



PARENT / STUDENT HANDBOOK

2021-2022

LOVE LEARN LEAD

THE PRESENTATION SCHOOL | 20872 BROADWAY | SONOMA, CA | 95476

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SECTION I: INTRODUCTION

A. GREETINGS FROM THE PRESENTATION SCHOOL

Welcome to the Presentation School community. Core school values underlie the mission, rules and procedures outlined in this Parent-Student Handbook. As a result, it is important that returning families and newcomers alike take the time to review this handbook. All parents and legal guardians (collectively referred to as “parents”) are expected to review this Handbook with their children. The School reserves the right to revise this Handbook and/or any individual School policies as necessary in the School’s discretion, with or without notice. A schedule of school events, dress up days, early dismissals, speaker coffees, and holidays is updated daily throughout the year. It is available on our school website: www.presentationsschool.com.

We appreciate your time and consideration as you study our Parent-Student Handbook. Your cooperation and support are essential for a smooth school year as well as the general support of all of our learners. Thank you for your participation.

B. MISSION

The Presentation School, an independent school guided by Catholic values, challenges its students to be active learners, reaching their individual potentials with an integrated curriculum and small class sizes. As a visionary, collaborative, and faith-filled community, together we work to prepare students spiritually, academically, socially and physically to become life-long learners and socially responsible leaders.

C. STUDENT LEARNING OUTCOMES

LOVE

We strive to create faith-filled graduates who have developed a greater sense of themselves and their role as active community builders.

We strive to create kind graduates who embody the gospel values of *love, gratitude, respect, service and integrity*.

LEARN

We strive to create graduates who are both critical and creative thinkers, strong and effective communicators, and collaborative problem-solvers.

LEAD

We strive to create graduates who are of service to others and their community.

We strive to create graduates who communicate respectfully and clearly, who can and will speak up for others, and can clearly explain what they think and why.

D. ACCREDITATION AND MEMBERSHIP

The Presentation School is accredited by the following:

- Western Association of Schools and Colleges - WASC
- California Association of Independent Schools (CAIS)

The Presentation School is a member of the following:

- National Association of Independent Schools -NAIS
- Bay Area Directors of Admissions - BADA
- Independent School Management - ISM
- North Bay Association of Independent Schools - NBAIS

E. HISTORY

In the spring of 1997, a group of Sonoma teachers, representing decades of experience, endeavored to bring a “Renaissance” in education to the Sonoma Valley. This vision integrated high standards in academic achievement, with a balanced view of a young person’s learning. The School community would support children not only in their academic growth, but also in their development of faith, the arts and athletics. These teachers, now known as the “charter faculty,” possessed the will and hopeful determination to shepherd this emerging idea, by bringing it to a group of supportive parents and community members. The response to this new option for an independent education was extremely favorable. A rare seed was planted, and a vision has become a fruitful reality for more than 15 years.

F. NON-DISCRIMINATION STATEMENT

The Presentation School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other School-administered programs.

G. THE STUDENT’S ROLE

The Presentation School will endeavor to support students to:

- Understand and incorporate the values of the School.
- Develop academic success based on a strong foundation of skills and knowledge.
- Explore visual and performing arts, music and athletics.
- Gain an enduring curiosity of learning.
- Discover personal interests and intellectual passions.
- Gain self-confidence and communication skills.
- Develop organizational and study skills.

SECTION II: DAILY OPERATIONS AND PROCEDURES

A. ATTENDANCE, ABSENCES AND TARDIES

Student attendance is critical to academic performance and student citizenship. The hours that School is in session are generally from 8 a.m. to 3 p.m. or as indicated by the School. All students are required to be in attendance during those hours, unless they are absent for an authorized reason. Authorized reasons include but are not limited to student illness, bereavement, and observed religious holidays.

In the event that a student will be absent, late for School, or needs to leave school early or during the school day, a parent must notify the School following the procedure indicated below.

1. ABSENCES AND TARDIES

Absences

Absence is generally defined to include being more than twenty minutes late for school/class. For absences, parents are expected to call the School Office at 707-935-0122, ext. 201 or email Meaghan Hengehold at mhengehold@presentationschool.com no later than 9 a.m. on the morning of the absence. A 24-hour answering machine will take a message. Special arrangements may be made with the Head of School and teachers in the case of a prolonged absence because of serious illness or injury (see Medical Leave.)

Intentionally not attending a class (cutting) is considered serious misbehavior and students will receive disciplinary consequences for doing so.

Excessive Absences

The Presentation School considers regular attendance at classes essential. A student who has 15 absences from a class during one semester may lose opportunity to receive credit for that class. Any and all special circumstances that require a student to miss multiple days from School must be communicated and arranged well in advance. Students and parents are responsible for both arranging for an extended absence, as well as meeting all deadlines for student work.

School-related absences such as field trips and athletic events do not count towards the 15 absences. Notification from the School will generally be as follows, but the School reserves the right to modify, bypass or proceed directly to implementing consequences in its sole discretion:

- Upon the 8th absence, parents will receive notification from the school;
- Upon the 12th absence, parents will receive a second notification, and a parent conference will be held with the Head of School.
- Upon the 15th absence, administration will determine whether a student will lose credit for the class.

Tardies

For tardies, parents are expected to notify the School Office in advance. This may be done via e-mail or phone call to the School Office. Excessive tardies, defined generally as more than five tardies per semester, will be monitored and addressed by teachers and administration.

Making Up Work

Parents and students who are absent or tardy are expected to check Beehively for missed assignments or contact their teachers by email. If a student needs help picking up books or assignments, call the office. When a student misses school, it is his or her responsibility to obtain assignments and to complete all work missed during the absence. Students must complete missing work within the same number of days they were absent unless there are extenuating circumstances and other arrangements have been made in advance with the instructor.

All teachers' policies are to be consulted with regard to more specific make-up work deadlines. If a student misses a class in which there is a test or quiz scheduled or a paper due, but attends other classes later the same day, that students will be expected to turn in the paper that day or take the test immediately after school, regardless of other commitments. Students who are repeatedly absent on test days may be required to present verification of illness from a physician.

2. APPOINTMENTS

Parents are expected to call the school office, in advance and provide the nature of the appointment, time of appointment and time the student will be leaving school. If the student is expected to return to school following the appointment, please also provide the expected time of return. Parents can leave a message on the 24-hour answering machine at 707-935-0122, ext. 201.

It is absolutely essential to check in and out with the Office at 707-935-0122, ext. 201. Be sure to sign out with a school staff/office member before leaving, and sign in upon returning.

3. PLANNED ABSENCES (FAMILY TRIPS)

The School calendar lists all early dismissal days and the days when school is not in session, including breaks. Parents should make every effort not to take their children out of school while it is in session, unless prior arrangements have been communicated with all teachers and School administration (including leaving early or returning late from School holidays and long weekends). If the absence is unavoidable, contact the teachers and School Office at least one week in advance. These absences should be planned carefully so as not to jeopardize the student's learning due to excessive absences. Eighth graders are expected, whenever possible, to arrange high school visits during times when The Presentation School is not in session.

4. PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice yearly. This is an important opportunity for teachers and parents to meet to discuss student progress. Families should not consider this time as additional school vacation. If parents choose to miss school conferences, then teachers and school administrators cannot be expected to make any extraordinary efforts to reschedule.

5. ALL-SCHOOL STANDARDIZED TESTING

All-School Standardized Testing takes place in the spring and will be communicated ahead of time to parents. Parents who choose to take students out of school during testing are essentially choosing not to have their children assessed in this manner. Due to the time-sensitive nature of standardized testing and the complexity of all-school testing schedules, the school is unable to make extraordinary efforts to reschedule testing for individual students.

B. ARRIVING AT AND DEPARTING FROM CAMPUS

Parents should drop off students at the designated drop off point on. All drivers are expected to be mindful that children are present everywhere on campus. Please drive very slowly when on campus.

The rule of thumb is to **go with the flow and move forward as far as possible**. If you need extra time loading and buckling students in the car, please park in the front so as not to disturb the drop off lines. Please follow instructions from faculty and administration during drop off and pick up. We are attempting to make entering/exit the campus friendly and efficient for all without backing up traffic on Broadway. If the front of the School is backed up and not moving, please proceed to the black top and turn around and join the queue. **PLEASE USE THE CROSSWALK IN THE FRONT LOT AND DO NOT CUT THROUGH THE GRASS**. People might be surprised and it is dangerous. Parents and students are prohibited from using South Broadway as a drop off or pick up zone.

Since there is limited adult supervision after school, parents must pick up their son or daughter within one-half hour after the last class (3:15) unless the student is involved in a supervised after-school activity. In addition, students may not be dropped off more than one half hour prior to the start of school, unless they have an appointment scheduled with a member of the school staff.

The Presentation School recognizes that many students carpool or ride with School friends when being dropped off or picked up from School. The Presentation School does not endorse, monitor or facilitate carpool arrangements. Please note that the School will only release a student for pick up at the conclusion of the school day to adults authorized in advance for pick up by the student's parents.

C. ACCESS TO SCHOOL CAMPUS, PROPERTY AND EVENTS

The Presentation School reserves the right to ban individuals, including parents/guardians, from entering the School campus or other School property, or to prohibit individuals from attending or participating in School-sponsored events/activities that occur off campus, when the presence or actions of such individual(s) poses a threat to the health, safety, well-being or security of the School, its employees, students, other community members, or property, interferes with the teaching, work or learning of the School's faculty, staff or students, or is otherwise necessary as determined by the School. All decisions to ban an individual, whether on a temporary or permanent basis, will be made by the Head of School in her sole discretion.

D. PROCEDURES FOR STUDENTS SIGNING OUT BEFORE THE END OF THE SCHOOL DAY

If a student is leaving campus before the end of the school day, a parent needs to inform the School Office by calling 707-935-0122, ext. 201 that morning. Students must then sign out in the School Office before leaving.

E. DRESS CODE

1. UNIFORM POLICY

The Presentation School's Dress Code/Uniform Policy is intended to help students concentrate on their fundamental purpose during the day: to be active, engaged and successful learners. Student attire should reflect respect for oneself and the School community. Student uniforms may be purchased from Lands End*.

*Live Link for Lands End listed at bottom of the Dress Code Section.

2. REGULAR UNIFORM OPTIONS

(Grade Levels K-5)

Pants:	Dark Grey or Khaki, pleated or plain front
Shorts:	Dark Grey or Khaki , pleated or plain front, length no shorter than 2" above knee
Skirts:	Dark Grey or Khaki skirt or jumper, length no shorter than 2" above knee
Skorts:	Dark Grey or Khaki, length no shorter than 2" above knee
Polo shirt:	White or burgundy with logo, short or long sleeved
Outerwear:	Burgundy or Pewter Grey Sweatshirts, sweaters, or fleeces with logo
Shoes:	Any PE appropriate sneaker/athletic shoe, enclosed shoes in good condition. This is an everyday requirement except on Dress Uniform days. No soft sole slippers, or boots are allowed.
Socks:	Any color sock

(Grade Levels 6-8)

Pants:	Dark Grey or Khaki, pleated or plain front
Shorts:	Dark Grey or Khaki, pleated or plain front, length no shorter than 2" above knee
Skirts:	Dark Grey or Khaki skirt or jumper, length no shorter than 2" above knee
Skorts:	Dark Grey or Khaki, length no shorter than 2" above knee
Polo shirt:	White or green with logo, short or long sleeved
Outerwear:	Green or Pewter Grey Sweatshirts, sweaters, or fleeces with logo
Shoes:	Any PE appropriate sneaker/athletic shoe, enclosed shoes in good condition. This is an everyday requirement except on Dress Uniform days. No soft sole slippers, or boots are allowed.
Socks:	Any color sock

3. DRESS UNIFORM REQUIREMENTS
(Grade Levels K-8)

Shirt:	White Oxford Shirt with logo, long or short sleeved, must be tucked into bottoms
Pants:	Dark Grey or Khaki, pleated or plain front
Skirts:	Dark Grey or Khaki. Jumper permissible in grades K-5. Length must be no shorter than 2" above knee.

Socks:	White, Black, Grey. (For skirts and jumpers, tights and knee-highs permissible in white, black or grey. Anklets in white, black or grey permissible in K-5. Anklets or ankle socks not permissible in grades 6-8.)
Shoes:	Solid color shoes are required; predominately brown or black. White dress shoes permissible. Heel must be less than 2".
Outerwear:	Logoed burgundy or green sweaters, vest or cardigan
Necktie:	Student choice
Belt:	Mandatory Grades 3 - 8
PE shorts:	Solid dark color and appropriate length for PE

4. ADDITIONAL UNIFORM REQUIREMENTS

Outer Wear:	On cold days (below 50 degrees in the morning), a non-school coat or rain jacket may be worn outside. For all other days, school specific outerwear is required.
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5. NON-UNIFORM ATTIRE/FREE DRESS DAYS

Certain days, generally every other Friday, during the school year are designated as "non-uniform" days. On those days, students are expected to dress in clothing appropriate for school life. On non-uniform days, please ensure that the student is dressed in appropriate attire and following the guidelines that are outlined for the day.

The following items are acceptable on non-uniform days:

- Tee shirts or collared shirts with School-appropriate logos. Shirts and dresses must cover torso, and sleeves must cover shoulders.
- Jeans in good condition

- Tights, active/yoga wear, are not appropriate for school, unless worn under a skirt, shorts or pants. Colors must be grey, black or white.
- PE appropriate shoes in good condition. No soft sole slip-ons, or boots are allowed.
- Shorts - mid-thigh length maximum
- Hats and sunglasses may be worn outside of classroom

6. HAIR, JEWELRY AND MAKEUP

Students must adhere to the following requirements.

Earrings:	Nothing distracting or disruptive of learning environment
Jewelry:	Nothing distracting or disruptive of learning environment
Hair Adornment:	Nothing distracting or disruptive of learning environment
Make-up:	Grades 7 & 8 only; light and natural
Hair:	Students may not have haircuts or styles that impede ability to see visuals in school (such as classroom screens and boards), natural color

7. CONSEQUENCES OF UNIFORM INFRACTIONS

The faculty and Head of School will resolve all questions regarding student dress code. Final decision on acceptability of student appearance will be made by the administration in accordance with the Uniform Requirement policies and in its sole determination. Compliance with the school’s uniform policy is ultimately the responsibility of the student and his/her parents.

Homeroom teachers will communicate with student and parents if a student is repeatedly out of dress code. Repeated disregard of the uniform policy will result in a meeting with the student, parents and Head of School. Any violations of this policy may result in disciplinary consequences.

* [Lands End School Uniforms](#)

F. EARTHQUAKES AND OTHER EMERGENCIES

If there is an earthquake, or other emergency, the School will activate its emergency action plan. Parents will be contacted through an emergency notification phone system in the case of an emergency. **Parents must keep the School office notified of any changes to their contact information by updating Beehively.** Please refer to the policy, *School Communication with Parents*, below, for more information.

G. FIRE AND EVACUATION DRILLS

Signs are posted in each classroom to indicate the proper fire evacuation exit for that classroom. Students are to follow the directions indicated on these signs and also directions given by the teacher in charge. Silence is observed during the entire time of the exercise.

H. PERSONAL ELECTRONICS

Students may not use their cell phone (talk, listen, or text) from 8:15 a.m. until after the last class dismissal. If students need to contact their parents, they need to get permission from a teacher or the Head of School. Parents may contact the Front Office at 707-935-0122, ext. 201 to get a message to their child. Students may check messages/talk/listen/text after school is dismissed.

Music electronics are also not to be used from 8:15 a.m. until after a student's last class dismissal. Individual teachers may establish individual classroom use exceptions; however, when a student leaves the classroom, these devices are not to be seen or heard.

These electronic devices should not be seen or heard, and this always includes text messaging. Students neglecting to follow this rule will have their personal cell phone/listening device confiscated by the Head of School and returned at the end of the day.

I. FOOD SERVICE

Parents are responsible for providing a nutritious lunch and snack for their child.

Each student buses his/her own lunch waste, and all students at the table are expected to clean the table. Food and drinks are permitted only in the Activity Center during lunch or at the outdoor tables near the playground during lunch and recess. The School requests that parents consider ways to provide only healthy snacks for their child. Candy and soda are not to be included as a snack or lunch item.

J. GUM

Gum chewing is not allowed at any time, unless prior permission has been given by the Head of School, in agreement with the student's teachers, as part of a learning accommodation. Students who are found chewing gum may receive disciplinary consequences, which may include being asked to help remove gum from sidewalks after school or during recess.

K. BEEHIVELY

Beehively Learning Management System is used by teachers and students alike to post and access course information, calendar/test details, and to collaborate online. Middle School teachers post assignments, quizzes, tests and major projects on Beehively Learning Management System to provide clarity and details for assignments. Beehively Learning Management System integrates with Google Apps that will allow for single sign on for student e-mail and Beehively Learning Management System accounts.

Students should use Beehively Learning Management System as a backup to their planners and in case of absences to check assignments. All students are required to bring and use a school planner in every class. Each student and parent logging in will have their own portal view with just their class information. They will see a list of upcoming events and can easily click on any of the links to drill down for more details.

Another feature of Beehively Learning Management System is the Parent Account. This feature allows parents to access Beehively Learning Management System and view their student's information including class events, assignment information, and homework. Though the school provides for online notification of class and homework, it the primary responsibility of students and parents to manage assignments and communicate with teachers regarding missing and late assignments and tests.

L. SCHOOL COMMUNICATION WITH PARENTS

Parents MUST provide current and reachable emergency contact information through Beehively. In case of an all school emergency, Beehively is our primary means of communication and updates. In case of an all school emergency (evacuation, fire, earthquake, or security lock down) Beehively will be used to send relevant information. Parents are asked to follow the directions given via Beehively's automated emergency contact system. When an emergency occurs, parents are asked not to call the school's front office for personal updates, as this will tie up the lines of communication.

To be sure parents can be reached in an emergency, please update your family's contact information in Beehively when any change occurs. When parents are temporarily away, please designate in writing who will be legally responsible for their son/daughter during their absence.

Delivering Telephone Messages to Students

Parents or guardians are asked to call the school with very urgent messages only. In these cases, please call the school at 707-935-0122, ext. 201 to send a message to a student. The school cannot guarantee that all messages will be delivered. Messages are delivered at lunch and after school except in cases of serious emergency. The front office will call home in an emergency or in case of illness.

M. SCHOOL CLOSINGS AND UNSCHEDULED EARLY DISMISSALS

In the event that School must close because of extreme weather, emergency or anticipated emergency situations, the Head of School will activate the Beehively emergency phone system. In these situations, it is essential that parents have updated the School with any change of address or phone numbers. (See *School Communication with Parents*.)

N. SCHOOL LIBRARY

The library is open for student use from 8:00 am to 5:30 pm on Monday-Friday. Students must always be accompanied by a School employee in the library. This is a

quiet place to work on homework, read, and relax. Students using the library must always respect the quiet nature of this community space.

O. AFTER-SCHOOL CARE

School supervised, after-school care is provided from 3:30-5:00 at a fee of \$12/hr (families will be charged for a full hour regardless of the time one leaves). All after-school care must be scheduled at least one full day in advance, so that the School can assure appropriate coverage. To arrange for after-school care, please sign up with Ms. Obedin. More information will be available via Beehively when the school year begins. Arrangement for student supervision during parent conferences must be arranged in advance of the date with the front office.

P. SCHOOL PROPERTY

1. LOCKERS

All upper school students are assigned a locker for storing their belongings. Students are expected to respect the privacy and belongings of their peers. Students are expected to use their lockers to store their books and electronics. Food must not be left in lockers overnight (problems develop with ants, rodents, insects, odors, etc.). The School is *not* responsible for anything taken from lockers or items left unattended.

Students are not to move or change assigned lockers. If there is a problem with a locker, it must be reported to the teacher or Head of School.

Any damage done to lockers by students is considered an act of vandalism and will result in disciplinary consequences.

Opening another student's locker without permission may be cause for disciplinary consequences, up to and including suspension or expulsion. Lockers are the property of the school and may be opened as necessary at any time by the administration.

2. SEARCHING SCHOOL PROPERTY INCLUDING LOCKERS/LOCKER ROOMS, DESKS

School property, including lockers, locker rooms, cubbies, and desks are the property of The Presentation School and are subject to search at any time without notice. Students do not have any expectation of privacy in the use or storage of belongings in these locations. The Presentation School reserves the right to inspect any lockers, desks, or any school property on the campus and grounds of the School. The Presentation School may also search student book bags, backpacks, purses, clothing, and other property on campus or at off-campus school activities, if the School has reasonable suspicion that a student has violated any school rules. In the case of reports that a student has engaged in conduct which threatens the safety of the School and its students, The Presentation School may confiscate a student's personal property and turn it over to law enforcement.

3. CARE OF SCHOOL PROPERTY

Theft and careless or intentional destruction of School property, such as the defacing of walls and desks and other acts of vandalism, will not be tolerated. Specified eating

areas, classrooms and locker areas should be kept clean and free of trash. Absolute respect for the property of other students, faculty, administrators and staff is also required.

Q. LOST AND FOUND

The Lost and Found is located outside, behind the Front Office. Periodically, after parents and students have been notified, the contents are donated to charity. The School is not responsible for lost or stolen items.

R. SCHOOL BOUNDARIES

For safety and security reasons, students are expected to avoid any unsupervised areas. They may enter school buildings and classrooms only when the room is normally open and properly supervised. Thus, students must wait for a teacher to enter the classroom. Students may not be in the parking lots during school hours unless supervised by a school official.

S. VISITORS TO CAMPUS

Any visitors to campus must get permission from the front office or Head of School in advance of any visit. Any visitors to the campus must check in with the front office first. Prospective students interested in applying to The Presentation School are welcome to spend part of a day on the campus and can arrange this "Shadow Day" with the Director of Enrollment.

T. SCHOOL DIRECTORY

The School's directories and any other personal and private information about students and their families are confidential and use by families is restricted for School-related or social purposes only. Any misuse of such information by students or parents may result in disciplinary consequences up to and including the student's expulsion from the School.

U. STUDENT RECORDS

1. ACCESS TO STUDENT RECORDS

Any parent, except one who has had his or her parental rights removed, has the right to access his or her child's student records. Parent requests for records should be responded to as quickly as possible. Once an alumni student turns 18, the parents' rights are transferred to the student and the student must request the records.

All requests of individuals or agencies must be recorded in a record or log of requests for information. The log or record must be open to the inspection of that student's parent and the school officials. The log or record must contain the following information: the name of the requesting party and the legitimate interest of the party. The log should be kept with the student's educational records.

2. TRANSFERS

Confidential records and/or information may be transferred from a private school to a public school within the state of California the student has transferred to or intends to enroll in, without written permission by parent, guardian or student over 18 years of age. Transfers must occur within 10 days from the request. Transfer of confidential records and/or information to a public school or district outside the state does require the written consent of parent, guardian or student over 18 years of age.

Transfer of confidential records and/or information to a private school (or any private or public agency other than a public school the pupil has transferred to or intends to enroll in or other individual) does require the written consent of parent, guardian or student over 18 years of age. However, records may be transmitted without consent in some situations, such as pursuant to a valid subpoena.

3. WITHHOLDING OF STUDENT RECORDS

Withholding a student's grades, diploma, and transcripts may only occur if the student willfully damaged school property or failed to return school property. Before any of these records may be withheld, the School will notify the parents in writing of the alleged misconduct and allow the parent or student to contest the allegations within the number of days specified by the School. If the family cannot pay for the damages, the School will provide a program of voluntary work. Records will not be withheld because a student's tuition account is in arrears.

SECTION III: HEALTH AND SAFETY

A. HEALTH RECORDS AND EMERGENCY CARDS

Parents must complete the Health Form and Emergency Cards at the time of registration each year. Notify the School if any changes occur in this information.

B. ILLNESS

Please do not send a student to School when he or she is ill. If a student starts to feel ill during the school day, he/she must check in with the teacher whose class he/she will miss and then go to the Front Office at 707-935-0122, ext. 201's Office. In addition, if a student is at school and appears ill, a faculty or staff member may ask the student to go to the Front Office. The Administration and/or Front Office will assess with the ill student whether the student should return to class or go home. A student who is sent home due to illness generally must remain at home for the entire day and may not return to campus to participate in an athletic, drama, or music event.

A child must be fever free for at least 24 hours without medication in order to return to class. If a child is vomiting, that child cannot return to School until the child has stopped vomiting for at least 24 hours.

The School reserves the right to alter this policy in light of the COVID-19 pandemic.

C. COMMUNICABLE/INFECTIOUS DISEASES

The School is required by law to report at once to the local Health Office the presence or suspected presence of any communicable disease. The School must also exclude from the School any student or employee affected with a disease that is presumably communicable until that person's doctor has given written permission for him or her to return to School or until the expiration of the prescribed period of isolation for that particular disease. The School may prohibit a student or employee who has been in a quarantine area from returning to School until he or she has been cleared by the local health officer.

The School will require that a student who is suspected to have a communicable disease is immediately picked up by a parent or other authorized individual and taken home. The School may choose to inform the School community that someone in the School community, without disclosing that person's identity, has been diagnosed with the communicable disease and recommend the parents and/or employees speak to their doctor if they have any concerns about exposure.

In the event that there is a pandemic or epidemic in Sonoma County or the State of California that relates to an outbreak of a communicable disease, including but not limited to measles, mumps, rubella, polio or whooping cough, and the Department of Health requires a student to remain away from the School because either that student has contracted one of those conditions, or has not been immunized against them, or cannot provide a written record of immunization against them, then that student must adhere to the Department's requirements and stay away from the School until the Department permits the student to return.

D. HEALTH AND IMMUNIZATION RECORDS

California's Health and Safety Code sections 120335 and 120375 require entering students to be immunized from many communicable diseases in order to enroll in the School. Immunization records, or a valid medical exemption must be provided for the following diseases: (1) Diphtheria (2) Haemophilus influenza type b (3) Measles (4) Mumps (5) Pertussis (whooping cough) (6) Poliomyelitis (7) Rubella (8) Tetanus (9) Hepatitis B (10) Varicella (chickenpox) or (11) Any other disease deemed appropriate by the local Health Department.

In order to comply with the requirements of the law, the School requires that all students must have a current official California Immunization Record (signed, dated and stamped) or immunization exemption form, on file with the School on or before the first day of enrollment. Only medical exemptions will be accepted.

A student may be conditionally admitted if the student is scheduled to be fully immunized within the time limits set by the California Health and Safety Code.

Immunization records constitute private medical information and will not be shared without written parental consent (or the student if 18 or over) except that the School retains the right to share information as needed with local health officials in case of exposure to a communicable disease or as otherwise required by law.

1. MEDICAL EXEMPTIONS:

The School will continue to accept medical exemptions under the following conditions:

- 1) A parent files a written statement by a licensed physician that the student's physical condition is such, or medical circumstances relating to the student are such, that immunization is not considered safe; and
- 2) The physician's statement indicates the specific nature and probable duration of the medical condition or circumstances, including family medical history, for which the physician does not recommend the student be immunized. If the foregoing conditions are met the student will be exempted from vaccination to the extent recommended by the physician.

E. INJURY

If a student is injured during the school day, he/she should immediately notify an adult and/or see Front Office or the Head of School.

Parents will be notified as soon as practicable of any serious injury. The School does not provide transportation for a student who may need emergency care due to an injury.

F. MEDICAL LEAVE

Parents of a student who becomes seriously injured or ill may speak with the Head of School to request a medical leave of absence. Documentation from a physician will be required for any medical leave request. The Head of School, in her sole determination, will decide all requests for medical leaves. The Head of School and teachers will make arrangements for students on medical leave to complete their coursework. A physician's release will be required before a student can return from a medical leave.

G. MEDICATIONS AND MEDICAL DEVICES

The following procedures must be adhered to before the School can administer medications to students.

Students that require medication to be administered at School must have signed authorizations on file permitting the School to administer medications. This includes non-prescription medications. In order for the School to administer any prescription medications to students, a Medication Authorization form must be completed and signed by the student's medical provider and uploaded into the student's Magnus Health account. This applies to both long-term and short-term prescriptions. All medications (prescription or non-prescription) must be delivered to the Front Office by a parent in their original labeled container. Containers should be clearly labeled from the pharmacy with the child's name and instructions for disbursement.

In general, prescription medications will be kept in the Sick Room and will be dispensed by the Emergency Service Coordinator. If a student is prescribed medication to take on a daily basis, that child's parent must send in at least a 72 hour supply in the pharmaceutical container that lists the name of the child, medication and dosage.

If a child has been prescribed an EpiPen, please bring it to the front office on the first day of school. Unless other arrangements have been approved by the School, the EpiPen will be kept in a marked location in the classroom. A School employee or designee will bring the EpiPen to any school-sponsored off campus events that the child attends.

H. CUSTODY ARRANGEMENTS AND RIGHTS OF NON-CUSTODIAL PARENTS

The School requires all parents to keep the School informed about changes to a student's home location, family contact information, custody arrangements, or other changes that might impact the student's educational experience.

Noncustodial parents generally retain the same rights as custodial parents, unless a court order restricts the rights of the non-custodial parent. These rights include but are not limited to accessing their child's pupil records, participating in School activities, receiving communications from the School, and visiting the child at School. Any custody-related court order binds the parties to the proceeding and not the School. However, the School recognizes that certain court orders impact the child's educational experience. For that reason, the School requires parents to notify the School of any applicable and relevant court orders that impact the child's educational experience, and to provide copies of such court orders when requested by the School. When custody arrangements or disputes among the parents regarding the child's educational experience impede the School's ability to maintain a positive and constructive relationship with the parents, the School may terminate the student's enrollment or ban one or both parents from entering School property or participating in School-sponsored events.

1. PARENTS' REQUESTS FOR STATEMENTS REGARDING CUSTODY OR DIVORCE PROCEEDINGS

The School is committed to working collaboratively with parents. Consistent with the School's philosophy, an appropriate learning environment is only possible when the School and parents act in partnership with one another. Open, candid communications between parents, faculty, and staff are simply essential.

As a result, the School will not become entangled in disputes between parents. Parents are not permitted to ask School employees for statements (such as a letter, declaration, or affidavit) in support, or in opposition to, divorce or custody proceedings, and School employees are not permitted to provide such statements.

I. PROHIBITED ITEMS

Students must not bring any weapons, including but not limited to, firearms, knives, explosives, imitation weapons, or toy weapons, to School or any School sponsored or School related events, whether on or off campus. A student found to have brought weapons or imitation or toy weapons, or who has threatened the use of a weapon, or

imitation or toy weapon, will be subject to discipline, up to and including suspension or expulsion.

SECTION IV: ACADEMIC INFORMATION AND POLICIES

A. STATEMENT OF ACADEMIC INTEGRITY

As a school built on Catholic Values, The Presentation School is committed to cultivating an atmosphere of mutual trust, concern and respect among students, teachers, and administrators. We are an institution that encourages intellectual inquiry and growth in an open and honest environment. As such, our community of learners recognizes the importance of academic integrity to our overall mission as a school. The Presentation School's Statement of Academic Integrity sets forth the following expectations:

1. EXPECTATIONS FOR STUDENTS

- **Honesty.** Students are expected to be honest and direct both as learners and as individuals. They will approach the classroom as a place to ask questions and explore new ideas. They will not compromise their progress as learners by lying, cheating, or plagiarizing.
- **Responsibility.** Students are expected to recognize the role of personal responsibility in all that they do. With regard to issues of academic integrity, they will regulate their own behavior as self-directed learners. They will not only hold themselves to high standards of personal and academic integrity, but they will also expect the same from their peers.
- **Ownership.** Students are expected to take ownership of the work they produce. They will turn in work that reflects their own efforts and abilities. They will not claim ownership of work that misrepresents who they are as individuals.

2. STATEMENT OF ACADEMIC INTEGRITY

As a community, we endeavor to create an environment that is conducive to both the pursuit of knowledge and the formation of personal character. We pledge to support one another in this commitment to individual and shared integrity as we look to make decisions that are honorable and consistent with the mission statement of The Presentation School.

The Presentation School students are expected to adhere to the following guidelines regarding cheating and plagiarism. Students who are unclear about what constitutes cheating or plagiarism should discuss it with a teacher or advisor.

Homework Policy

The Presentation School strives to provide a rigorous academic program in a nurturing environment. The Presentation School teachers strive to assign meaningful homework at an appropriate level for each grade. We believe that thoughtful homework leads to increased student achievement and engagement. We realize that each child works at a different rate. Our goal is to balance the amount of homework between the all classes.

Through Beehively Learning Management System, direct teacher communication, and a balanced course load per day, we believe a balanced homework load is realistic and achievable at The Presentation School. All homework must be the student's own work.

It is cheating on homework to:

- Submit work copied from any outside source.
- Submit work copied from a friend.
- Give the work to a friend for consultation or copying.
- Submit work overly reliant on outside assistance on tests and quizzes

Cheating

Cheating includes copying from another student, whether on a test, quiz, homework assignment, or any other student work, as well as allowing another student to do so from one's own work. Unauthorized use of notes, books, internet resources or other aids, or giving out information about tests or quizzes to other students, are also examples of cheating.

It is cheating to:

- Copy answers from another student's tests.
- Consult any unauthorized notes during the test.
- Use any kind of technology without specific, explicit permission.
- Solicit specific information about a test that the student has not yet taken from someone who has already taken it.
- Go back to a prior section or ahead to another section on a standardized test.
- Give answers to another student or knowingly assist another student to cheat.

Plagiarism

Plagiarism involves claiming the work of another as one's own. Students must carefully document the sources of their information and distinguish between their ideas and the ideas of others. Presenting either the language or the ideas of another as one's own is plagiarism. Unless otherwise directed (such as with group projects), any work submitted by a student is to be the original work of that student.

It is Plagiarism to:

- Submit a paper or rough draft written wholly or in part by anyone other than the student.
- Include ideas or quotations from any source, including the Internet, without attribution
- Summarize or paraphrase without properly citing the source
- Submit work done as part of a group project that does not include proper attribution of sources. (All members of the group are responsible for ensuring that appropriate citations have been made.)

3. CONSEQUENCES FOR VIOLATIONS OF ACADEMIC INTEGRITY POLICY

Students who violate the Academic Integrity policy may be asked to redo their assignment, receive no credit, or may be subject to other discipline, up to and including suspension or expulsion. Parents will be notified when a student has been found to have violated this policy. Parents may monitor their child's school efforts and provide appropriate assistance but should take care not to complete students' work for them.

Consequences for cheating in the Upper School

In the Upper School, the School generally uses the below process for addressing academic integrity violations but the School reserves the right to modify or bypass some or all of the below process and/or proceed directly to discipline up to and including expulsion, in its sole discretion.

- For a first offense: Zero on the assignment; teacher will call parents and notify the Head of School
- For a second offense: All of the above and a conference for student and parent with the Head of School
- For a third offense: All of the above; exclusion; possible expulsion

B. ACADEMIC SCHEDULE

Students are expected to undertake required courses in the sequence recommended by the school. Details of the curriculum are available in the Course Guide booklet and on The Presentation School website.

All of The Presentation School students are expected to be able to complete all academic requirements as outlined, and are guaranteed placement in the courses necessary to meet the minimum requirement. For courses beyond the minimum requirement, enrollment is contingent upon the successful completion of prerequisites and permission of the Department Head and the Head of School.

1. ACADEMIC SCHEDULE CHANGES

A student's program is generally considered set for the academic year. Only under special circumstances may a student drop a class or ask for a change of schedule. Requests to change a class must be made with the Head of School.

C. COURSE RELEASE

A course release is permission for a student to drop a course mid-year and is generally prohibited by the School except in highly special circumstances. The course release cannot be a core academic class, which are Language Arts, Math, Science, Social Studies, or Faith. All students are expected to complete the school's Spanish Language requirement.

If the School determines that a course release is needed, the student's progression at The Presentation School will be reviewed yearly by the Head of School and her appointed faculty members.

Homework load will not be modified. There are no accommodations for homework in middle school.

D. ACCELERATION IN MATHEMATICS CURRICULUM

Students wishing to accelerate in the mathematics curriculum may do so with prior permission and by following these steps:

- The student must maintain an A in the current course in that subject.
- Discuss plans for acceleration with the current teacher and curriculum Director. The Head of School and teacher must approve the acceleration plan prior to the student embarking upon the remaining steps.
- In order to accelerate into the next level, the student must earn a minimum grade of B+ on this final exam. Placement will be determined by the Head of School and appropriate faculty leaders.
- Grades from summer courses taken for purposes of acceleration can be included in a special section of the transcript but will not be included in The Presentation School GPA.

Advancement of accelerated middle school math students.

The Presentation School believes in placing students into math classes based on ability and not solely on grade level. However, we have noticed a trend of some students being accelerated beyond what is appropriate for their abilities. Accelerated middle school students (those who are ahead of a pace to take Algebra I in 8th grade) who start to struggle on level classes usually have great difficulty in the upper level classes. Often, allowing these students an extra year to mature emotionally and intellectually leads to much better results in high school. To ensure that all students remain at the appropriate level throughout their The Presentation School education, we have enacted the following policy:

Middle school students who are accelerated ahead of pace to take Algebra I in 8th grade, are expected to achieve an average semester grade of B+ or better in their math class. Students not meeting this criterion will be required to repeat the course. Exceptions will be made only with the approval of the Head of School. Any middle school student below the B level should consider retaking the class. A strong foundation is crucial to future success.

E. GRADING POLICIES

1. GRADES 5-8

Faculty members individually determine student grades on assignments in their courses and explain their individual grading policies at the beginning of the course. Questions about grades should be addressed directly to teachers.

2. GRADE POINT AVERAGE

The numerical value of the letter grade (see chart) is multiplied by the number of credits

in the course. This total value is computed for all courses; their average is the student's GPA.

3. LETTER VALUE

A 95-100 4.0	B 83-86.99 3.0	C 73-76.99 2.0	D 63-66.99
A-90-94.99 3.7	B-80-82.99 2.7	C-70-72.99 1.7	D- 60-62.99
B+87-89.99 3.3	C+77-79.99 2.3	D+67-69.99 1.3	F 59.99 0.0

4. GRADE REPORTS AND CONFERENCES

The Presentation School's academic year has two semesters. Parents have access to individual student performance through confidential access to Beehively, an online grade reporting system. Quarter grades are available four times each year and at the end of each semester. Teachers also provide narrative comments on student performance throughout a student's academic year. Teachers notify parents any time a student's cumulative work in an individual class drops a full letter grade or below a C-level. Parents are always welcome to request a conference by phone, email, or in person.

A student's unofficial historical transcript can also be provided by contacting The Presentation School Front Office at 707-935-0122, ext. 201.

5. INCOMPLETE WORK

An "Incomplete" is entered in a student's grade record when the student has missed the majority of tests, quizzes, and homework because of serious illness or family emergency, or when a student is absent with permission from the School.

6. INCOMPLETE GRADES

Students are responsible for arranging with their teachers to make up incomplete work. Incomplete grades generally must be made up by the midpoint of the next quarter, or, in the fourth quarter, by July 1. The comprehensive examination generally must be taken within two to four weeks of the missed test date, unless otherwise authorized by the School. If a student does not make up missed work satisfactorily and on time, the incomplete will be changed to an F.

Students generally receive failing marks for work or exams missed because due to unauthorized absences. Teachers may use some discretion in setting their policy, but faculty members are not expected to arrange make-up opportunities for such unauthorized absences.

7. INSUFFICIENT GRADES

The Presentation School middle school students are expected to undertake and pass the required middle school program requirements. Students must earn a cumulative C- or higher in all required program requirements for promotion to the next grade level. Grades lower than a C- must be remediated through an approved remediation course. Grades from remediation courses do not replace grades earned in The Presentation School courses, but may be included in a separate section of the transcript. Failure to remediate by the beginning of the new school year may result in the student not being

promoted to the successive grade at The Presentation School. Students who do not pass a course will be reviewed by the Head of School and the yearly. Regarding promotion from the middle school, students who do not remediate courses before the middle school graduation date will not receive a middle school diploma. A student will receive a diploma once he/she completes the required coursework. Students may be ineligible for advancement and admission into the next school year if their behavior, effort and values are inconsistent with The Presentation School's expectations, as determined in the School's sole determination.

F. PROBATION AND DISMISSAL

Students whose academic performance places their progress and continued enrollment at the School in jeopardy will be placed on academic probation.

The Head of School places a student on probation for the following reasons:

- A failing grade for the quarter or semester, or
- A GPA below 2.0 in academic courses on a quarterly grade report, or
- Two or more grades lower than a C-, or
- A consistent pattern of poor academic performance.

Being placed on academic probation repeatedly over the course of one or more school years, or similar demonstration of a lack of adequate academic progress, will necessitate a meeting to discuss the student's progress and placement in the School.

Students on academic probation may not be allowed to participate in team sports and/or other school-based extracurricular activities that may interfere with academic progress.

A student who has been on academic probation on two former occasions may be required to withdraw in the event of a third drop below the accepted minimum outlined above, regardless of when the third instance occurs. The Head of School, in consultation with the learning specialist (when applicable), and teachers makes recommendations about dismissal.

Together with the Head of School, the student and his or her parents and teachers, will set specific guidelines, structures, and goals to improve the student's academic performance. Failure to fulfill the terms of the academic probation during subsequent quarters will be reviewed with each student and may lead to continued probation, mandatory tutoring, or dismissal.

At the end of each school year, the Head of School reviews each student's academic record. Students who successfully complete course requirements for that year and maintain a cumulative academic GPA of 2.00 in academic subjects, and demonstrate a mastery of basic reading, writing and math skills appropriate to The Presentation School curriculum are promoted to the next level. Students failing to maintain a C average in academic subjects or failing to demonstrate appropriate academic progress may be dismissed.

G. TRANSCRIPTS

Students and parents may request official and unofficial transcripts from the Front Office at 707-935-0122 ext. 201.

H. LEARNING DIFFERENCES

Parents and students with learning disabilities may request accommodations by contacting the Learning Specialist. Students with documented learning disabilities are coached through the process of developing self-awareness and self-advocacy. The School Administration and Learning Specialist assists students and parents in seeking referrals. Guidelines are available upon request.

I. PERSONAL COUNSELING

Individual student meetings are arranged upon student request, requests from teachers or requests from parents. It is the goal of the School to assist the student in developing and refining skills necessary to make healthy, age-appropriate choices. Please speak with the School Counselor for more information.

J. TUTORING

Students and their families may contact and pay for outside tutors. The Presentation School faculty are not permitted to tutor their own students, but families may choose to hire other School faculty for individual tutoring provided that their children are not currently being taught by that School faculty member. The School does not facilitate the hiring of private tutors by families.

Outside tutors or counselors may meet students, with the permission of the school administration, at The Presentation School under the following conditions:

- In alignment with Learning Specialist recommendations
- Current fingerprints are on file with the School.
- Provide the School with insurance liability.
- Complete required site use fee documentation.
- Meet the student in a location determined by the School.

1. THE ROLE OF TUTORING

While the School understands that families may choose to retain private tutors for their children, any tutor is not, at any stage of the process, to dictate, write, or type the work for the student. In addition:

- **Parent Responsibility:** It is the responsibility of the parent to obtain the services of a competent tutor. The parent is responsible for arranging a conference, if necessary, with the teacher, tutor, and student prior to the start of tutoring. The parent understands the tutor's role and will not expect the tutor to do the student's work or to guarantee high grades for the student. The School is not permitted to discuss a student's private information, including academic

information, with the tutor unless provided written consent from the parent in advance.

- **Student Responsibility:** The student must understand that teachers should not be expected to extend deadlines so a tutor may review student work. If no specific assignment can be brought to the tutor, it is the student's responsibility to ask the teacher of the course for suggested topics to be reviewed/taught by the tutor at that session.
- **Teacher Responsibility:** The teacher will meet as reasonably needed with the parents, tutor, and student to outline the perceived areas for improvement. The teacher is not responsible for extending deadlines on assignments so that a tutor may review the student's work.

SECTION V: STUDENT ACTIVITIES

A. SPIRITUAL LIFE

As a school grounded in Catholic values, the spiritual lives of each child, teacher and member of the community are held with highest regard. The curriculum includes opportunities for children to consider the role of God in their lives and the ethical and moral underpinnings of a life lived in loving service to others. Classes begin with a reflection, and the school gathers frequently for assembly services. Though the School is guided by Catholic values, the spiritual diversity of our School community is honored and celebrated. A respect for the spiritual goals of the school is an expectation of all members of the community.

B. COMMUNITY INVOLVEMENT/SERVICE PROGRAM

Our hope is that students will build life-long relationships within the communities served, thus fostering a sense of extending themselves beyond The Presentation School.

1. DEFINITIONS OF SERVICE

- **Direct Service.** Students' service directly affects and involves the recipients. The interactions are person- to-person and face-to-face, such as tutoring younger children or working with elders.
- **Indirect Service.** Indirect activities do not provide service to individuals but benefit the community or environment as a whole. Examples include restoring a wetland area, constructing park benches, or stocking a food pantry.
- **Advocacy.** The intent of advocacy is to create awareness of or promote action on an issue of public interest. Related activities include writing letters, sponsoring a town meeting, and public speaking.

2. LITURGIES

Liturgies are the spiritual character-based celebrations of the School. The entire School celebrates monthly student led liturgies. Liturgies focus on the Presentation School values of *love, gratitude, respect, service, and integrity.*

3. SACRAMENTS

The Presentation School is not a diocesan school, and as such, is not empowered by the Diocese of Santa Rosa to prepare students for the sacraments of Reconciliation, First Holy Communion, or Confirmation. Students must register and prepare for these sacraments in their home parish. Please contact your home parish for information regarding sacramental preparation.

C. ATHLETICS

The Presentation School believes that interscholastic athletics are an integral part of our School's commitment to developing the student as a whole person. Participation in athletic programs is open to all eligible students with the intention that the program be both inclusive and competitive. Our program offers all students a competitive experience placing an emphasis on the values of hospitality, integrity, and community and courage.

Team schedules are posted in The Presentation School e-news, School website, and via email from the coaches. Some leagues do not organize their game schedules until shortly before the season begins. The coaches provide these schedules as soon as possible.

1. ATHLETICS SIGN-UPS

Sign-ups are announced in The Presentation School e-news.

Students participating in after school interscholastic sports are accountable to the "Athletic Commitment" agreement. Permission to stop participation mid-season is done with a special petition to the involved coach and the Director of Athletics.

2. CONCUSSION POLICY

In the event that a student sustains or is suspected of sustaining a concussion or a head injury while participating in an athletic activity (which includes, Middle School Sports Teams, PE classes and other school sponsored athletic events, the student will be immediately removed from the athletic activity for the remainder of the day, and prohibited from returning to the athletic activity until the athlete is evaluated by a licensed health care provider trained in the management of concussions, and acting within the scope of his or her practice, and the student receives written clearance from the licensed health care provider to return to the athletic activity.

If the licensed health care provider determines that the student sustained a concussion or other head injury, the student must also complete a graduated return-to-play ("RTP") protocol of no less than seven days in duration under the supervision of a licensed health care provider before competing in an athletic activity.

D. DANCES & TWILIGHT EVENTS

Middle School dances are held three times a year for grades 6-8 from 7 to 9 p.m. The Middle School Student Council may also host Twilight Evening Events such as Open Gym, Bingo and Movie Nights and Field Games from 6 to 8 p.m. Students must be picked up by an adult immediately following an evening event in the designated pick-

up area. Students are not permitted to walk home or ride a bike, etc. after an evening event, without advanced permission from the School and parents.

1. APPROPRIATE DRESS AT DANCES

Students are expected to dress appropriately for dances and other school events. Clothing should be clean, hemmed, and in good repair. Clothing displaying offensive or sexually suggestive language, or anything related to alcohol, tobacco, or other illegal substances will not be permitted.

Attire:

- Shirts must have sleeves
- Pants or shorts must not fall below the waistline
- Shorts, skirts, and dresses must be no shorter than mid-thigh
- Slits on skirts that end above mid-thigh are not permitted
- No strapless blouses, dresses, or tops
- Tube tops, tank tops, or tops that are low cut, off the shoulder, or show a bare back or midriff are not permitted
- Shoes must be worn at all times

Friends:

Students may bring friends to School dances, but must obtain a guest pass from the Head of School's office. The Presentation School students are responsible for the behavior and appearance of their friends/guests.

Chaperones from The Presentation School faculty are at all school dances.

The School reserves the right to determine the appropriateness of students' form of dance. Students will not engage in sexually explicit, suggestive or otherwise inappropriate forms of dance. Unless prior arrangements have been made with the Head of School, students will not be admitted one-half hour after the dance has started and may not leave until one-half hour before the dance ends. All School rules/policies, including those contained in the Student Conduct section of this Handbook, apply to the dances.

SECTION VI: STUDENT CONDUCT

The School's mission informs all aspects of student life. The expectations of student conduct flow most clearly from two of the School's catholic values: integrity and community. Integrity means that we all learn best in an environment of honesty, trust and personal responsibility. The value of community means, in simplest terms, that we find purpose and strength in supporting one another. Self-discipline requires that one first know the expectations of his/her community and then commit to taking personal responsibility for living them.

When self-discipline breaks down, such matters will be dealt with first by those parties closest to the problem: students and teachers; and parents and teachers. When matters

are not able to be resolved with school personnel at that level, the administration may be contacted to help correct student behavior, to help the student learn from his/her mistakes, and to reinforce The Presentation School's standards within the school community. Learning is the goal of all discipline.

A. MAJOR SCHOOL RULES

The administration, faculty, and staff have the responsibility to make and enforce reasonable rules as they see necessary within the general policies of the School, even if the rule is not specifically written in this handbook. The Presentation School reserves the right to discipline, up to and including expulsion, for infractions of rules or for conduct that is detrimental to the good order and welfare of the School. Serious misconduct off campus, especially that which endangers a member of The Presentation School community or threatens the reputation of the School, may result in disciplinary action from the School.

A new rule will generally go into effect as soon as communicated, but in special circumstances, the responsible School employee may need to require immediate compliance, and students are expected to cooperate. Parents or students who wish to discuss a policy may contact the appropriate administrator or teacher. Students are expected and encouraged to discuss their need in advance if they believe they need an exception to a rule.

The Presentation School considers the following non-exhaustive list of expectations essential to the mission of the School. Students who fail to meet these expectations have violated a major school rule and thus will face disciplinary action, which may result in disciplinary action up to and including probation, suspension, or expulsion.

1. Students are expected to respect themselves and every other member of the community. Students are expected to resolve conflicts peaceably, with adult assistance if necessary. The use of physical force or threats of violence are inappropriate in every circumstance and will not be tolerated. Likewise, rudeness, vulgarity, profanity, verbal abuse (including sexual harassment and any sort of harassment by phone, mail, e-mail, or Internet), insolence, displays of affection that embarrass others and overt sexual activity are not tolerated in the community. (See *Policy Against Harassment, Discrimination and Retaliation*.)
2. Students are to respect the School's property and the personal property of others. Stealing, including unauthorized "borrowing" of another's belongings (involving entry into another's locker, purse, book bag, or other personal item), or removal of School property from the gym, library, or classroom buildings without permission will not be tolerated. Passive participation in vandalism or deliberate damage to the property of other students, staff members, or the School, including desks, lockers, bulletin boards, buildings, and fields, will not be tolerated. Financial restitution may be included in the disciplinary action.

3. Students are expected to be honest in what they do and say. Lying or misleading a faculty or staff member or intentionally omitting important information is unacceptable conduct, both outside and inside the classroom. Academic integrity is essential. Cheating and plagiarism may incur disciplinary action in addition to academic penalties.
4. Students are expected to ensure their own safety and the safety of others while on campus or while attending, participating in, or traveling to or from a The Presentation School-sponsored event. Students may not leave campus or a School group without permission. Activities that may cause injury or may escalate into excessive physical force, such as roughhousing or playing any contact sport outside of the gym/field area, are not permitted. Possession or use of any weapon, including knives, guns (toy or real), fireworks or other explosives is prohibited.
5. Students are expected to ensure their own health and the health of others by abstaining from using, possessing, or distributing illegal substances, including drugs, alcohol, and tobacco while on campus, or while attending, participating in, or traveling to or from a The Presentation School-sponsored event. Students who fail to meet these expectations will not only face disciplinary action, but also may be required to participate in specific health and education programs (See *Policy Against Drugs and Alcohol*). Law enforcement officials may be contacted as well.
6. Students are expected to meet their School obligations. Obligations include punctual attendance at classes, School meetings, athletic practices and games, and assigned study halls and detentions, or other disciplinary consequences. Obligations also include adhering to the Dress Code, refraining from chewing gum, and keeping cell phones and music devices off during school hours. Students who demonstrate an unwillingness to meet these school obligations by accumulating offenses (lateness, Dress Code violations, detentions, etc.) that, taken singularly, do not warrant probation, suspension, or expulsion, may face such disciplinary action.
7. Students are expected to adhere to the policies and procedures as described in this Handbook.

B. POLICY AGAINST HARASSMENT, DISCRIMINATION AND RETALIATION

The Presentation School is committed to maintaining a working and educational environment that is free of harassment, including sexual harassment, discrimination, and retaliation. This may include behavior that occurs off-campus or via social media, or other electronic communications, that impacts or affects the School community.

1. HARASSMENT

This policy prohibits harassment based on actual or perceived sex, race, color, religion, ancestry, national origin, sexual orientation, physical or mental disability, medical condition, marital status, gender identity, gender expression, age (40 and over), military and veteran status, or any other basis protected by federal, state or local law (“Protected Classifications”), as applicable, or association with an individual who has an actual or perceived protected classification. This policy prohibits both harassment by students and parents towards students and employees, and harassment by others in the community towards students and employees. Harassing conduct by students and/or parents will result in appropriate corrective action, and corrective action includes discipline up to and including suspension or expulsion from School. Harassment of students by employees will result in appropriate corrective action, up to and including termination of employment, and is addressed in a separate policy in the Employee Handbook.

Examples include, but are not limited to:

Examples of Harassment

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

- Verbal, written, and visual harassment includes: making disparaging statements, telling jokes, using epithets, slurs, stereotypes, insults, or labels based on an individual’s Protected Classification(s), threats of physical harm or statements designed to intimidate, abuse or humiliate another, whether communicated verbally, in writing, electronically or in posters, cartoons, drawings or gestures. This may include comments on appearance including dress or physical features, or dress consistent with gender identification, or stories and jokes, focusing on race, national origin, religion or other Protected Classifications identified below in this policy.
- Physical harassment includes: intimidating conduct, such as touching of a person or a person’s property, hazing, assault, grabbing, stalking or blocking or impeding a person’s movement.

Examples of Sexual Harassment

California Education Code section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual’s employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexually harassing conduct can occur between students of the same or different gender.
- Sexual harassment may include, but is not limited to:
- Unwelcome verbal or written conduct, including by notes, letters, e-mails, text messages, social media postings, such as suggestive comments, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments, pestering for dates, making threats, spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings, graffiti of a sexual nature, or use of obscene gestures or leering.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, gender, gender identity, or gender expression.
- Threats and demands or pressure to submit to sexual requests in order to keep academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

2. COMPLAINT PROCEDURE

Students and parents who believe that they have experienced, witnessed, or have relevant information about harassment should immediately report the matter to the School, either orally or in writing. Students and parents may report the matter to the Head of School or their teacher. Alternatively, students and parents may choose to report harassment or retaliation to any other employee of the School with whom they are comfortable, such as a counselor, or coach, all of whom must report the matter to the Head of School under this policy. While the School does not limit the time frame for reporting, immediate reporting is important as the School may not be able to investigate as thoroughly or consider as wide-range of corrective actions the longer the time that has passed between the alleged misconduct and the report.

3. INTERIM MEASURES

The School may provide appropriate interim support and reasonable protective measures, if and as needed based on the particular applicable circumstances, to protect against further acts of harassment or acts of retaliation, to provide a safe educational environment, and/or to protect the integrity of an investigation. The School will, in its sole judgment and discretion, determine the necessity and scope of any interim measures.

4. INVESTIGATION PROCESS

Upon receipt of a report of alleged harassment and any related initial inquiries, the School may request clarification and/or conduct an initial inquiry, to determine whether the oral report or written complaint alleges a potential violation of this policy. To request clarification and/or conduct an initial inquiry, the Head of School, or her designee, may meet with the individual(s) who made the report and/or that was reportedly subjected to conduct that violates this policy.

If the School has determined that the report pertains to behavior that may be in violation of this policy, the School will undertake an investigation related to the reported conduct. Any investigation may be conducted by designated School personnel or by an outside investigator, in the School's sole discretion.

Students and parents are expected to cooperate in any investigation as needed. Any individual who is interviewed during the course of an investigation is prohibited from discussing the substance of the interview, except as otherwise directed by the investigator or the Head of School, as necessary in relation to any administrative or legal proceedings or as otherwise required by law. Any individual who discusses the content of an investigatory interview or who otherwise fails to cooperate with the investigation may be subject to corrective action.

5. CONFIDENTIALITY

Reports of harassment will be kept confidential, except as needed to conduct an investigation, to take interim measures, to take corrective action, to conduct ongoing monitoring, or as necessary in relation to any administrative or legal proceedings or as otherwise required by law.

6. DISCRIMINATION

Discrimination is treating an individual differently because of the individual's actual or perceived membership in a Protected Classification as defined in this policy, by taking an adverse action against or denying a benefit to that individual. Students or parents who believe they have experienced, witnessed, or are otherwise aware of discrimination by the School, should immediately report the matter using the same complaint procedure provided for in this policy under the above section on harassment and the above sections on interim measures, investigation and confidentiality for harassment reports, will also apply to reports of discrimination.

7. NO RETALIATION

The School prohibits retaliatory behavior against anyone who complains in good faith or participates in the complaint and/or investigation process pursuant to this policy, regardless of the outcome of the investigation. Retaliation constitutes a violation of this policy and may result in disciplinary or other corrective action. Retaliation includes, but is not limited to, taking sides against an individual, spreading rumors about or shunning or avoiding an individual, or making real or implied threats of intimidation towards an individual, because that individual reported harassment or discrimination or participated in an investigation related to a report of harassment or discrimination.

8. REMEDIAL AND DISCIPLINARY ACTION

The Presentation School will determine if the conduct violates School policy and if so, the appropriate corrective action. Any student determined to have violated this policy will be subject to disciplinary action, up to and including expulsion.

C. BULLYING POLICY

1. PURPOSE

The Presentation School believes that all students should have a safe and inclusive school environment. Bullying is inconsistent with the values and principles of the School.

2. SCOPE

This policy covers conduct that occurs both on and off of the School campus, and includes use of technology that is not owned by the School. This policy applies to all students and prohibits other students, and any other member of the school community, including teachers, staff, parents, and volunteers from engaging in conduct towards students that is prohibited under this policy.

3. PROHIBITED CONDUCT

Bullying is defined by this policy as any physical or verbal act or conduct, including communications made in writing or electronically (including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, online games, chat rooms, and posting on a social network), directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing a student in reasonable fear of harm to that student's person or property;
- Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health;
- Causing a reasonable student to experience substantial interference with his or her academic performance; or
- Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the School.

While the Education Code defines bullying as conduct meeting the above requirements that is severe or pervasive, conduct need not be severe or pervasive in order for the School to determine that there has been a violation of this policy.

Examples of bullying may include, but are not limited to:

- Social exclusion;
- Threats and intimidation;
- Stalking;
- Direct physical contact, such as hitting or shoving, or attempting to make physical contact or inflict physical injury;
- Theft;
- Public humiliation;

- Destruction of property
- Verbal or written insults, teasing, or name-calling;
- Creating a false profile on a social networking website, for the purpose of having one or more of the effects listed above.

4. STUDENT REPORTING

Students are encouraged to and should immediately report any incidents of bullying that they either observe or that is directed towards the student or others, to the Head of School, or to any teacher or administrator.

5. INVESTIGATION

After the School receives an oral report or written complaint, or otherwise learns of an alleged potential violation of this policy, and also receives any clarification requested, the Head of School or designee, will determine the appropriate course of action, which may include initiation of an investigation. If the School initiates an investigation, it will conduct the investigation, as it deems appropriate, in its sole discretion.

The School will make reasonable efforts to protect students' privacy and confidentiality. Information reported will be shared only on a need-to-know basis with School personnel directly involved in an investigation or to the extent necessary to conduct an investigation and/or to take effective corrective action and any appropriate remedial action including any interim support or protective measures.

6. INTERIM MEASURES

The School will provide appropriate interim support and reasonable protective measures, if and as needed based on the individual applicable circumstance during the pendency of any investigation. The School will determine the necessity and scope of any interim support or protective measures.

7. REMEDIAL AND DISCIPLINARY ACTION

Any student determined by the School, in its sole discretion, to have violated this policy will be subject to disciplinary action, up to and including expulsion. Any violation of this policy by a parent will be considered a violation of the School's parent behavior expectations, and may be grounds for expulsion of the offending parent's child(ren).

D. POLICY AGAINST DRUGS AND ALCOHOL

Possession and/or use of illegal drugs and/or alcohol on campus, or attending School or class, including School activities, under the influence of illegal drugs or alcohol, is absolutely forbidden and will result in immediate discipline up to and including expulsion. Illegal drugs include prescription drugs without a valid prescription and the use of prescription drugs not in compliance with a valid prescription. Illegal drugs also include marijuana and any other cannabis product, which may not be possessed, used or cultivated in or near schools.

A student that the School has reasonable cause to believe to be selling or providing any illegal drugs or alcohol to other students – either on or off campus – may be subject to immediate discipline up to and including expulsion.

If the School has reasonable suspicion to believe that a student is under the influence of drugs or alcohol, it may require that that student submit to a drug and/or alcohol screening test. “Reasonable Suspicion” shall mean a belief based upon facts gathered from the totality of the circumstances that would cause a reasonable faculty member, administrator, or other employee to suspect that the student is under the influence of drugs or alcohol.

Parents will be required to pay for any fees associated with alcohol or drug testing. A failure to permit the School to receive information as to whether the student passed or failed a drug and/or alcohol test may be treated as a failure to comply with a drug and/or alcohol testing requirement.

Any failure to abide with the School’s Policy Against Drugs and Alcohol will result in discipline up to and including expulsion.

E. POLICY AGAINST SMOKING/TOBACCO USE

Per California state law, smoking (including vaping) is prohibited for all persons under the age of 21, except those between the ages of 18 and 21 who are in active duty service in the military. Smoking, including e-cigarettes and vaping, is also prohibited by California state law in all workplaces, including schools.

Consistent with the provisions of California state law and also in compliance with the School’s own prohibitions against smoking on the School’s campus and by all enrolled students, the following provisions apply:

- Students may not smoke/vape at or near the campus, or during School sponsored activities, even if such use takes place off campus. They also may not bring nicotine products to School and to School sponsored activities including School sponsored events off campus. This includes e-cigarettes/“vaping” equipment
- Any failure to abide with the School’s Policy Against Smoking/Tobacco Use may result in discipline up to and including expulsion.

SECTION VII: ELECTRONIC COMMUNICATIONS RESOURCES AND TECHNOLOGY USE

A. ELECTRONIC COMMUNICATIONS RESOURCES AND TECHNOLOGY USE

This policy governs all School Electronic Communications Resources provided or sponsored by The Presentation School, including but not limited to, students’ use of the Internet, network, email, computers/laptops, telecommunications devices, networks, input/output and connecting devices, and software. The Presentation School provides

a wireless network connected to the Internet as well as various other Electronic Communications Resources. This allows students, faculty and staff to access a wide variety of computer and information resources. The goal in providing these resources is to promote educational excellence, communication of ideas, and freedom of inquiry. Technology and the Internet provide valuable resources, both for learning today and preparing our students for the future. The use of these resources is a privilege, and not a right. Failure to adhere to these standards will result in having the privilege to use these resources suspended or revoked. Additionally, it may result in discipline up to and including expulsion.

1. SAFETY

The Presentation School network is available to students daily and passes electronic traffic freely, though the School also employs firewall technology to block the most egregious and inappropriate content.

The following terms and conditions are meant to provide students and School families with examples of prohibited conduct, but are not intended to serve as an exclusive list. Students may be disciplined for engaging in other conduct through the School's electronic communications that violates the School's conduct and discipline policies, or is detrimental to the School and its mission, and/or harmful to other students. Students must promptly disclose to their teacher or other administrator, any message they receive that is inappropriate or makes them feel uncomfortable. Students must also report any misuse of the system to an appropriate staff member.

2. PROPER USAGE

Electronic Communications Resources are provided to promote educational excellence. During class time, computers and other Electronic Communications Resources are to be used for School purposes only. Students agree to report any misuse of the School's Electronic Communications Resources to an appropriate staff member.

Students agree to:

- Use the Internet at School for School-related activities only.
- Only use the Internet with permission from a teacher.
- Keep their passwords private and never attempt to discover or use the login information of another student or School employee.
- Treat technology equipment with respect and contact a teacher or staff member if they discover broken equipment. Students are responsible for keeping technology equipment in good working condition.
- Obtain teacher permission before copying, downloading, or installing any software or programs to or from School computers.
- Obtain teacher permission before using disks or flash drives from sources outside the School.
- Respect School security measures on School or remote computers or networks. It is never acceptable to circumvent security configurations.

- Only visit websites with appropriate content. It is never acceptable to knowingly access any sites, or follow any links, that would be offensive to any student, teacher, or parent because of pornographic content, nudity, or obscenity; racial, ethnic, or minority slurs; or violent or illegal content. If a student finds an inappropriate website, he/she will leave it immediately and will not show it to another student. Students will seek guidance from a teacher if they encounter any site or material that is inappropriate, or if they are unsure how to proceed.
- Refrain from writing, sending, downloading, or displaying inappropriate, obscene, threatening, or otherwise harmful messages, pictures, video or music to anyone in the School community from home or school via online communication such as emails, text messaging, social media, etc. The School refers to this as “Cyber-Bullying” and such conduct is also prohibited by the School’s anti-bullying policy. If a student becomes aware of such behavior, he/she must report this to a teacher immediately.
- Only access, delete, move, or change files or folders that belong to them.
- Keep their personal address, phone number, or any other personal contact information private.
- Only check personal email when instructed to do so.
- Practice good digital citizenship when researching or producing schoolwork. Students will not plagiarize works found on the Internet; students are responsible for producing their own work in completing school assignments.
- Refrain from knowingly or recklessly posting false or defamatory information about a person or organization
- Responsibly use communication tools. It is never acceptable to post chain letters or engage in “spamming.” Spamming is sending an annoying, or unnecessary message to a large number of people.
- Refrain from downloading and copying another individual’s work from the Internet without crediting the author, which is plagiarism. Students also agree to refrain from engaging in copyright violations, including the copying of computer software or written materials without the permission of the author.
- Refrain from taking School Electronic Communications Resources off campus with the prior permission of the School. **Students may not take school computers off campus, without a signed tech agreement on file with school administration.**

Expectations Regarding Usage of Electronic Communications Resources at Home

In the event that the School transitions to an online learning format and students must therefore use School Electronic Communications Resources at home, or if a student is permitted to use School Electronic Communications Resources off campus, such use is subject to the following terms and expectations:

- Students and parents must properly maintain School Electronic Communications Resources and ensure that they remain in good working condition. If the School Electronic Communications Resources are not returned to the School in good

working condition, parents are responsible for the costs needed to replace or repair the equipment. Parents will be responsible for any missing parts, such as missing chargers.

- Parents assume all risks of loss, theft or damage to School Electronic Communications Resources.
- Parents are expected to monitor students' use of School Electronic Communications Resources, including internet and social media use, to ensure students are adhering to all proper usage terms outlined in this policy.
- The School intends for each student to use School Electronic Communications Resources in accordance with this Policy and all other rules of student conduct. The School has the right to inspect all School Electronic Communications Resources, including those used by students off campus, at any time.
- All School Electronic Communications Resources issued to a student remain the property of the School at all times. Students and parents understand that such equipment is intended for School-related use, and students should refrain from using any School Electronic Communications Resources for personal use, or from permitting anyone other than the student to which the equipment is assigned from using it without the School's prior consent.

3. COMMUNICATION IS NOT PRIVATE

Each student's online communication is a reflection of our School. Email to and from our School is not private and may be monitored by the School as needed. The School has a right to monitor and review use of all of its Electronic Communications Resources of any kind. Students have no right to privacy in their use of Electronic Communications Resources in any way, including computer, mobile devices, internet connections, email system, or other resources.

4. PARENTAL USE AND CONDUCT

If parents have occasion to use the School's Electronic Communications Resources, they are considered bound by this policy as well.

Parents are expected to:

- Carefully review and understand this policy.
- Support the School's policy that student access to the Internet and other Electronic Communications Resources is intended for educational purposes only and that any violation of this policy is considered a serious offense.

5. DIGITAL CITIZENSHIP AGREEMENT

Students in grades three to eight are asked to sign the Device Use & Digital Citizenship Agreement, attached as Appendix A, at the start of each school year.

6. NETWORK SECURITY

Security on The Presentation School network is a high priority. Notify The Presentation School administration immediately if you identify a security problem on any

component of The Presentation School Network. Never demonstrate the vulnerability to another user.

7. PENALTIES

Violating this policy or the Device Use & Digital Citizenship Agreement is a violation of School rules. Penalties for violations may include disciplinary actions up to revocation of internet/computer access, school suspension or expulsion and criminal prosecution. The Presentation School will cooperate fully with investigations by law enforcement agencies.

8. DISCLAIMER

The ultimate responsibility for appropriate use of The Presentation School Network resides with the user. All users of The Presentation School Network are required to report violations of this policy or the Digital Citizenship Agreement to The Presentation School Technology and Testing Coordinator and/or Administration. The Presentation School takes reasonable precautions to protect the network from harmful content. Technology makes absolute control of all on-line activities impossible. The Presentation School is not liable for any damage to user systems incurred while connecting to The Presentation School Network or the Internet.

B. SOCIAL MEDIA POLICY

Part of learning to be an ethical and responsible digital citizen and The Presentation School community member includes understanding that social media and digital communication are essential parts of our world today. It is important to recognize that access to information can result in tremendous advantages, but it can also create new responsibilities of which students should be aware. Social media is any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, and TikTok.

Students should understand the following principles in order to create the kind of digital footprint and record with which they can feel comfortable. Many schools and employers will search social media before making hiring and admissions decisions, and it is important to remember that online actions leave a permanent record.

- Social media websites, apps and platforms are typically restricted to users 13 years of age and older.
- Be your best self when online – post accurate information and be accountable for what you say.
- Get your parents’ input about what information they feel should remain private and what is fine to post publicly. Your parents may provide guidance and supervision of your activities online. Please keep in mind that parents may be liable for your actions or misconduct online while you are a minor.

- When you use social media for academic purposes, such as for a School assignment, treat the platform as a digital extension of your classroom – the same rules apply online as they do at school.
- Take a few extra minutes to think about whether a post will be hurtful or embarrassing to you or others or whether it could negatively affect a future opportunity.
- While at times, it is easy to tell whether a social media use is School-related or personal, at other times, it may be difficult to distinguish fully between different uses. Sometimes, personal social media use, including off-hours use, may result in disruption at School, and the School may need to get involved. This could include disciplinary action including but not limited to a parent conference or suspension/expulsion. It is important to remember that School rules prohibiting certain types of communication, like bullying and harassment, also apply to electronic communication.
- Privacy settings are automatically set by social media providers governing who can see your posts, how information is linked, and what data is available to the public. Each social media platform has different privacy setting defaults, and some change those settings without making it obvious to you. As a user of social media, you should determine whether to change the default settings to make access to postings more or less private.
- Protect yourself online. Try not to post too much identifying information that could risk your safety or increase the chance of identity theft.
- Take cyberbullying seriously. If you are being cyberbullied or hear about/observe someone else being cyberbullied, report the behavior and get help. You can tell a parent, school staff, another adult family member, or a trusted adult. If no adult is available, and you or someone else is in immediate danger, call 911. It is not helpful to respond to, retaliate against, or forward any harassing, intimidating, or bullying content. “De-friend,” block, or remove people who send inappropriate content. It may also be a good idea to save harassing messages, as this evidence could be important to show an adult if the behavior continues. If the behavior is School-related, print out the messages and provide them to the School when you report the incident.

SECTION VIII: STUDENT DISCIPLINE

Most students readily respond to the positive models provided, the positive environment on the campus, and the guidance, conferences and corrections that are part of helping students mature. When more serious disciplinary action is necessary, parents will be informed. Please note that the School may require a student to remain at home while the School investigates and considers disciplinary incidents. The following is a non-exhaustive list of possible disciplinary consequences.

1. LOSS OF PRIVILEGE

Students may have their privileges restricted or removed for various reasons, such as a demonstrated lack of concern for or adherence to the expectations and rules of the School. For example, students who consistently do not follow the Uniform policy, may have their free dress privileges removed. Students who do not return library books on time, might have his/her library privileges revoked.

2. IN-SCHOOL "REFLECTION"

Students may be removed from regular academic classes for one or more days and required to complete their work in an isolated school setting. Students who are required to serve an in-school reflection must be at School at 8:15 a.m. and may not leave until the end of the School day.

3. SUSPENSION

In the case of repeated instances of misbehavior or serious misbehavior in the School's determination, students may be suspended from School. Suspension is the temporary removal of a student from the School community. The parent of a suspended student will be notified. Any student who is suspended from the School will not be allowed to return until a conversation is held between the parent, student and School administration and the terms of the suspension are satisfied in the School's determination. Suspended students may not appear on campus or at any school-sponsored event during the suspension. A suspended student may also not participate in any school-sponsored event including games, performances, or any other activity during the suspension. Students who are suspended will be given the opportunity to makeup major assessments upon their return from suspension.

4. DISCIPLINARY PROBATION

Students whose behavior demonstrates serious or recurring disregard for the spirit of the rules and expectations of The Presentation School or who engages in serious misbehavior may be placed on disciplinary probation. Probation lasts for at least one semester and becomes part of a student's in-school record. During this period, students are expected to maintain a very high standard of behavior. Students who violate probation by committing further infractions of the School rules may face possible expulsion.

5. EXPULSION

The Head of School can expel a student when, in his/her sole judgment, the student's continued presence is no longer in the best interests of the School and/or School community or when the Head of School determines that expulsion is the appropriate disciplinary consequence.

6. REPORTING OF DISCIPLINARY INCIDENTS

The School reserves the right to inform a student's prospective high school of any significant behavior that requires disciplinary actions or reflects a pattern of behaviors of concern or results in departure from the School through the end of grade year.

A. GUIDELINES AND EXPECTATIONS FOR PARENT CONDUCT

It is critical that parents are familiar with the contents of this Handbook so that they can appropriately support their son or daughter in following the rules and policies of The Presentation School. Working together, we can all have a strong influence on students by modeling strong and respectful adult working relationships based upon civility, honesty and respect for one another.

To be successful, The Presentation School needs and expects the cooperation of its parents, who must understand and embrace the school's mission, support its core values, and fully engage and support the curriculum, faculty and staff. To this end, we ask and expect that parents:

- Communicate concerns to the appropriate leaders within the School as soon as they arise, beginning with the School official most closely associated with the issue.
- Work productively with teachers and administrators by staying informed about their child and the important events in the life of the School.
- Consult the relevant classroom teacher first about class-related issues. After the teacher is consulted, if the concern is not resolved, the Head of School will assist.
- During discussions, help support a climate of trust and collaboration by asking questions for clarification and making thoughtful suggestions for resolving issues.
- Clear and direct communication is always the primary goal. Try to confine discussion of a concern to the individuals directly involved while working through the above process.
- Maintain a mutually respectful relationship with the individuals in the School in instances when they may not agree with the decision.

A positive and constructive relationship between The Presentation School and a student's parent(s) or guardian(s), or other individuals interacting with the School and/or the School community by virtue of their relationship with a student, is essential to the fulfillment of the School's mission, educational objectives, and operations. For these reasons, parents, and other individuals interacting with the School and/or the School community by virtue of their relationship with a student, are required to support the School's philosophy of education and its implementation and operation of the day-to-day School and classroom programs, as well as the School's community expectations and guidelines, as expressed in this Handbook and other policies and procedures.

The School requires all students to show appropriate respect and courtesy to others in the School community. The School also expects parents to model the same standards of respectful and courteous behavior in their communications with others at the School. The School reserves the right to suspend, expel, or otherwise remove a student from the School, or decline to re-enroll the student, if the Head of School concludes, in his/her sole discretion, that the actions of the student's parents, or other individuals interacting with the School and/or the School community by virtue of their relationship with the

student, impede the School's ability to meet its educational objectives or mission, disrupt School operations, are uncooperative, unreasonable, or unsupportive of the School, its administration, its faculty or staff, philosophy, rules, regulations, policies and standards, or make it difficult to have a positive or constructive relationship with the parents.

B. COMMUNICATIONS TO PARENTS

The Presentation School endeavors to stay in touch with parents and to keep them informed of daily activities, events and changes in the calendar. It is important for parents to register with the parent e-mail list and to keep the School informed of any changes in addresses and phone numbers. Report any changes of address or contact information to the School Office 707-935-0122, ext. 201. From the email list, you will automatically receive the Presentation School e-news and will frequently get important information that the school sends out to parents. Go to www.presentationsschool.com

Parents are encouraged to check the on-line calendar found on the school Web site on a regular basis. This on-line calendar will have the most accurate information as events are added or changed during the year.

In addition to e-mail, parents receive the following forms of communication:

- Parent-Student Handbook (online)
- Weekly E-News
- Weekly Newsletters from teachers

C. AUXILIARY ORGANIZATIONS

Clubs, parent organizations, student organizations, extracurricular groups and other similar entities ("auxiliary organization") provide valuable resources and support to the School and its community. Unless organized as a separate legal entity under state and federal laws, these auxiliary organizations are part of the School and subject to the School's guidelines and directives. It is the policy of the School that any individual(s) desiring to establish an auxiliary organization must request and receive prior written authorization from the Head of School before establishment.

SECTION IX: MISCELLANEOUS POLICIES

A. PARENT ASSOCIATION

The Parent Association is instrumental in building a sense of community among parents and in fostering communication between families and the School staff. The Parent Association is the School's proactive partner in carrying out the character education objectives as outlined in the School mission and the values of the School.

In addition to providing volunteer support for a variety of School needs, the Parent Association hosts many of the traditional campus activities that make The Presentation School special. For example, coffees and socials hosted by each class are held in the fall

and provide an opportunity for families, faculty, and administrators to meet and talk informally.

The Parent Association is instrumental in supporting School fund-raising, especially the annual auction and ball – The Presentation School’s major social fund-raising event. The event is usually held in the spring. See the calendar for this year’s date.

Committees for the parent association meet regularly, as needed. Most meeting will begin with a session taking care of old and new business facilitated by the committee officers, followed by a program of interest to parents. All are welcome at either or both parts of the meeting. Look for specifics about the meetings in email.

B. PARENT INVOLVEMENT AND VOLUNTEERISM

The Presentation School relies on the generosity of its parent volunteers in nearly all facets of its operations. Parents are highly encouraged to assist in the education of their child(ren) by taking an active interest in their child(ren)’s school experience and getting to know classmates, teachers, and other parents through volunteer activities, class events and field trips throughout the school year. The School recognizes that a parent’s ability to contribute time is impacted by many demands and encourages parents to contribute time at a personally meaningful level and in a way that best fits their individual schedules.

When volunteering at the School, especially in functions that require interaction and/or supervision of students, the School requires parents to be fully present and engage with students and their activities. The School requests that cell phones remain on silent and out of sight while parents are volunteering and that all parent volunteers refrain from using their cell phones except in the case of an emergency. If transporting students, the School requires that a parent driver not use a cell phone, eve with a hands free device, and only use a cell phone in the case of an emergency.

All parent volunteers must comply with all School policies and directives, including the requirement to undergo background checks by fingerprinting and comply with all tuberculosis testing requirements prior to providing any volunteer services.

C. GOVERNING BOARD OF TRUSTEES

Ownership Board

The board of trustees is officially responsible for The Presentation School. It is neither an advisory board nor a board of limited jurisdiction, but rather an ownership board of trustees. An individual board member has no authority. The board has the authority to make decisions at meetings with a quorum of board members.

Board Powers

The board develops policies and procedures to guide the school community in living out the mission for which the School exists. The Board’s responsibilities and powers are designated in the Presentation School Corporate Bylaws as a non-profit institution and these include:

- Board Policy Formulation and Guidance
- Strategic Long-Range Planning
- Resource Development
- Oversight of financial and business affairs, including budget development
- Clarification, and enunciation of school's mission
- Evaluation of Board, Administration, Policy and Plans

Governing Board

Jon Sebastiani, Chairperson
 Dr. Lora Blanusa
 Sonya DeLuca
 Bahaneh Hobel
 Andre Juilland
 Cherise Norris
 Brett Pinkin
 Vanessa Rognlien
 Dana Sexton Vivier
 Heidi Williams

D. ADMINISTRATION AND FACULTY

Jacqueline Gallo, Head of School
 Shanna Rodgers, Business Officer
 Mimi Roediger, Director of Advancement
 Emma Evanson, Director of Enrollment
 Meaghan Hengehold, Registrar

Patrice Veyna, Learning Specialist
 Alex Haley, Curriculum Coordinator
 Sarah Tasker, School Counselor
 Katie Shinn, Kindergarten Teacher
 Stephanie Kendall, 1st Grade Teacher
 Kristen Van Dyne, Second Grade Teacher
 Melissa Yazzolino, Third Grade Teacher
 Teresa Caselli, Fourth Grade Teacher
 Jamie Mitchell, Fifth Grade Teacher/Tech & Testing Coordinator
 Keefe Durgin, Sixth Grade Teacher
 Jenn Mora, Seventh Grade Teacher
 Gina Irvine, Eighth Grade Teacher/Yearbook
 Dr. Greg Garrison, Middle School Science Teacher
 Diane Hernandez, Spanish Teacher / Community Engagement Coordinator
 Julie Boles, Fine Arts Teacher
 Deborah Chambliss, Music Teacher
 Reiley Obedin, Teaching Associate

Jenna Silacci, Teaching Associate
Amy Dougherty, Teaching Associate
Mia Castro, Lower School Teaching Intern

SECTION X: ACKNOWLEDGEMENT OF PARENT-STUDENT HANDBOOK

PLEASE SIGN AND RETURN TO FRONT OFFICE

I/We have read The Presentation School's 2021-2022 Parent-Student Handbook and agree to abide by the policies, rules, guidelines, procedures, and regulations in this Handbook and the school's philosophy. I/We have also reviewed the School's policies with our child. I/We understand that The Presentation School reserves the right to make changes to this Handbook with or without notice.

Student Name	Student
Grade	

Parent/Guardian 1 Signature	Date
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Parent/Guardian 2 Signature	Date
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SECTION XI: THE PRESENTATION SCHOOL SONG

*We Love Presentation
Shining in the Sun*

*Skipping and Running Around
We're Always Having Fun*

*We Wear Our Favorite Colors
Green, White, & MAROOOOOON!
Together In the Valley of the Moon*

*Ooo...ooo...ooo
It's our Favorite School*

*Ooo...ooo...ooo
The Teachers are So COOL*

*Everyday We Greet You
With a Smile on Our Face*

*5 Days a Week
We LOVE THIS PLACE*

APPENDIX A: DEVICE USE & DIGITAL CITIZENSHIP AGREEMENT 2021 - 2022

Name (Last, First): _____

Grade: _____

Device Use & Digital Citizenship Agreement 2021 - 2022

WHAT IS IT

This Device Use Agreement (DUA) is an understanding and contract for the use of devices issued by The Presentation School (TPS) to _____ (Student) and _____ (student's Parent/Guardian), all of whom consent and verify terms by signature at the end of this agreement.

DEFINITIONS

For the purpose of this DUA, "device" refers to laptops/iPads and associated equipment, owned or leased by TPS under the Student Device Program. "Digital Media" refers to computer programmed material, software applications, virtual meeting platforms and/or web browsers which host academic meetings, and class content.

RESPONSIBILITIES AND REQUIREMENTS

The DUA is comprised of these responsibilities and requirements between TPS, Parent/Guardian and Student:

TPS Responsibilities and Requirements:

Provide computer devices for the purpose of executing in person and remote learning with industry standard hardware and digital applications.

Provide Internet access and platforms as well as supplementary equipment to facilitate the digital learning experience. TPS contracts with third party services as well as secures qualified staff to set in place a state-of-the-art digital learning environment which fully supports the TPS core mission to prepare students spiritually, academically, socially, and physically to become life-long learners and socially responsible leaders.

Establish a Device Inventory System (DIS) that tracks device to student and family in order to ensure safe and restricted use of device to one student. The DIS also monitors software applications and Web browser use to insure safe and appropriate use of learning systems. To employ current Web filtering software to prevent the exposure of students to inappropriate Web platforms, applications and individuals.

Maintain routine upgrades and necessary modifications on devices. This upkeep is to ensure devices are current and fully support the learning experience. In the event that the original device is inoperable, TPS may have a limited number of spare devices for use while the original device is repaired or replaced. This DUA remains in effect for the substitute.

Parent or Guardian Responsibilities and Requirements:

Report any damage to Student's homeroom teacher or TPS technology staff.

Concede remote access to device by TPS for maintenance and update purposes. This may occur when the device is at home or school.

Recognize TPS' commitment to provide industry standard devices with quality operating systems and software. That said, Parent/Guardian agrees to advocate for responsible use of the device by Student.

Accept that when a device is damaged by Student's negligence, misuse or abuse, Parent/Guardian is financially responsible for all costs to repair or replace the device. Note that all repairs must be done through TPS. Outside repairs are not permitted and will result in Parent/Guardian's financial responsibility to pay for TPS to purchase a new device.

Agree that use of the TPS Internet account and local area network by anyone other than staff or students or persons authorized by the Head of School is prohibited. Transmission of commercial information, advertising, or political lobbying is prohibited.

Student Responsibilities & Requirements:

Report any damage to your parent/guardian or student's homeroom teacher.

Agree that the device is loaned only to you and by extension your parent or guardian. Do not let anyone use the device other than you, your parents or guardians.

Recognize the sensitive nature of the devices and its parts. Handle device with care and patience. Pounding or heavy fingered keyboarding will not make the device work faster or improve the quality of your work; in fact, disregard for the delicacy of the parts which causes damage to the device is considered negligent. Therefore, the parent or guardian would be financially responsible for the repair or replacement of the device.

Do not leave the device vulnerable to damage, such as bringing it to a sporting event, or the beach. Student accepts that if s/he exposes the device to situations that cause it damage, this is considered negligent. Therefore, the parent or guardian is financially responsible for the repair or replacement of the device.

Agree to these standards of physical care:

- Bring the device and charging unit to TPS every school day. Keep the device within your sight at all times.
- Report any problems, damage or theft immediately to a staff member.
- Arrive at school each day with a fully charged battery.
- Keep the equipment clean. Students may not place stickers, or any other permanent items on devices.

Agree to these standards of personal health and safety:

- Avoid extended use of the device while resting directly on your lap. The bottom of some devices can generate significant heat.
- Take breaks when using the device for long periods of time. Look away from the device approximately every fifteen minutes. Walk, stand and stretch to flex your muscles every half hour.
- Do not provide your personal information to anyone over the Internet.
- Do not share your passwords with anyone. Keep the device in a secure location when it is not at school.

- Do not engage in computer sharing which includes peer-to-peer networking and using bit torrent programs.

In the event that the device is inoperable, TPS may have a limited number of spare devices for use while the original device is repaired or replaced. This agreement remains in effect for the substitute.

Agree to Standards of Internet Use (SIU):

Student will use his/her Internet and network access privileges only for activities in support of the TPS mission and curriculum. Student work will be published only under the direction of a teacher.

TPS' Internet may be used only for school related activities. Academic honesty requires proper citation of sources including electronic sources. Other persons' Internet accounts (SSIDs) may not be used on TPS' computers without authorization by the Head of School. Users are expected to abide by the generally accepted rules of network and interpersonal etiquette. Vulgarities, abusive language or threatening actions are strictly prohibited. Refer also to the Parent Student Handbook, Section VII: Electronic Communications Resources and Technology Use.

In the event of accessing an inappropriate Website or attempt by a Website or external user to subvert the TPS filter/firewall, student must report the incident immediately to a parent/guardian and/or staff. Do not replicate the site or action for other students. Do not share personal information. Do not look into the other pages of the inappropriate Web sites or try to investigate how the breach through the firewall occurred.

Respect and protect the software TPS installs on devices: No software of any kind may be brought from home for use or installation on TPS computers. Student may not create or access personal web pages without permission of a teacher or other authorized adult. Student may not download or otherwise access any files, applications or extensions (I.e., music files) without the permission of a teacher. Student may not create or access personal e-mail accounts on school computers without specific teacher approval.

Respect and protect other students' devices. A vandalizing act by Student on his/her own or other students' devices will result in immediate suspension of privileges as well as other disciplinary actions. These acts include (but are not limited to) any malicious attempt to steal, harm, or destroy the data of another user, making equipment or software alterations, network hacking and uploading or creating computer viruses.

Respect and protect the Google Suite for Education (GSE) application which all students and staff at TPS utilize for communication, collaboration and academic work. GSE e-mail accounts may only be used for sending messages to others with "presentationschool.com" e-mail accounts. Included in student Google accounts is access to cloud-based storage and Google applications. These resources are intended to facilitate student learning and should not be used for inappropriate purposes. Student has no expectation of privacy in e-mail and file storage, and such files will be examined from time-to-time to assure proprietary use.

Device Use & Digital Citizenship Agreement
2021 - 2022
Signature Page Only

STUDENT'S AGREEMENT:

I understand that the use of the Internet, network, and TPS' devices are a privilege. I also understand that failure to follow the rules outlined in this Device Use Agreement is not consistent with TPS values. Should I commit any violation, my access privileges may be taken away and appropriate school disciplinary action will happen.

Student Signature **Date**

Printed Name **Grade**

PARENT(S) AGREEMENT:

I understand that my child is participating in the TPS technology program to enhance classroom learning. I have read, understand and agree to the terms of this Device Use Agreement. I understand this device is TPS property and remains at school unless directly instructed by the teacher to be brought home. If the device or any related equipment is damaged due to neglect, I understand I am financially responsible to replace and/or repair damage.

Parent Signature **Date**

Printed Name

TPS Use Only

Serial Number: _____ Device

ID: _____

Previous Device Returned Previous Charger Returned