the PHS skirt or the PHS navy pants from Dennis Uniform and white socks.
- The navy blue PHS sweater may be worn over the white polo. Any other combination is not permitted.

## Outwear

### Leg Wear

- Socks MUST be worn and be solid blue, gray, or white.  
Tights/nylons may be solid blue, gray, or white, or natural skin color.
- Leggings may be solid black, blue, gray, or white, or natural skin color.
- **No striped or patterned socks, tights/nylons, or leggings are allowed. No black tights/nylons allowed.**

### All Jackets

- Must be any **solid combination of black, navy blue, gray, or white.** (e.g. ski jacket with a gray yoke and blue body).

### Shoes

- Shoes must be worn at all times.
- UGG Slippers, or slippers of any kind, and flip flops are prohibited.

### 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, gauges or ear disks are allowed.

### Hair Color

- Hair must be well-kempt of a natural coloring, and highlighting must be subtle with no notable difference between light/dark hair
- 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 royal blue, navy blue, light blue, heather 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 Dean of Students and the Vice Principal of Student Affairs.
- No hats are to be worn during class time. Only official presentation headwear can be worn to school.

### 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.
- **PAJAMA TOPS AND BOTTOMS ARE NOT PERMITTED AT ANYTIME.**
- No transparent material may be worn
- Sweats are permitted only on free dress days and **must be solid black, navy blue, royal blue or gray.**

**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.
- 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.

**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.

**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. Students must come dressed to school in uniform and may change into their PE clothing during their PE period.
- No transparent material may be worn

**PRES Wear Wednesdays**

Every Wednesday students may wear Presentation gear on top and black/blue jeans to support school spirit. The only exception is if there is a liturgy, special occasion, or event.

**Senior Privilege**

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

**Accountability**

Any student in violation of the uniform policy will receive a minimum of a one-hour accountability, where they will need to complete service to the school on an early dismissal day. In addition, any senior who is not in uniform will lose their free dress privilege on Fridays.

## **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 one-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:

**Instagram**

**Facebook**

**TikTok**

**Twitter**

**YouTube**

**Websites**

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 until 6 p.m. each day unless it is closed for an afternoon meeting. Students remaining on campus after 4:00 pm who are not engaged in an after school activity should check into the library since there is no supervision in other areas of campus.

### **Visitors/Guests 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 under ordinary circumstances. They may eat inside during stormy or inclement weather when announced.

### **Delivered Food**

Students are not allowed to order food to be delivered to campus during school hours.

### **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 their 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, Softe 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:
  1. Stay with your teacher.
  2. 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.
  3. Students should stay in their lines, sit on the ground and remain silent.
  4. Once attendance is taken for and all members of your class are accounted for, stay seated and wait for further instructions.

2. If you did not evacuate with a teacher:
  1. Report to the “unassigned student area, sit on the ground, and remain silent.
  2. Once attendance is taken for and students are accounted for, stay seated and wait for further instructions.
2. If you evacuated during a passing period, flex time, or lunch:
  1. Line up with your mentor in alphabetical order.
  2. In the event the Mentor is not there, students should line up in the “Unassigned/Free Period” area.
  3. Sit on the ground, and remain silent.
  4. Once attendance is taken for and students are accounted for, stay seated and wait for further instructions.

**Booksin Avenue**

Fence Line   Fence Line   Fence Line   Fence Line   Fence Line   Fence Line

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A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**St. Chris**

**Gymnasium**

**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 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**

Detention is mandatory and will be served for one hour after school on. 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!** 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 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 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.

**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 -hour detention. Electronic devices will be kept. 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.

- |  |                  |   |
|--|------------------|---|
| <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> </ul> | <b>Detention</b> | <ul style="list-style-type: none"> <li>● Failure to bring in attendance documents and/or other mandatory paperwork</li> </ul> |
|--|------------------|---|

- Eating/drinking in the hallways, computer labs, or library or during class time
- Blocking entrance areas
- Excessive tardiness (4)
- Parking/traffic violations
- Minor technology agreement violations

- Inappropriate behavior at liturgies, assemblies, or clas
- Cell phone violation during the school day (cell phone will be kept over the weekend if confiscated on a Friday)

### Three-Hour Detention

- First level of academic integrity violation
- Chronic Tardiness (5)
- Five (5) detentions in the same year
- First offense, forgery
- Missed detention
- First offense of cutting class or any portion of class, including homeroom, Mission Time, liturgy and/or assemblies

- Inappropriate off-campus behavior
- Disrespect of faculty and staff
- Lying to faculty and school staff

### Suspension

- Physical violence toward another student or faculty member
- Written or verbal abuse that uses threatening, bullying or harassing language toward fellow students or teachers
- Use or possession of tobacco, vaping devices, marijuana, 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)
- Repeated Inappropriate off campus behavior

### 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

## APPENDIX BELL SCHEDULE

Standard Gold (periods 1,2,3,4) and Blue (Periods 5, 6, 7) Schedules:

Gold	Light Blue
8:15-9:30 Period 1 9:30-9:40 Passing/Break 9:40-10:55 Period 2 10:55-11:00 Prayer and Announcements (in Period 2) 11:00-11:05 Passing 11:05-11:30 Flex/HR 11:30-11:35 Passing 11:35-12:50 Period 3 12:50-1:30 Lunch 1:30-2:45 Period 4	8:15-9:30 Period 5 9:30-9:40 Passing 9:40-10:55 Period 6 10:55-11:00 Prayer and Announcements (in Period 6) 11:00-11:05 Passing 11:05-11:30 Flex/HR 11:30-11:35 Passing 11:35-12:50 Period 7

Blue Day Alternative Schedules:

Blue (45 min assemblies)	Blue (75 min assemblies)
8:15-9:30 Period 5 9:30-9:40 Passing/Break 9:40-10:55 Period 6 10:55-11:00 Prayer and Announcements (in Period 6) 11:00-11:15 Flex 11:15-12:00 Assembly (45) 12:00-12:40 Lunch 12:40-1:55 Period 7	8:15-9:30 Period 5 9:30-9:40 Passing/Break 9:40-10:55 Period 6 10:55-11:00 Prayer and Announcements (in Period 2) 11:00-11:05 Passing 11:05-11:30 Flex/HR 11:30-11:35 Passing 11:35-12:50 Assembly (75) 12:50-1:30 Lunch 1:30-2:45 Period 7

### **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 Scale

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

### Weighted Grading Scale

<b>% score</b>	<b>Grade</b>	<b>GPA</b>
97+	A+	5.0
93-96	A	5.0
90-92	A-	4.7
87-89	B+	4.3

83-86	B	4.0
80-82	B-	3.7
77-79	C+	3.3
73-76	C	3.0
70-72	C-	2.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
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.

## ALMA MATER

Our hearts our 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!