



2024-2025
Presentation High School
Student/Parent Handbook

2281 Plummer Avenue
San Jose, CA 95125

Phone: (408) 264-1664
Attendance Line: (408) 266-1060

www.presentationhs.org

Student/Parent Handbook

2024-2025

Dear Students and Parent(s):

The Student/Parent Handbook is a critical reference tool we revise annually. Please begin the year by reading it thoroughly to understand school policy pertaining to student life and conduct. The Presentation High School Student/Parent Handbook covers essential school policies and procedures.

We expect both students and parents to read the handbook from cover to cover during the first week of school. A basic familiarity with the school structure, student participation, and leadership opportunities is essential early in the school year. Policies are enforced from the first day of school to the last; we expect students and their parents to be familiar with them.

The school reserves the right to amend this handbook at any point, and students/parents will be given prompt notice if amendments are made.

Sincerely,

Kristina Luscher

Principal

Krista Rentschler

Dean of Students

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School Mission & Philosophy

Mission

Presentation High School is an inclusive Catholic, college preparatory school community serving young women. Our transformative education, rooted in faith, justice, compassion and love, inspires students to bring positive change to the world.

Vision

Presentation High School will be the region's preeminent Catholic high school for girls, distinguished by our exceptional programming and unique focus on balanced growth embedded throughout the Presentation experience.

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 that promotes respect, loving dialogue, equity, empathy, humility, courage, understanding, and societal awareness locally and globally.
- We believe that diversity is a blessing that refers to the myriad of personal experiences, values, perspectives, talents, and worldviews arising from cultural and circumstance differences.
- 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 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.

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 that must be nurtured.

- o 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.
 - o Presentation High School is committed to empowering young women to make responsible decisions and allowing them to find and develop their unique voices that will enable them to assume their full stature in today's society.
- Students and faculty must embody the motto “Not Words, But Deeds.”
 - o At Presentation, "Not Words, but Deeds" is not just a motto. Instead, it is a heartfelt mission statement, lived out and ingrained in our culture daily. Our school must be an active institution for peace and justice in the greater community.

Presentation High School Outcomes

Woman of Faith

- She values faith as part of being a whole, balanced human being.
- She nurtures her relationship with God and her spiritual life through personal and communal prayer experiences.
- She understands the core teachings of Catholicism and considers them when making decisions.
- She recognizes the dignity of all people, created in the image and likeness of God.
- She lives the Gospel through community service, informed citizenship, advocacy, and care for creation.

Woman of Intellect

- She is an empowered learner who uses self-reflection to ensure her success personally, academically, and professionally.
- She is intellectually curious, seeks truth and authenticity, and critically evaluates information.
- She is an analytical thinker who breaks down problems, recognizes patterns, and identifies relevant information.
- She is a problem solver who uses design thinking to create new, useful, and imaginative solutions.
- She is an effective and creative communicator of complex ideas in written, verbal, and artistic forms.

Dedicated to Working with Others

- She respects, appreciates, and celebrates cultural diversity.
- She understands her own impact and applies intercultural communication skills in her relationships with others.
- She works collaboratively, values teamwork, resolves conflicts respectfully,
- She identifies systemic injustices and uses her power to advocate for change.
- She serves as a fearless and faithful leader for the common good.

Committed to Personal Growth

- She demonstrates a growth mindset and takes responsibility for her intellectual, physical, psychological, and spiritual self.
- She recognizes the importance of and treats others with empathy, respect, and care.
- She is empowered and acts as an ally and advocate for women.
- She recognizes the importance of wellness and balance and practices self-care.

Contact Information

Presentation High School

2281 Plummer Avenue, San Jose, CA 95125

Phone: (408) 264-1664 Fax: (408) 266-3028

Educational Leadership

Holly Elkins	President
Kristina Luscher	Principal
Siobhán O’Byrne	Vice Principal for Curriculum & Instruction
Chérie Somavia	Interim Vice Principal for Student Services
Melissa Ursin	Vice Principal for Mission & Catholic Identity

Student Services

Sara Domian	Counselor and Counseling Department Chair
Yvette Frojelin	Counselor
Elizabeth Valencia	Counselor
Chelsea Althouse	Director of College Counseling
Jasmin Miller	College Counselor
Ana Silva	College Counselor
Krista Rentschler	Dean of Students
Marie Lopez	Learning Specialist
Ary Gasca	Para-Educator
Carmen Pauls Wiens	Wellness Center Coordinator
D.J. Taormina	Testing Coordinator

Department Chairs

English	Sean Donoho
Math	Jessica Ramirez
Modern Language	Elodie Dal Sacco
PE	Sierra Maestas
Religious Studies	Catherine Aquino

Science	Jennifer Hamilton
Social Science	Amy Fields
Visual & Performing Arts	Kate Deak

Other Contacts

Michael Boennighausen	Chief Financial and Operations Officer
Rita Jajjo	Director of Diversity, Equity, Inclusion & Belonging
Lisa Bunnell	Tuition & Financial Aid
Darren Delatorre	Director of Facilities
Sara Domian	Scheduling Coordinator
Lisa Fuqua	Attendance / Health Office Coordinator
Julianne Garnett	Community Engagement Manager
AnnMarie Kelly	Registrar
Lynn Lee	Internship Director
Fr. Victor Trinidad	Chaplain
Lindsay Velez	Admissions Director
Michael West	Athletic Director

Faculty and staff can be reached via email using the first initial of their first name and their last name before the @presentationhs.org address. Example: kluscher@presentationhs.org

Resources for Students and Families

Crisis Hotlines

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.crisistextline.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

National Teen Dating Abuse Helpline

Dating Abuse Helpline

Phone: (866) 331- 9474

www.loveisrespect.org

National Sexual Assault Hotline

Sexual Assault Hotline

Phone: (800) 656-HOPE (4673)

online.rainn.org

In-Home Support/Crisis Response

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

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

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

Informational Resources

American Foundation for Suicide Prevention

Suicide Prevention Info and Resources

afsp.org

Psychology Today

Broad-based Info and Therapist Locator

www.psychologytoday.com

National Health Council for Behavioral Health

www.thenationalcouncil.org

GLAAD Resource List

LGBTQ Resources and Info

www.glaad.org/resourcelist

General Information

Assemblies & Liturgies

Assemblies and liturgies at Presentation enhance the school's academic, social, and spiritual programs. Attendance is **mandatory**. 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.

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.

Closed Campus

Presentation maintains a closed campus. 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. This includes study periods and lunch. Juniors and Seniors who have a study period as their last class of the day may leave campus. Students are not allowed to return to their vehicles during the school day unless given permission by a Presentation faculty/staff member.

Communication

Parent Communication

It is the student's responsibility to share information that is conveyed during the school day. Such communications may include course calendars, policies & objectives, PowerSchool, Schoology login information, information regarding upcoming events, and personal notes from teachers/staff.

Parent Contact with Teachers, Counselors, and Administrators

Parents can contact PHS faculty, counselors, or administrators 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.

If a parent has a question for a teacher regarding their student's academic performance, they may email the teacher or leave a voicemail message. Teachers aim to have all homework assignments graded and posted within one week of the due date. Teachers will endeavor to have all quizzes and tests graded and posted within two weeks of the date of the test/quiz. Teachers will aim to have papers and projects graded and posted within three weeks from the due date. Students or parents should contact teachers, department heads, or the Vice Principal of Curriculum and Instruction with questions regarding grading or other concerns.

Parent Contact with Students during the School Day

We expect that arrangements for transportation and other family business are handled outside of regular school hours. During the school day, students are not allowed to check their cell phones for text or voicemail messages. Therefore, parents should avoid contacting their students via cell phone during the school day. Cell phone use by students during the school day will result in a one-hour detention and confiscation of the phone. If there is an emergency and a parent needs to contact their student, they may call the main office.

Conflict/Communication Protocol

If a student or parent needs clarification about school policies or resolving conflicts, students and parents may follow the communication protocol outlined below. Below are some potential scenarios that may occur during a student's high school career. It should be noted that Presentation believes that under most circumstances, the parties involved in the issue should first talk with one another before taking any problem to a third individual. If this procedure does not resolve 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 no 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 a resolution cannot be reached after talking to the teacher, the student and parent(s) should contact the teacher together. If a resolution cannot be reached, the student and parents should notify the department chairperson. The Vice Principal of Curriculum and Instruction may become involved if a resolution cannot be reached.
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.

Drop Off/ Pick up

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 student pick-up in red zones, driveways, or in the middle of the street. During morning drop-off, parents/guardians should refrain from parking in any spaces in the Presentation parking lot.

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 like laptops, tablets, phones and cameras. Books, clothes, etc. found on the campus will be turned in to lost and found, located near the Attendance Office. 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.

Lunchtime and Food

Eating during instructional time in classrooms is not permitted under ordinary circumstances. Some instructors may not allow students to chew gum in their classrooms.

Students may be allowed to eat inside during stormy or inclement weather when announced.

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

Students should not eat lunch in classrooms unless a club meeting is taking place. Students should not regularly eat lunch with an individual instructor - lunchtime is a time for students to hang out with other students (and a time for instructors to recharge or build community with other colleagues).

Main Office Drop-Off Policy

Items that a student might have forgotten or needs, such as an iPad, snack, athletics uniform, etc., may be dropped off in the Main Office. The Receptionist will contact the student to pick up the items. While we recognize that this may happen occasionally, we discourage parents and students from making this a regular occurrence.

Media/Public Relations

Presentation High School students may appear in school-produced media releases, school publications, other public media outlets, and other school-related social media outlets.

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 may contact the Dean of Students via email and complete the the [Photo/Social Media Opt-Out form](#). This form must be renewed each year.

Mission Aligned Giving Policy

In the spirit of Nano Nagle and the Sisters of the Presentation, Presentation High School enthusiastically supports charitable giving and fundraising efforts for local and international needs. Putting faith into action and mindful of our motto, "Not Words But Deeds," we strive to support organizations that foster justice, compassion, and love of neighbor.

In unity with international Presentation organizations, we especially value the following:

- Environmental Stewardship: caring for the whole of creation.
- Social Justice: challenging unjust structures for those oppressed and those made poor.
- Advocacy: for the global rights of women, children, indigenous and tribal peoples.
- Spirituality: living contemplative faith grounded in Gospel values.
- Hospitality: cultivating a welcoming heart to honor the dignity of all people.
- Compassion: to love one another and to nurture relationships in community.

Any student, faculty member, or campus organization who wishes to engage in organized charitable activities in the Presentation community should complete the proposal below and submit it to the Vice Principal of Mission and Catholic Identity at least three weeks before the desired event. Priority will be given to organizations that uniquely support women. Activities may include but are not limited to the sale of goods (baked or other homemade items), collecting donations for material items, benefit concerts, theater productions, and cash collection.

Proposal:

1. Name of the sponsoring campus group or individual:
2. Name of the recipient organization:
3. Please write a paragraph explaining how supporting this organization aligns with our mission and values listed above:
4. Description of activity or event:
5. Requested date and time of activity:

Presentation High School is highly engaged in our local community through the Holiday Drives and works to support the work of the Sisters of the Presentation during our Mission Drive. Please note, no additional activities will be approved during the Holiday Drives or Mission Drive, nor will we support an organization or cause that is inconsistent with Catholic values.

School Hours

The Main Office is open from 7:30 a.m. - 4:00 p.m. daily.

The Learning Commons is open until 5:30 p.m. each day unless it is closed for an afternoon meeting.

Students who remain on campus after 4:00 p.m. and are not engaged in an after school activity should check into the Learning Commons 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. Students are responsible for communicating this policy to their friends.

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 Dean of Students. 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, at least in 7th grade, and no older than a senior in high school.

Attendance

Attendance is an integral part of the education process at Presentation. A student absent from class misses important learning activities and assessments, academic discussions, and personal interactions with other students and the teacher. It is the expectation of Presentation that each student be in school and on time every day. When students are absent, all pertinent procedures listed below must be followed. Partnership between parents and school officials is critical as we work together to create responsible adults.

Attendance Procedures

If a student is feeling ill, the student should stay home. Parents are expected to email or call the Attendance Office before 8:00 am on the day of the absence at attendance@presentationhs.org or by phone at (408) 266-1060.

If a student misses school due to a diagnosis of an infectious disease (ie: COVID-19), the parents must notify the Attendance Office as soon as possible to prevent the further spread of the illness. In addition, a doctor's note will be required for re-admittance to school.

When reporting any absence, the parent should include the following information:

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

The parent/guardian should call back or email 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.

If a student is absent due to illness for more than 3 consecutive school days, they must bring a doctor's note to the Attendance Office upon their return.

The Dean's Office will investigate absences that appear irregular. If circumstances warrant further verification of the reason for an absence, the Dean reserves the right to ask for a doctor's note.

Students should not make appointments during the school day. After school, holidays, and vacation periods should be used for appointments. In the rare instance where a student needs to be excused from class for a medical, dental, or orthodontist appointment, the following procedure should be followed:

- If a student will miss the start of the school day, the parent must call the Attendance Office by 8:00 am on the day of the appointment. When the student returns to school, the student must present a doctor's note as verification of the appointment and will be given an admit slip to return to class. .
- If a student needs to leave campus early for an appointment, a parent must call the Attendance Office Coordinator by 8:00 am on the day of the appointment. An early dismissal form will be provided to the student by the Attendance Coordinator and this serves as a pass to leave school at the appointed time specified by the parent.

Students are not allowed to call in their own appointments, even if they are over 18 years of age.

If the Attendance Coordinator is not available, the student must go to the Main Office Receptionist. If a student misses more than 15 minutes of any class it will be considered an absence.

Any student who does not follow the above procedure will be considered cutting a class and will be referred to the Dean of Students.

Powerschool Attendance Codes

Blank=Present | A=Absent | T=Tardy | U=Unverified | R=Verified | B=With Admin | C=Truant/Cut | D=Discipline | F=Funeral/Bereavement | ILL=Illness | L=Long Term Illness | TC=Testing Center | N=Nurses Room | S=School Activity | TLC=the learning commons | CC=college counselor | GC=guidance counselor | WEL=Wellness Center | RTR=Retreat | ATH=School Athletics | DOC=Doctor Appointment | COL=College Visit | HOM=Awaiting Test Results | QRN=Quarantine-COVID | CON=Concussion | REL=Religious Observation |

Attendance and Co-Curricular Activities

Students who join co-curricular activities must attend at least 2 full academic classes to participate on the same day. 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. Any exceptions must be approved by the Vice Principal of Student Services.

Student Absence Policy

Daily attendance is required and necessary to achieve our graduation outcomes. Students are responsible for accessing their course materials through Schoology and coordinating with their teachers to complete missed work when absent.

If a student misses three (3) days of a semester course, their Counselor will contact them via email or request an in-person meeting. Upon the 5th absence, a meeting with the student, parent, and school administration will be scheduled to discuss the nature of the absences and develop a plan to ensure the student meets the learning objectives in their classes.

Extended Absences

If a student misses six (6) or more days in a semester, they will be required to complete additional coursework to earn credit for the course and/or attend Saturday School. This can be waived in extenuating circumstances.

Chronic or Medical Absences

For long-term or chronic illnesses, a doctor's note will be required.

Planned Absences

Use the **PLANNED ABSENCE FORM** for any absences related to non-Pres events including family travel, college visits, planned medical procedures (ie: wisdom teeth, other surgery), scheduled appointments (ie: DMV or passport), non-Pres teams, etc.

Members of our travel teams (ie: dance, robotics, speech & debate) should use this form when traveling for competitions. The completed form must be turned into the Attendance Office ONE WEEK PRIOR to the planned absence and must include the signatures from the teachers **for the classes that you are missing**, your counselor, a parent/guardian, and yourself.

We understand that these are important events to attend. But we also know that they don't just pop up. These types of activities are planned in advance so please be responsible and alert your teachers by completing the form. Failure to do so could yield academic consequences.

Here are a few clarifications on when to use the form.

- **This form is NOT for regular doctor/dentist appointments.** However, a parent/guardian must still report that absence to the attendance office and a doctor's note following the appointment must be brought to the attendance office when you return to campus.
 - Examples of planned absences are:
 - Family travel/vacation
 - College Visits
 - Planned extended medical procedures (wisdom teeth / other surgery)
 - Scheduled appointments (DMV / passport)
 - Members of our travel teams (dance/robotics/speech & debate)
 - non-Pres sports travel/club teams

For a planned absence, please obtain your teacher's signature only for the classes that you will be missing. You do not need a teacher's signature if you are not missing that particular class. You do not need to list the class name. The teacher's signature indicates that they acknowledge and are aware of the absence.

- If you have a free period, you do not need a teacher's signature.
- Please remember to have a parent/guardian sign the form.
- After all the appropriate teacher signatures are obtained, please schedule an in-person meeting with your counselor and obtain her signature. Please don't just drop in.
- Return the completed form to the attendance office. Do not fill in the bottom of the form that states "For Attendance Office Use Only".

Free Periods

All freshman and sophomore students who have a free period as their last class of the day are to remain on campus until the end of that period. Students need to be in the Center, courtyard, or the Learning Commons during their free period.

Juniors and seniors with a free period as their last class of the day have the privilege of leaving campus during that time. If students remain on campus, they will need to report to the center, courtyard, or Learning Commons during their free period.

If a student's free period falls at the beginning of the day, the student need not arrive on campus until the beginning of their first class or Advisory period. If a student with a free period at the start of the day chooses to arrive on campus during that period they will need to report to the center, courtyard, or Learning Commons. It is never permissible for students to leave campus prior to the start of the last period of the day.

Illness at School

A student who feels ill during the school day must report to the Health Office/Attendance Coordinator immediately. Students who are not able to return to class will be sent home.

Tardiness

A student arriving to any class after the second bell has rung will not be admitted to class without an "Admit" slip. The student must obtain this slip from the Attendance Coordinator before proceeding to the class. Teachers will require an "Admit" slip from all students who are tardy. (*Note: teachers may define and enforce a more stringent tardy policy than is stated in the handbook.*) It is the parent's 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 detention.

Students who are meeting with their counselor, college counselor, Dean, or Vice Principal/Principal 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.

Wellness Center & Attendance

The Wellness Center is a designated space for students to go to 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 need 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.

Campus Policies

Code of Conduct

We believe that students receive the best education when students, parents/guardians, and school officials work together in partnership.

As an express condition of enrollment, students and parents/guardians shall follow standards of conduct that are consistent with the mission, vision, and principles of the Presentation High School. These principles include but are not limited to:

- Students should be tolerant and considerate of others and their cultures and identities.
- Students are responsible for expressing themselves appropriately, respectfully, and constructively and actively listening to others' viewpoints.
- Students have the responsibility to monitor their own actions as well as report instances of discrimination and harassment perpetrated against others.
- Students have the responsibility to come to each class on time, with proper materials, and to be mentally prepared to learn each day.
- Students have the responsibility to act in a respectful manner towards faculty/staff and fellow students.
- Students have the responsibility to contribute to the cleanliness and beauty of the school environment.
- Parents/guardians are expected to work courteously and cooperatively with the School to assist the student in meeting the academic, moral, and behavioral expectations of the School.
- Students and parents/guardians may respectfully express their concerns about the School operation and its personnel.

These expectations for students and parents/guardians include but are not limited to all School-sponsored programs and events (e.g., clubs, athletics, retreats and field trips).

Anti-Harassment, Anti-Bullying, and Culture of Inclusion Policies

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 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 or bullying behavior based on this list of traits or characteristics for any reason.

Harassing or bullying 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 dismissal from Presentation High School. Harassment or bullying of students by faculty or staff members will result in corrective or disciplinary action, up to termination of employment.

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, or 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 characteristics;
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 that may include:

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, to maintain 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 is unwanted, aggressive behavior among individuals that involves a real or perceived power imbalance. The behavior is repeated over time. In order to be considered bullying, the behavior must be aggressive and include or have the potential to include an imbalance of power and repetition.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying: verbal bullying, relational bullying, and physical bullying.

Bullying may involve, but is not limited to:

- Teasing
- Threatening to cause harm
- Inappropriate sexual comments
- Intimidating
- Stalking
- Cyberstalking
- Cyberbullying
- Physical violence
- Theft
- Sexual, religious, or racial harassment
- Public humiliation
- Destruction of school or personal property
- Social exclusion
- 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 or opposes 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 is prohibited and 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 dismissal.

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 Reporting Process

Any student who believes that she has been harassed, discriminated against, or subjected to retaliation or abusive conduct, including bullying, should immediately report their concerns to any faculty or staff member of Presentation High School, or to the Dean of Students. Reports can also be submitted via the anonymous STOPit app.

Any complaint alleging a potential violation of the Culture of Inclusion Policy will be referred directly to the Vice Principal of Student Services and/or the Director of Diversity, Equity and Belonging.

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 the opportunity to be heard and reaches reasonable conclusions based on the preponderance of the evidence. When appropriate, the School will communicate the results of that process to the impacted parties. 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: (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 the Anti-Harassment and Anti-Bullying Policy will be referred directly to the Dean of Student Wellbeing and Safety.

When the allegations, if true, might result in a suspension or dismissal, the School will investigate the allegations. All members of the PHS community are expected to cooperate fully with any investigation.

When conducting an investigation, PHS will take the following steps:

- 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. If the Principal is a party to the underlying complaint, the appeal should be directed to the Dean of Students or his/her designee.

Violation of Policies

The school reserves the discretion to make the final determination of whether any particular speech, conduct, or action violates our policies, considering the totality of the circumstances in each particular situation.

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 that 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 policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including dismissal.

Student Behavior and Campus Discipline

Driving and Parking

Students who drive to school must obtain a parking permit. Vehicles without a permit will not be allowed to park in the Pres parking lot during school hours. 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 regulations will result in a minimum of detention and possibly having their car towed at their own expense and their parking privileges revoked.

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.

Electronic Devices

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

Phones are to be collected at the beginning of each period by the teacher and kept in the cell phone rack. Students can pick up their phones at the end of the class. Phones may not be visible or used by any student during the school day and must be stored in the student's locker or backpack during FLEX and lunchtime.

This policy is in effect during mandatory school-wide, class-wide, or other organized student activities that take place during the day, unless permission is granted by the Dean. Without a warning, the school reserves the right to confiscate any electronic device from students who violate this rule. Students will receive a 1-hour detention for violation of the policy, and students can retrieve the phone after school from the Dean's office.

Smartwatches are not allowed and must be removed during the school day if a student chooses to wear it to school. If a student wants to track their health activity they can use a device that does not connect to their phone or have cellular data. During the school day, headphones or earbuds may be used in the Learning Commons or during a student's study period. Headphones or earbuds may not be used in a classroom without special permission given by the teacher.

iPads are to be used for school purposes only and not for personal use during FLEX and lunchtime.

Electronic devices will be kept after three violations and parent(s)/guardian(s) will need to come to the school for a meeting with the Dean of Students and to retrieve the electronic device.

Falsification of Notes and/or Misrepresentation by Phone

Forging a parent/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 dismissal.

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 may result in disciplinary action. 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

We expect students to behave in a manner consistent with the school's mission and values both on and off campus. Students who engage in conduct that is 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 students agree to abide by Presentation High School's mission and values both on and off-campus. Off-campus conduct by students that negatively impacts a student's well-being or the Presentation community is prohibited.

Underage drinking, use of illegal substances, indecent exposure, posting of inappropriate pictures/videos on the Internet (i.e. pictures of a sexual nature or which depict illegal activity, or use of foul language), or bullying of any kind is not consistent with Presentation High School's mission or vision. This policy also includes the On and Off Campus Computer Use Policy outlined in Student Technology Use.

Public Performance Policy

Whenever a student speaks, performs, or otherwise publicly represents Presentation High School through a school-sponsored activity, 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 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 may be sent home unaccompanied at the parents/guardians' expense. Disciplinary consequences will be determined by the Dean of Students upon the student's return to campus.

Smoking/Vaping

Smoking and Vaping are prohibited at school and all school-sponsored events. A student possessing or using tobacco, marijuana, or a vaporizer will receive a suspension, parents will be contacted, and the student will be placed on a behavior contract. A repeated offense will result in dismissal.

Presentation High School reserves the right to contact local law enforcement when there is reasonable suspicion that a student is using, in possession of, selling, or distributing any alcohol or illegal substances.

It is important for students and parents/guardians to understand the legal ramifications of drug involvement. A person who spends time with a person who sells drugs can be convicted of aiding and abetting in a felony. Referring a customer to a seller is a form of drug trafficking.

A homeowner can be criminally prosecuted for hosting a party at which drugs are used or sold.

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 a violation of the law. 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.

Any student who comes forward, of their own initiative and volition, with an alcohol or drug problem will work with their counselor and parent(s)/guardian(s) to create follow-up care that best supports the student in overcoming the abuse or misuse of the drugs and/or alcohol.

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 dismissal. This disciplinary process will attempt to address the totality of the person, event, context, and consequences of the offense.

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/parent may be required to obtain, at the parent/guardians' 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.

Campus Discipline

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 the campus of any student in conjunction with an investigation into any possible violations of school policy.

Disciplinary Procedures

If the School determines that a policy/policies has been violated, remedial action will be taken, commensurate with the severity of the offense. Discipline is managed by the Dean of Students and the Dean of Student Wellbeing and Safety in consultation with the Vice Principal of Student Services. When determining what, if any disciplinary actions will be taken, a fair and neutral investigation will take place. During an investigation, the following steps will be followed:

- Interview of student and others relevant to the issue
- Parent/Guardian or family member of student(s) who are interviewed will be notified that a violation of a school policy/policies has been reported and that a disciplinary investigation is taking place
- A written summary of the disciplinary investigation is provided which includes an overview of the situation, parties involved, rationale, conclusion, and next steps.

Disciplinary Outcomes

Possible outcomes for violation of school discipline policies include but are not limited to Student/Dean Conference, Parent/Guardian Conference with the Dean and/or VP of Student Services, loss of eligibility to participate in school-sponsored activities, participation in restorative practice activities, detention, placement on disciplinary contract and/or probation, suspension, and dismissal.

Restorative Practices

Restorative practices are designed to support student growth and learning, repair relationships, and build community. The Dean of Students will work with the Director of Diversity, Equity, and Belonging, the Vice

Principal of Student Services, Faculty members, and/or Counselors to implement reflection and restorative discussions.

Detention

Detention is mandatory and will be served at the direction of the Dean of Students after school. No excuse will be accepted. This includes but is not limited to: appointments, after school employment, athletic events and seeing teachers. Detention will begin on assigned days 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. **Excessive detentions during one school year may 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, failure to bring in attendance documents, violation of the Technology Use Agreement, excessive tardiness, cell phone violations or any other violation of school policy.

Behavior Contract and Probation

If a student repeatedly violates school rules, the student may be placed on a disciplinary/behavior contract and/or disciplinary probation. The student, parents/guardians, Dean of Students and Vice Principal of Student Services 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 dismissal.

Suspension

Suspensions are reserved for very serious violations and/or if it's in the student's best interest to be removed from campus temporarily. During a suspension, a student would not be able to participate in co-curricular activities. Presentation High School reserves the right to suspend any student whose values or conduct are in conflict with what the school professes in the Student-Parent 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.

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.

Detention/Suspension/Dismissal Policy

The following is a partial list of those reasons for which a student may receive a detention, be placed on a behavior contract, be suspended, or dismissed from school. Not all behaviors which result in disciplinary actions are listed below. Cases are decided on an individual basis and the list below is not determinative, as some instances may depend on other circumstances, such as prior misconduct. It is possible, given the seriousness of an offense, that any behavior listed under suspension could be grounds for dismissal. The Principal or Vice Principal of Student Services has the final decision in determining if an unlisted behavior will result in either suspension or dismissal. All decisions are final.

Detention

- Uniform violations and free dress code violations
- Failure to bring in attendance documents and/or other mandatory paperwork
- Eating/drinking in the hallways, computer labs, learning commons, or during class time w/o permission
- Excessive tardiness (4)
- Parking/traffic violations
- 1st offense for unattended device, violation of the Technology Use Agreement, or abuse of iPad Pro and Accessories.
- Inappropriate behavior at liturgies, assemblies, or during class
- Cell phone violation during the school day

Three-Hour Detention

- 2nd offense of academic integrity policy
- Chronic Tardiness
- Five (5) detentions in the same year
- First offense, forgery
- Missed detention
- Inappropriate off-campus behavior
- Disrespect of faculty and staff
- Lying to faculty and school staff
- 1st offense of cutting class or any portion of class, including Advisory, liturgy and/or assemblies
- 2nd offense for unattended device, violation of the Technology Use Agreement, or abuse of iPad Pro and Accessories.
- 1st violation of Culture of Inclusion Policy. Depends on the severity of the event or may be escalated to suspension or dismissal

Behavior/Discipline Contract and Suspension

- 3rd offense of academic integrity policy
- 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, 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.)

- 2nd violation of Culture Inclusion Policy. Depends on the severity of the event or may be escalated to dismissal
- 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)
- 2nd+ violation of inappropriate off campus behavior

Dismissal Policy

Presentation High School reserves the right to dismiss any student whose values or behavior are in conflict with what the school professes as stated in the Student-Parent Handbook. In cases where the Dean of Students recommends dismissal, a summary of incident and evidence will be provided and the Student Conduct Board may be convened. The Principal reserves 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 or his/her designee.

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 includes but is not limited to underage drinking; use of illegal drugs (i.e. marijuana), stealing personal or academic property, and unlawful sexual activity.
11. Bullying, abusing, or harassing another student.

Student Conduct Board

The Student Conduct Board meets at the initiative of the Dean of Students and convenes on the authority of the Vice Principal of Student Services. 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 is made up of the Vice Principal of Curriculum and Instruction and nominated members of the faculty and staff. Students who are brought before the Student Conduct Board may request that their counselor accompany them and their family as support.

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 Vice Principal of Student Services. The recommendation can be appealed to the Principal, who then will make the final decision.

Technology Use Policies

The use of campus technology is intended to promote greater academic collaboration and communication among the Presentation community. Violation of Technology Use Policies 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 the 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).
6. Printing is available at select locations throughout campus and is powered by the PaperCut application on student iPads. Use of the printers is strictly for classroom materials only. Print only what you absolutely need. The Technology Department reserves the right to restrict excessive printing.

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 violations of this usage policy are 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. Student communications and chat platforms (Google, MS Teams, Zoom, Schoology) are available for educational collaboration only. Content may be subject to review and supervision. Inappropriate behavior might include but is not limited to, making any statements that are explicitly or implicitly threatening, demeaning, or intolerant. Using a communication platform inappropriately will result in disciplinary action.

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 a school email 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 password 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. *Only PHS owned and distributed devices may connect to the school network.*

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. Neither 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 Air M1, Logitech folio Keyboard Case, Apple Pencil (2nd gen) Apple charger + cable. 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 who are no longer enrolled in Presentation High School must return their Apple iPad Air M1, Logitech folio Keyboard Case, Apple Pencil (2nd gen), and Apple charger + cable immediately upon their termination of enrollment.
6. Students who fail to return their Apple iPad Air M1, Logitech folio Keyboard Case, Apple Pencil (2nd gen), Apple charger + cable at the end of their senior year or upon termination of their enrollment at Presentation High School will be billed for the full 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 Air 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 the device as the 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. Students should return their Apple iPad Air M1, Logitech folio Keyboard Case, Apple Pencil (2nd gen), and Apple charger + cable 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 Air M1: Replacement Cost \$700.00
 - II. Logitech Folio Touch Keyboard Case with Trackpad: Replacement Cost \$160.00
 - III. Apple Pencil 2nd Gen: Replacement Cost \$120
 - IV. Apple USB-C 1m Charging Cable: Replacement Cost \$20
 - V. Apple USB-C 20W Charging Block: Replacement Cost \$20

AppleCare+ Program - Damage and Repairs

1. Students are responsible for maintaining their iPad Air and accessories in good working condition at all times.

2. iPad Air devices and/or accessories that are damaged or malfunctioning must be reported to the Help Desk in Room 40 (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 depending on the severity of damage for each break/repair.
4. The school's Technology Services Department, located in Room 40, 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 replacement cost.
6. If it can be determined that a student is responsible for damages to another student's Apple iPad Air M1, Logitech folio Keyboard Case, Apple Pencil (2nd gen), Apple charger or cable, 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 the full listed prices for each item that is lost, damaged, unrepairable, or stolen. The full replacement cost of the entire iPad Air bundle will be \$1,020.

Taking Care of Your Device

The iPad Air 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 Apple iPad Air M1, Logitech folio Keyboard Case, Apple Pencil (2nd gen), Apple charger + cable.
2. Students should keep their iPad in the school-issued Logitech protective keyboard case at all times.
3. The Apple iPad Air and accessories have been labeled by the school. Students may not modify, remove, or destroy these labels.
4. 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. Tech Room 40 will have cleaning supplies available to use.
5. 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.
6. Students should not leave their device in a location where it can be damaged by cold, heat, or moisture. The Apple iPad Air M1, Logitech folio Keyboard Case, Apple Pencil (2nd gen), and Apple charger + cable 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.
7. Students are responsible for the security of their iPad and should not leave them unattended or unsupervised.
8. 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 full replacement cost of the device.

9. If you find an unattended iPad Air or its accessories (Logitech folio Keyboard Case, Apple Pencil (2nd gen), Apple charger + cable), you are responsible for returning the iPad to Room 40. Do not attempt to locate the student assigned to the device.
10. Students are required to fully charge their iPads each night and have them at school, along with all accessories, each day for class.
11. 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.
12. 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.
13. School-issued iPads are not to be linked to an Apple "Family Share". This can compromise the security of the iPad. The iPad will need to be brought to the Technology Department for a device erase and reset.

Acceptable Use Guidelines for Using Your iPad at School

1. Students are expected to use their iPads for academic purposes each day.
2. Students are expected to use their iPads 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 devices 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 classwork without a device.
6. It is expected that students have their iPad with them and fully charged each school day. Students can sign out loaner devices and chargers 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 or headphones 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 for illegal purposes at any time. This includes, but is not limited to: cyberbullying, 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 violate 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 may not connect any other devices to the PHS wireless (or wired) network other than their PHS-issued iPad. This includes personal cell phones, laptops, 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. 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 “Hotspots” and/or VPNs are prohibited at all times while on campus.
14. VPN or other private network access that 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 hotspot while on campus at any time.
15. Students are expected to adhere to the policies outlined in the Student Technology Use Agreement in the Student/Parent Handbook.

***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. Please see other consequences under Student Behavior/Campus Discipline.*

Academic Policies

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, plagiarize or use AI without permission 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, 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, using Artificial Intelligence without permission and plagiarism are violations of academic integrity.

The following are some 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;
- 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);
- Sharing and/or transmitting either in hard copy or electronically, test information from previous or current year;
- Sharing another's academic property electronically or otherwise without their permission or representing as one's own the work of another.

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

- 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;
- Use of any translator, online or in person in Modern Language courses;
- Inappropriately using Artificial Intelligence (ex. Chat GPT) and submitting work as your own.

Academic Integrity in the Age of Artificial Intelligence

We believe in preparing students for the future. Our students will likely engage with artificial intelligence in the future. As such, we view it as partly our responsibility to teach students how to use new technology and tools in ways that are appropriate, responsible, and efficient. Rather than ban this technology, we are choosing to view this as an opportunity to learn and grow.

However, generative AI is not a substitute for schoolwork that requires original thought. Students may not claim AI-generated content as their own work without citation. In certain situations, AI may be used as a learning tool or a study aid. However, it is important that students acknowledge that AI is not always factually accurate and has the potential to produce biased and discriminatory results.

Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Teachers will be clear about when and how AI tools may be used to complete assignments utilizing a stoplight coding system (green, yellow and red). Individual teacher and department policies will be clearly indicated on the course policies of every class. Existing procedures related to potential violations of our Academic Integrity Policy will continue to be applied.

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.

ACADEMIC INTEGRITY CONSEQUENCES

1st Offense

Meeting with the teacher, referral to the dean, 50% on assignment/assessment (teacher's discretion to make-up the points) and parent notification.

2nd Offense

Meeting with the teacher, referral to the dean, 3-hour detention/Saturday School, 50% on assignment/assessment, and parent notification.

3rd Offense

Meeting with the teacher, referral to the dean, zero on assignment/assessment, reporting to colleges, academic integrity behavior contract, suspension, and parent notification.

All violations of academic integrity, both major and minor will be reported by the teacher to the Dean of Students and kept on file by the Dean throughout the time the student is enrolled at Presentation High School. Academic integrity violations may preclude a student from earning an end-of-the-year award.

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 final transcript report. The 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.

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 that outlines what the student needs to accomplish academically in order to stay enrolled at Presentation will be signed by the student, parents/guardians, and the Dean of Students. The Dean meets regularly with students on academic probation to review academic information on PowerSchool. Students on academic probation may be 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. In order to participate in prom, juniors and seniors are not allowed to have an F letter grade. Seniors with any Fs will not be able to participate in end of the year school sponsored seniors activities.

A student must have at least a 2.00 GPA the quarter prior to participate in any interscholastic sport, in speech and debate, dance, choir, theater, or robotics.

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 papers will result in removal from the trip. Any costs associated with the trip and its cancellation are 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

This is in compliance with CIF and WCAL policies.

To be eligible for athletics, 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.

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.

Authentic Grading Practices

Grading Philosophy

Presentation believes that grades should be an authentic and true reflection of student learning. To this end, Presentation teachers seek to create grading systems that produce accurate grades. Furthermore, we want our grading system to be bias-resistant and we want grades to motivate students to work to their highest potential.

Minimum Grading

The 100 point/percentage scale is orientated towards failure - Fs cover a range of 60 points of the traditional 100 point scale while each of the other grades, A, B, C and D each have a range of 10 points. To address this issue, students who earn below a 50% grade will receive at least 50% grade. In most cases, students who fail to turn in an assignment will receive a 50% grade. Teachers will indicate in Schoology as a comment that the assignment is missing or incomplete.

Note: the policy is being adjusted for the 2024-2025 school year in the following ways:

- Some assignments may be exempt from the minimum grading policy due to breaches of academic integrity. Zeros will be given for assignments where students are found cheating, plagiarizing, or using AI outside the permissions granted by the department, teacher, or assignment guidelines. Students may earn back points by submitting authentic work. If the assignment is required, students must complete and submit authentic work to earn credit for the course.
- Teacher are encouraged to utilize either:
 - Partial Credit for Incomplete Assignments: Students receive partial credit for assignments that are incomplete but demonstrate effort and understanding of some concepts.
 - Effort-Based Grading: Assignments are graded based on both correctness and effort. Students can earn a baseline grade for demonstrating substantial effort, even if all answers are not correct.

Either way, students who attempt assignments will earn more than those who submit no work at all.

Required Assignments

Some assignments are absolutely vital for the assessment of student learning. These required summative assessments (test, papers and/or major projects) must be completed for course credit. If these assessments are not completed, even though a 50% may appear in the gradebook, students will earn an incomplete for the entire course (ultimately converting into a failing grade if not completed by the designated date at the end of the semester). Teachers will clearly indicate at the beginning of the semester which assignments are required for

course credit. Students caught cheating or plagiarizing did not complete the assignment and can not earn credit for the course until authentic student work is submitted.

Assignment Due Dates and Flex Time

Due dates and deadlines matter in school and in the “real world”, however demonstrating successful completion of academic standards is preeminent. As such, most assignments will have Flex Time of two school days. Assignments submitted within the flex time will be accepted without late penalty.

However, there are a couple of exceptions to this policy:

- classwork is not eligible for flex time and
- a category of assignments may be created for which flex time is not available. This “no flex” formative assessment category can be up to 10% of the overall grade.

Teachers will clearly indicate in writing assignments that are not eligible for flex time.

Policy for Late Work

Late Work Due to Absence (either due to illness or school-related activity)

Students will have a minimum flex time of two school days. If a student is absent the day a large assignment is due, she has 2 additional days to submit the assignment.

If a student is absent from class, any missed assignments/graded work will receive an “Incomplete or Missing” as a comment in Schoology after the flex period has passed, and the score will temporarily be a “50%.” Teachers will collaborate with the student upon their return to establish a reasonable timeline for completing missed work, tailored to the length and nature of the absence. *However, students should be the ones who initiate this collaboration.*

Late Work Not Due to Absence

Flex time: Each teacher will provide a minimum of two school days as flex time for turning in assignments eligible for flex time (see “Assignments Due Dates and Flex Time” above). No late penalty will be applied if the assignment is turned in within the flex time provided. Teachers may choose to allow longer flex times.

Accepting Late Work:

At a minimum teachers must allow students to submit and grade unit classwork and homework until the end of the unit. However, late work penalties may be applied to assignments submitted after the flex time allotted by the teacher.

If a summative assignment is a “Required Assignment” necessary for course credit (i.e. students get an incomplete, and potentially failing grade, without this assessment completed), it must be accepted through the end of the semester (the last day of semester finals)..

Extra Credit/Retakes and Redos

Extra credit will no longer be accepted to improve grades. Instead, teachers will offer additional opportunities for students to demonstrate mastery on at least one major assessment each semester. Students can do this by completing thorough test corrections or by revising or redoing the assessments.

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 the Director of College Counseling. Students will be notified of this policy and any deadlines via the Student Bulletin each spring semester by the Director of College Counseling.

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 who will then work with the Athletic Trainer and the Vice Principal of Student Services to provide information regarding the return to school concussion protocol. The family will be asked to follow the protocol and share it with their treating physician. At the earliest convenience, the concussed student will be encouraged to see a licensed healthcare provider trained in the management of concussions. A written diagnosis must be turned into the counselor in order to provide reasonable academic accommodations.

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. 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.

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.

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.

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 2024-2025 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 Science.

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.

Grading Scale

% score	Grade	GPA
93-100	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

% score	Grade	GPA
93-100	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.

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/guardian is the primary educator of the student, it is their 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 parent(s)/guardian(s) 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. All tops must be clean and pressed. **Logos may not be larger than 1 inch.**
- Sweaters/sweatshirts must be royal blue, navy blue, light blue, heather gray, or white. **Logos may not be larger than 1 inch.**
- Any Pres top/sweatshirt purchased through the Lantern Locker or Dennis Uniform is acceptable.
- 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/sweatshirts, 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, or 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.
- The length of the skirt should be school-appropriate (no shorter than mid-thigh). Undergarments should not be visible.
- **Sweats are not allowed to be worn with the skirt at any time.**

Uniform Shorts

- The navy blue uniform shorts from Dennis Uniform or any other approved provider (ex: Old Navy) may be worn on normal uniform days.
- The uniform shorts must be worn appropriately at all times. On regular uniform days, students may

wear these shorts with any Pres wear on top.

- Uniform shorts are not allowed on formal dress days.
- **They may be no shorter than four inches above the middle of the kneecap.**

Uniform Pants

- The navy uniform pants from Dennis Uniform or any other approved provider (ex: Old Navy) may be worn any day of the year, including formal uniform days.
- The uniform pants must be worn appropriately at all times. On regular uniform 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 or blazer.
- Pants should be appropriately hemmed to correct length (Socks should not be showing or pants should not be dragging on ground).

Winter Wear Uniform

The winter wear uniform may be worn from November through March.

- Any navy or gray Pres sweats paired with any Pres sweatshirt.
- No other sweats or sweatshirt combination is permitted.

Formal Uniform

A formal uniform must be worn for all liturgies, special occasions and events. Students have three options for formal uniform:

1. Navy blue PHS sweater, white PHS crest polo shirt, the PHS skirt or navy pants and white socks. The navy blue PHS sweater may be worn over the white polo. Any other combination is not permitted.
2. Navy blue PHS sweater, white collared shirt, the Pres plaid tie, 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 collared shirt. Any other combination is not permitted.
3. Navy blue blazer, white collared shirt, the Pres plaid tie, 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 collared shirt. Any other combination is not permitted.

Leg Wear

- Socks **MUST** be at least ankle height and be worn at all times. Only solid blue, gray, or white are approved.

Tights/nylons may be solid black, blue, gray, or white, or natural skin color.

- Leggings may be solid black, blue, gray, or white, or natural skin color.
- Sweats may not be worn under the uniform skirt at any time.
- **No striped or patterned socks, tights/nylons, or leggings are 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). **Logos may not be larger than 1 inch.**

Shoes

- Shoes must be worn at all times.
- UGG slippers/ UGG boots or a similar looking brand, and rain boots are allowed.
- Any other form of slippers or flip-flops are prohibited.

Hair Color

- Hair must be well-kempt, a natural coloring and any highlighting must be tasteful. Full unnatural colored hair is not permitted.
- If a student is interested in adding any non-natural color to their hair, they must have it approved by the Dean of Students.

Miscellaneous/Add-ons

- 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 Lantern Locker Coordinator
- 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.
- No hats or scarves are to be worn during class time or school-wide events/assemblies.

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.
- The Presentation PJ bottoms sold in the Lantern Locker store are acceptable.
- Sweats may be worn on free dress days.
- No transparent material may be worn.

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, 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 transparent clothing 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 are only permissible during PE class and Dance class. 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

*At any time clothing should not be offensive or display vulgar content or language.

PRES Wear Wednesdays

- Every Wednesday students may wear Presentation gear on top and black/blue jeans to support school spirit.
- Any top/sweatshirt that says, "Presentation or PHS" is acceptable as long as it is royal blue, navy blue, light blue, gray, or white.
- The Presentation PJ bottoms sold in the Lantern Locker store are acceptable.
- The Presentation sweats sold in the Lantern Locker store are acceptable.
- The only exception is if there is a liturgy, special occasion, or event.

Fun Sock Fridays

- Wear any fun colored or patterned socks on Fridays!
- The only exception is for liturgy or special event days.

Senior Privilege

Second-semester seniors may have free dress and wear college sweatshirts on Fridays only. Students must abide by the free dress attire policy.

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.

APPENDIX

Daily Schedule

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

Gold 1 Schedule		Blue Schedule		Gold 2 Schedule	
8:30-9:45	Period 1	8:30-9:45	Period 5	8:30-9:45	Period 2
9:45-9:50	Prayer	9:45-9:50	Prayer	9:45-9:50	Prayer
9:50-9:55	Passing	9:50-9:55	Passing	9:50-9:55	Passing
9:55-10:20	Advisory/FLEX	9:55-10:20	Advisory/FLEX	9:55-10:20	Advisory/FLEX
10:25-11:40	Period 2	10:25-11:40	Period 6	10:25-11:40	Period 1
11:40-12:20	Lunch	11:40-12:20	Lunch	11:40-12:20	Lunch
12:20-1:35	Period 3	12:20-1:35	Period 7	12:20-1:35	Period 4
1:35-1:40	Passing			1:35-1:40	Passing
1:40-2:55	Period 4			1:40-2:55	Period 3

Blue Day Assembly Schedule:

	Blue Assembly (75 min assembly)
8:30-9:45	Period 5
9:45-9:55	Passing/Break
9:55-10:25	FLEX/Advisory
10:25-11:40	Assembly
11:40-12:20	Lunch
12:20-1:35	Period 6
1:35-1:40	Passing
1:40-2:55	Period 7

Graduation Requirements

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 Science.

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.

English	8 Semesters
Modern Language	4 Semesters (of the same language)
Mathematics	6 Semesters (including Algebra 2)
Physical Education	2 Semesters (including 1 semester of PE Health)
Religious Studies	7 Semesters
Science	3 Years of Lab Science (including 1 year of Life Science and 1 year of Physical Science)
Social Science	7 Semesters (including 1 semester of Ethnic Studies)
Visual & Performing Arts	3 Semesters (including one Level I & II sequence in the same art discipline)

Emergency Procedures

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:
 - a. Freshmen: Exit the doors on the north side of the gym closest to the aquatic center
 - b. Sophomores: Exit the doors on the south side of the gym closest to the dance studio
 - c. 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 advisory teacher. In the event the advisory 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:
 - a. Stay with your teacher.
 - b. 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.
 - c. Students should stay in their lines, sit on the ground and remain silent.
 - d. 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:
 - a. Report to the “unassigned student area, sit on the ground, and remain silent.
 - b. Once attendance is taken for and students are accounted for, stay seated and wait for further instructions.
3. If you evacuated during a passing period, flex time, or lunch:
 - a. Line up with your mentor in alphabetical order.
 - b. In the event the Advisory instructor is not there, students should line up in the “Unassigned/Free Period” area.
 - c. Sit on the ground, and remain silent.
 - d. Once attendance is taken for and students are accounted for, stay seated and wait for further instructions.

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 e’re 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!

