



Presentation School is a ministry of the Church of the Presentation of the Blessed Virgin Mary

PRESENTATION SCHOOL PARENT/STUDENT HANDBOOK

2011-2012

1635 W. Benjamin Holt Dr., Stockton, California 95207

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<http://www.presentation-school.org>

*Presentation School is fully accredited by the Western Catholic Educational Association
and the Western Association of Schools and Colleges*

Presentation School
DIANE L. ROTHSCHILD, Principal
1635 W. Benjamin Holt Dr. Stockton, CA 95207

Dear Parents and Students,

*“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom*

Welcome to Presentation School! In choosing Presentation School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Presentation School for the 2011-2012 school year. Please read this handbook carefully and sign the attached agreement at the end of this document. This agreement states that you intend to abide by the policies of Presentation School during the 2011-2012 school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Diane Rothschild
Principal

Ms. Sharen Petrig
Assistant Principal

Stockton Diocese Mission Statement

We, the Catholic people of the Diocese of Stockton, transformed by Jesus Christ through Baptism; empowered by the Holy Spirit; nourished by the Eucharist; faithful to the mission of Christ; commit ourselves to be God's heart of mercy and love, God's voice of hope and truth, God's hands of justice and healing to all people.

Church of the Presentation of the Blessed Virgin Mary Mission Statement

Inspired by the Holy Spirit, as disciples of Jesus Christ and good stewards, we are all called to use our gifts for the Kingdom of God

Presentation School Mission Statement

The mission of Presentation School is to educate students to become well-rounded young adults whose responses to life are based on Catholic truth and values.

Presentation School Vision Statement

Presentation School is a family-centered community that affirms and promotes the dignity of every student, parent, teacher and staff member. We recognize and celebrate the call to be stewards of our God given gifts. We are committed to deepening our relationship with Christ and strengthening Gospel values within a service oriented, morally reflective environment that inspires a passion for learning.

Presentation School Philosophy

"Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. . . . it devolves on parents to create a family atmosphere so animated with love and reverence for God and people that a well-rounded personal and social development will be fostered among the children. Hence, the family is the first school of those social virtues, which every society needs." (Documents of Vatican Council II: Declaration on Christian Education.)

As educators, we recognize that parents are the primary educators and we believe in cooperating and working with parents to provide experiences that build community and leadership, that reinforce religious truth and values in daily living, and that prepare each individual student to take his/her place in a changing society as a productive Christian citizen. The integration of religious truth and values with the rest of life is brought about . . . not only by its unique curriculum but, more importantly, by the presence of teachers who express an integrated approach to learning and living in their private and professional lives." (To Teach as Jesus Did, Article 104.)

PRESENTATION SCHOOL STUDENT LEARNING EXPECTATIONS

Presentation School students are:

I. Faithful Catholics, who

- a. demonstrate a basic understanding of scripture and the traditions of the Catholic faith
- b. understand the Eucharist as the source and summit of our Catholic faith
- c. demonstrate a respect for and responsibility towards all of God's creation
- d. experience various types of prayer
- e. demonstrate a strong connection with their parish community
- f. recognize and support the talents and abilities of others
- g. recognize that our bodies are temples of the Holy Spirit and are to be treated with respect
- h. apply Catholic social teachings as responsible members of our diverse society

II. Lifelong Learners, who

- a. develop and utilize reading skills as tools for higher level thinking across the curriculum
- b. develop math skills and critical thinking skills as a foundation for higher level problem solving
- c. communicate, listen, and articulate their thoughts effectively through written and spoken word
- d. develop good study habits
- e. demonstrate competency in the use of technology to support student learning
- f. demonstrate the importance of maintaining a healthy lifestyle
- g. create and appreciate various forms of artistic expression

III. Self-Aware Individuals, who

- a. have positive self-esteem
- b. demonstrate a balance between family, parish, academics, community and individual interests
- c. handle different emotions and stressful situations appropriately by being flexible, resilient and/or forgiving
- d. provide a positive role model for others
- f. identify their passion/interest and pursue it
- g. accept opportunities that will enhance and challenge personal growth

IV. Cooperative/Collaborative Workers, who

- a. develop the ability to listen to others and communicate clearly
- b. work effectively as a team member
- c. cultivate friendships and resist negative peer-pressure
- d. demonstrate respect and sensitivity for all the people of our diverse society

Absence

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent may be contacted. This policy is for the protection of Presentation School students.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. (THIS IS A STATE LAW.) These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **two or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignments will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

In the case of extended absences (12 days or more), a student may receive NO grades on the report card for that term. A doctor's letter of explanation indicating expected duration of medical absence is required after ten (10) consecutive days. If a student is absent more than thirty (30) days in a given school year, a conference of parent(s) and/or guardian(s) and teachers will be held to design an appropriate educational plan. Exceptions to this must be applied for through the teacher with approval of the Principal, so that appropriate completion work can be arranged before the fall term.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. A signed note from the doctor's office is required upon a student's return from a medical appointment. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of California guidelines, are followed for the teaching of all secular subject areas.

Presentation School offers students opportunities for growth in the following major subjects:

RELIGION

Presentation School is an important ministry of the Church of the Presentation. The Church supports the School's Vision and Mission Statement to deepen one's relationship with Christ and to educate students to become well-rounded young adults whose responses to life are based on Catholic truth and values. In achieving the Vision and Mission Statement, it is the role of the Church and School to provide a strong sacrament base for all students.

Sacrament preparation is provided according to parish and diocesan policies. Opportunity is given for those students who wish to receive the Sacrament of Reconciliation and First Eucharist. Parents must register for the parish sacramental preparation program. Registration dates and times are published in the parish bulletin and in the school newsletter.

The Confirmation Program is established for young adults at a time in their lives when they possess the ability and willingness to understand the importance of and commitment to receiving the Sacrament. Candidates between ninth and twelfth grades are eligible to celebrate this life-changing Sacrament. According to current methodology regarding Confirmation preparation, it is not considered to be a time to review a summary of all Christian teaching. Rather, it is simply a time to explore and open up the Rite of Confirmation as the young adult further deepens a relationship with Christ and the Catholic Church.

It is a requirement that the candidate has had some form of religious formation; ninth graders must have participated in the eighth grade religious education program or have been a student at the parish school. Sophomores, juniors and seniors must have participated in LIFE TEEN the previous year. For answers to questions, please contact Lynee Monckton at 320-5722.

The religion curriculum also includes Catholic doctrine and tradition, Bible study, Prayer, Moral Teachings, Church History, Social Justice, and Family Life.

Liturgical services are held on the First Wednesday of each month for the entire school

community.

COMPUTER LITERACY

Word Processing, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

(For internet access, a use agreement form must be signed by student and parent)

FINE ARTS

Music (theory, voice, rhythm), Drama, Art (docent program), Liturgical Dance

LANGUAGE ARTS

Reading, English, Spelling, Vocabulary, Composition, Oral Communication, Library Skills, and Appreciation of Literature

As a part of our reading program, students in grades 4-8 are to meet the specified requirements for the Accelerated Reader Program. A list of the eligible books is available at the school and also on the school's web site, www.presentationschool.org, under "useful links." Parent approval in the form of a parent signature is required for each book choice. This is recorded on the reading log maintained by the student.

MATHEMATICS

Mathematics Skills, Pre-Algebra, and Algebra I

In order to allow teachers to meet students' individual needs in mathematics instruction, students in Grades 5-8 are placed into math groups. Placement will be based on ITBS math scores, diagnostic testing, and teacher recommendation. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

PHYSICAL EDUCATION

Physical fitness programs appropriate for each grade.

A health component is included in the physical education classes for students in grades 6 - 8. **If a child cannot participate in the P.E. class because of illness or injury, a note from home or a doctor's excuse is required.**

SCIENCE

General Sciences and Laboratory Experiences

SOCIAL STUDIES

History, Geography, Economics, California History, and Current Events

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a specific improvement plan. At the end of the designated period, the student's academic progress will be assessed.

Accreditation

Presentation School is accredited through the Western Catholic Education Association and the Western Association of Schools and Colleges.

Admission Information

Nondiscriminatory Policy

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

ORDER OF PRIORITY FOR ACCEPTING NEW STUDENTS

As openings become available, the following priorities will be used to accept students to Presentation School:

1. Siblings of students who attend Presentation School and whose tuition and fees are current and whose parent/guardians are practicing, supporting Catholics, cooperative and contributing to parish and school activities.
2. Catholic children of Presentation School alumni
3. Catholic children of Presentation parishioners who are registered, contributing parishioners, supporting and participating in parish activities
4. Catholic children of another parish whose parents/guardians give evidence of being active parishioners
5. Non-Catholic children of Presentation School alumni
6. Children who have attended preschools of other Christian traditions
7. All others

Non-Catholic students whose parents accept the philosophy of Presentation School will be accepted on a space available basis.

ADMITTANCE REQUIREMENTS

State law requires that children entering Kindergarten must be five (5) years of age by December 1. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

A family interview is part of the admission process. At the time of registration, all new students seeking admission to Presentation School will be evaluated on the basis of a nationally normed assessment survey and report cards from prior schools.

REQUIRED DOCUMENTS

- *Verification of active parish affiliation/stewardship
 - +Use of weekly envelopes or automatic deposit
- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP
- *Letter of recommendation from former principal/teacher

PROOF OF LEGAL NAME, AGE, AND CUSTODY

Before a child is admitted to school, the child's parent(s) and/or guardian(s) shall present the child's birth certificate to school authorities in order to verify the child's legal name and age. The student shall be registered under the name that appears on the student's birth certificate. A student or parent/ guardian may, at any time, request that the student be registered under a different name. Such request shall be made to the Superintendent in writing and shall set forth the reasons for the requested change. Within ten (10) days from the date of receipt of the request, the Superintendent shall notify the student or parent/guardian of his/her decision. If the student or parent/guardian receives no notice within this time period, the request shall be deemed to have been denied. The decision of the Superintendent shall be final.

CONTINUANCE POLICY

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Presentation School.

Awards

ACADEMIC RECOGNITION:

Principal's Academic Excellence Award is a special recognition for students in grades 5-8 who have achieved an overall grade of 95 percent or better.

Honor Award is a special recognition for students in grades 5-8 who have achieved an overall grade of 90 to 94.99 percent.

STUDENTS WHO RECEIVE ANY CHECKS IN THE CONDUCT AREA OF THE REPORT CARD WILL BE EXCLUDED FROM THESE AWARDS.

STUDENT LEARNING EXPECTATION (SLE) AWARDS

Students who have been recognized by the teachers as exemplifying a specific learning expectation by their actions will be honored each month, usually at the end of our monthly liturgical celebration.

MONSIGNOR DEGROOT LEADERSHIP AWARD

The Diocesan Catholic Schools Office recognizes students for their leadership qualities. Students must apply for this honor. The award ceremony is held at a different school in the diocese each year, in May.

VALEDICTORIAN OR SALUTATORIAN

To earn the distinction of either Valedictorian or Salutatorian, a student must be enrolled and attend Presentation's eighth grade from the onset of the school year. First and second academic ranking in the graduating class using the stated criteria determines Valedictorian/Salutatorian.

Grades will be calculated at the conclusion of the 3rd Trimester Progress Report to determine eligibility for this honor. It shall be noted that academic/behavioral established patterns must be maintained for the remainder of the school year. First, second and third trimester progress percentages will be used for religion and core subjects to ascertain eligibility for Valedictorian and Salutatorian. In case of a tie, third trimester grades from seventh grade may be considered as part of the calculation to determine these honors. Any checks in the conduct area of the report card can exclude a student from these awards.

Birthday Observances

- All class treats must be arranged with the class teacher. Please do not send treats that are difficult to serve or to share. Healthy treats are preferred.
- **No balloons or flowers are to be delivered to the school.**
- Invitations may not be given out at school unless all boy and/or girl class members are invited to the party.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions.

Bullying and Cyberbullying

Presentation School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats (**seriously, or in jest, or online**) face detention, suspension, and/or expulsion.

DIOCESAN HARASSMENT POLICY

The schools of the Diocese of Stockton are committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student is

prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action. Students found to have filed false reports will also be subject to disciplinary action.

Harassment may be verbal, physical, visual, or sexual and occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. The harassment policy is effective throughout the school day as well as at any school-related activity.

Specific examples of harassment include, but are not limited to:

- Verbal Harassment: derogatory, demeaning, or inflammatory words, whether oral or written
- Physical Harassment: unwanted physical touching, contact, assault, deliberate impeding or blocking movements, bullying or intimidating interference with normal work or movement
- Visual Harassment: derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, pictures, web pages, or gestures
- Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Such conduct includes, but is not limited to: sexually demeaning comments, sexual statements or jokes; suggestive or obscene letters, phone calls, e-mail; deliberate, unlawful physical touching; leering, gesture, display of sexually suggestive objects or pictures.

Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should leave the cell phone in the off position and keep it in the backpack for the entirety of the school day (including field trips and school-sponsored events.) Students who do not observe this policy will have the phone confiscated. The phone will be released from the school office to a parent.

Cheating

Honesty is expected of students in the performance of all academic work. Circumstances considered forms of academic dishonesty include, but are not limited to the following:

- copying someone else's classwork or homework
- allowing another student to copy one's work
- unauthorized use of a textbook or other instructional materials for an assignment
- making or accepting copies of your own or another student's work
- telling or asking a student for an answer
- looking at another's work or allowing another student to look at your work
- plagiarism (copying the work of another and submitting it as one's own)
- dishonesty in correcting one's own or another's work
- forging a parent/guardian's signature
- any other action deemed inappropriate by the teacher

Anyone who violates the policy of academic honesty may immediately receive a failing grade on the exam or assignment and the work of all parties involved will be confiscated.

Parent(s) and/or guardian(s) will be notified. Academic dishonesty may lead to other disciplinary procedures including detention, suspension, and/or expulsion.

Child Abuse Laws

Presentation School abides by the Child Abuse laws of the State of California. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Any child care custodian who has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment, whom he or she knows, or reasonably suspects, has been the victim of child abuse is required to report this to the Department of Child Protective services immediately or as soon as possible. Child abuse includes physical injury inflicted by other than accidental means on a child by another person, sexual abuse, neglect, unlawful corporal punishment or injury, or the willful cruelty or unjustifiable punishment of a child.

Closed Campus

Presentation School is a closed campus. Students are not permitted to leave the school premises at any time during the school day unless arrangements have been made. This includes a written note from a parent and/or guardian to the teacher and approval of the Principal. Students leaving campus with adults other than a parent or designated guardian need the written permission of their parents and/or guardians to do so. The authorized adult picking up a student must first sign the early pick up book at the school office and receive a visitor badge before proceeding to the classroom. The adult should knock on the classroom door and wait for assistance. No student can be picked up from the playground or classroom. Proper sign-out procedures must be observed at all times.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

CODE OF CONDUCT FOR STUDENTS

- I will always speak God's name reverently. I will not use profane or vulgar language.
- I will treat my classmates and other students with kindness and respect.
- I will be involved in learning and do all assigned work.
- I will respect the rights, property and safety of others.
- I will respect the school building, property and materials.
- I will be responsible for any damage done through my actions.
- I will not engage in any actions that are cause for dismissal or suspension.
- I will be quiet and orderly in the halls. I will not push, run or talk loudly.
- I will abide by the school dress code on uniform and free dress days.
- I will remain in designated areas where there is adult supervision.
- I will leave all items of value at home (i.e., electronic devices, collectables, toys, etc.) unless previously authorized by teacher permission.
- I will not bring nor chew gum at school.

Crisis Plan

DISASTER PREPAREDNESS PLAN:

Presentation School has subscribed to an automated communication service. In the event of an emergency, or extended blackout, all school families will be informed within minutes through an automated telephone or email message generated by Presentation School. It is important to designate your preferred mode of notification. It is vital that the school be notified promptly of changes to home, cell or work telephone numbers.

The faculty and staff of Presentation Parish School recognize the need to establish a set of planned procedures aimed at reducing the impact of a major disaster at school. In order to accomplish this, a written response plan for all staff, students, and parents/guardians has been prepared. The major objectives of this plan are to save lives and give aid to disaster victims.

EARTHQUAKE AND FIRE SAFETY:

Drills are held periodically throughout the school year. Teachers review exit procedures with the students at the beginning of each school year. Students are expected to follow procedures quietly, quickly and in an orderly manner.

SECURE DISMISSAL:

If we are informed that there is a lockdown in the general vicinity, but there is no immediate danger, students will remain in the building and the following procedures will be followed at dismissal:

- School staff will be stationed at the entry and exit gates as well as at the north entrance to the school.

- Using a walkie-talkie system, teachers will be notified as parents arrive
- Students will be sent out the north doors and escorted to their parents' cars
- Parents who park and walk in will enter and exit through the main entry doors. They will pick up their children in the foyer. This needs to be done very quietly, as communication through the PA and walkie-talkie system is critical.

SCHOOL LOCKDOWN:

In some situations it may be necessary to have a school lockdown. As per police recommendations, the following procedures will be implemented for a lockdown:

- All doors will be locked
- Blinds will be closed.
- No one will be permitted to enter or leave the building
- Lockdown will continue until the school receives an "all clear" signal from emergency personnel
- Parents should not call the school so the phone will be available to emergency personnel
- The school will use the emergency communication system to keep parents informed

PUPIL RELEASE IN CASE OF DISASTER:

Certain actions may involve releasing students from school or relocating students from a school site to another location at a time when parents expect their children to be in school. The administration will authorize such actions only in times of extreme emergency. If an emergency occurs and it becomes necessary to send students home early, relocate them to another site, or ask parents to come for pick up, then the following procedures will be followed insofar as possible.

- Parents will be notified through the automated communication system.
- Parents should not call the school so that the school telephone can be used for emergency calls.
- Parents should not park within a one-block radius of the school so that the streets and driveways can be accessed by emergency vehicles.
- Parents will enter the school building through the main, east doors.
- Parent/authorized adult will sign Class Release List and pick up child/children. (Students will only be released to the parent(s) or persons listed on the child's emergency form on file in the office.)
- Parents and students will leave through the east conference room door.

If students need to be moved to the church or community center, the same procedures will be used, but the main doors of the church or community center will be the check-in and check-out location for families. Parents will be notified of the appropriate location through the communication system.

Discipline

DISCIPLINE PHILOSOPHY

The most important factor in the development of a discipline code is respect for the dignity of all. Virtually every rule and regulation must be grounded in respect. Students, faculty, parents and/or guardians must understand that one of the first obligations in a Catholic school is to respect the dignity of all members of the school community.

Students' actions and attitudes should reflect a Christian ethic and their behavior should be

in accordance with the moral and religious expectations as outlined by Presentation School in its philosophy and goals. Students are expected to respect and obey all forms of authority, i.e., the faculty, staff, substitutes, yard duty personnel, parents, volunteers, chaperones. etc.

Discipline in the Catholic school is to be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- To build a sense of Christian community, values, responsibility, and respect
- To provide a classroom situation conducive to learning
- To teach students the importance of responsibility, self-control, and respect to others

Discipline is attained in a classroom or school when parents/guardians and students work cooperatively with the administration, teachers, and support staff toward the attainment of class and school objectives. We ask for parent support with this. Our common goal is to provide a safe, comfortable, and respectful place for the children to learn and grow. This discipline plan is another step toward that goal.

Effective discipline is an extremely important element in the success of any school. For discipline to be effective there must be consequences for those behaviors that disrupt the mission of our school. The following information is intended to clarify the rules of Presentation School and the consequences of unacceptable behavior. Implementation of the consequences as outlined will be at the teacher/principal discretion.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher who monitors the detention. *The form is sent home for parental signature and must be returned the following school day.* The period of detention is thirty to sixty minutes and is normally served at lunchtime, or after school if the need arises.

Suspension

Students who are given an in-school suspension will be required to report to school each day and work in a supervised room. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension. Notice of the suspension shall be given to the parent(s) and/or guardian(s). Reasons and duration of the suspension will be stated and matters pertinent to the suspension will be discussed.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Presentation School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Reasons for immediate expulsion or, in less serious cases, suspension, pending a conference with parent(s) and/or guardian(s), shall include but not be limited to the following offenses by a student:

1. Disobedience, insubordination, or disrespect for authority including yard duty supervisors
2. Language or behavior which is immoral, profane, vulgar, or obscene
3. Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance, on or near school premises or during any school sponsored activity
4. Assault with, or possession of, any lethal instrument, weapon or other dangerous object which might cause harm to persons or property, or serious threat of same, on or near school premises or during school sponsored activity
5. Unauthorized absence (cutting class), continued tardiness, or habitual truancy
6. Smoking on school premises or at school sponsored activities
7. Serious theft or dishonesty including copying, forging, falsifying, altering school reports or correspondence
8. Outrageous, scandalous, or serious disruptive behavior
9. Willful cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school or situated on school premises
10. Physical fighting, assault, battery, or any threat of force or violence directed toward students, or any school personnel, or their property
11. Gambling
12. Habitual lack of effort leading to failure in classroom work
13. Conduct at school or elsewhere, which would reflect adversely on the school and/or Catholic Church
14. Verbal, physical, visual, sexual, or cyber harassment

If, at the discretion of the Principal, any of the above reasons do not warrant immediate expulsion, then suspension procedures shall be followed.

Procedure for Expulsion for Disciplinary/Academic Reasons—non-immediate (when moral or physical safety reasons are not involved, or when there is not a need for immediate expulsion)

The following steps shall be taken before expulsion:

1. The Principal holds a conference with parent(s) and/or guardian(s) and the student to advise the family that the student is on probation and that expulsion is being contemplated unless there is immediate improvement in behavior. A staff member(s) and/or Pastor may be present.
2. If the student shows inadequate improvement in general behavior, or commits another infraction, which is cause for expulsion, a second conference will be held and the student's record reviewed.
3. After the review with the Pastor, the Principal will inform the parent(s) and/or guardian(s) of the decision.
4. If the parent(s) and/or guardian(s) fail without cause to attend any required conference, such shall be deemed waived by the parent(s) and/or guardian(s). The Principal shall notify the parent(s) and/or guardian(s) by letter accordingly.
5. Written documentation of compliance is retained in the school files.

Procedure for Immediate Expulsion:

1. The student shall be sent home until a decision has been made.
2. The Principal shall have a conference with the parent(s) and/or guardian(s).
3. The Principal shall review the case with the Pastor.
4. The Principal shall inform the parent(s) and/or guardian(s) of the decision.
5. All documentation will be retained in the school files.

RECOMMENDED TRANSFER: A recommended transfer terminates attendance but does not leave the stigma of expulsion.

Conditions for Recommended Transfer: Any of the following are sufficient grounds for a recommended transfer:

1. When the student will not profit from continued attendance
2. When the student's continued attendance will make demands upon the school which the school cannot meet
3. When the parent(s) and/or guardian(s) have failed to meet the obligations to the school which they accepted upon enrolling their child, or when they have been uncooperative with the school staff, policies, regulations, or programs, or have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children
4. When all conditions for expelling a student have been met but there are extenuating circumstances, the Principal may, at his/her discretion, offer a recommended transfer as an alternative to expulsion

Procedure for Recommended Transfer:

When the Principal has determined that a recommended transfer is appropriate, the Principal shall:

1. Review the recommendations with the Pastor
2. Discuss the student's situation with the parent(s) and/or guardian(s) and inform them of alternate facilities, if any are found available
3. Make records available to the receiving school

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. **Note:** a fax does not take the place of an original signature.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Private cars are permitted for all field trips within San Joaquin County. The diocese requires that chartered buses be used for field trips outside the county. All exceptions must be cleared with administration.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip

CHAPERONE GUIDELINES (from Administrative Handbook of the Catholic School Office)

- Chaperones shall be 21 years old, preferably 25 years or older.
- One chaperone should be provided for every nine (9) participants.
- A minimum of two chaperones should attend any school-sponsored event, field trip or activity.
- Both male and female chaperones should supervise coed events, field trips or activities
- No chaperone should be alone with a student at any time (other than a parent with his/her own child).
- Alcoholic beverages shall not be consumed by any chaperone.
- Tobacco products shall not be used in the presence of students.
- Official duties, obligations and responsibilities, including hours and places of duty, shall be defined by the classroom teacher.

It is also a diocesan requirement that all volunteer drivers and chaperones have a *Shield the Vulnerable* training certificate of completion, fingerprint clearance and a signed volunteer agreement on file with the principal.

VOLUNTEER DRIVER GUIDELINES

Please keep in mind the following regulations:

The number of chaperones will be determined by the teacher relative to the student age and nature of the field trip

1. **No siblings**; siblings are prohibited by our diocesan insurance
2. Field trips are limited to students and official chaperones, unless otherwise indicated—**no extra visitors, please**
3. On all trips, i.e., bus, car, or walking, chaperones are responsible at all times for the students assigned to them
4. Every volunteer driver must have on file in the office that year’s **signed volunteer driver form**, a copy of his or her **driver’s license**, as well as **current insurance details** showing date of expiry and liability coverage of no less than \$300,000 combined single limit for bodily injury liability, \$100,000 per person.

Under no circumstances should drivers and/or chaperones deviate from the itinerary developed by the teacher, e.g., no side trips.

Financial Obligations

Unless tuition is paid in full by August 15, all tuition payments are handled by the school's tuition billing service company, FACTS Management Company. There is a link on our web site to facilitate the enrollment process. FACTS charges a once a year service fee. The program is based on ACH payments.

There is a charge for any returned check or refusal of an automatic deduction by the bank. Late payments incur an added fee. Unexplained nonpayment is considered delinquent.

TUITION PAYMENT OPTIONS:

- Pay in full by August 15, or
- Enroll in the FACTS® Tuition Management Service. Payments may begin in July.
- Please note that you may pay in full for one child and utilize FACTS® for another.

FACTS® TUITION MANAGEMENT OVERVIEW

- There is an annual non-refundable \$41 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- You must enroll with FACTS® by June 15 to be eligible for the 12 month plan. For all other plans, the deadline is July 15. The link to FACTS is on the school website.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to Presentation School for the entire amount of tuition no later than August 15.

ENROLLMENT/RE-ENROLLMENT

- The \$25.00 Application Fee for new students must be submitted with the application. The Registration Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Registration Fee by the date designated by the Administration.
- All Application Fees are NON-REFUNDABLE.
- There will be a \$20 returned check fee for all checks made payable to Presentation School that do not clear the bank.

WHEN PARENTS/GUARDIANS FAIL TO PAY TUITION AND FAIL TO DISCUSS FINANCIAL PROBLEMS WITH SCHOOL ADMINISTRATORS TO ARRIVE AT AN ACCEPTABLE PAYMENT PLAN, the school shall give parents/guardians written warning of possible recommended transfer of students for failure to meet financial obligations toward the school. Failure to maintain current with tuition and/or PPB hours and/or Scrip requirements may jeopardize re-enrollment for the coming year. Two months of unexplained non-payment of tuition is considered delinquent and it can result in a recommended transfer for failure to meet promised financial obligations. Report cards may be withheld, but transcripts may not be withheld from those delinquent in tuition unless the parent(s) and/or guardian(s) have signed an agreement by which they explicitly waive their rights.

Before accepting a student transferring from a Catholic school, the school shall obtain verification that no tuition is owed to the school from which the student transfers.

WITHDRAWAL POLICY

- Families must notify the school in writing if a student is withdrawn from the school.
- The registration fee is non refundable after July 15.
- The school will not provide a report card, progress report, or diploma unless all outstanding balances are paid.

TUITION ASSISTANCE:

The mission of Presentation School's Tuition Assistance Program is to assist parish families who are unable to afford the full cost of tuition.

Presentation School Advisory Council's Finance Committee has set guidelines for the allocation of tuition grants. The maximum income level to be eligible for assistance will be set annually based on the San Joaquin County's medium income figures. Families desiring tuition assistance must make application each year before April 15 for the following year. The completed application must be submitted directly to TADS (Tuition Assistance Data Services), the company processing aid applications for the diocesan schools. It is the report received by the school from this company that is used to review possible tuition assistance to families from school funds. No family can be given a full tuition grant. However, consideration for partial assistance is given according to the needs of each family applying. After processing, applicants are informed of the amount for which they are eligible. **If a family receives tuition assistance, tuition must be paid on time or the assistance may be revoked.** Families receiving tuition assistance are expected to fulfill the forty hour requirement and in addition be actively involved in at least one other parish ministry.

Criteria to be considered when determining need:

1. Registered, active parishioner status
2. Involvement in school/parish activities
3. Degree of need determined by TADS (this is based on present income, employment status, assets, debt, and number of children in private school)

The Diocese of Stockton, through SEEDS, also provides limited tuition assistance for low-income families with students in diocesan schools. All families that submit the TADS application will be considered for these funds.

Fund-Raising

The following projects are of direct benefit to the school:

- Presentation Parent Boosters (PPB)—your full support of their activities aids the school in obtaining funds for needed extras to enhance school programs and to assist with the general budget
- Book Fair—new books and media materials
- Bowl-a-thon

The following are permitted to raise money for special purposes:

- **Student Council**—for special needs within and outside our community
- **Grade Six-Eight**—to offset Science Camp and DC/NY trip expenses (non-mandatory)
- **All Grades**—for charitable donations

School organizations may raise or expend funds only with the approval of the Principal and funds may accumulate from year to year only with the approval of the Principal

Grading Scale

GRADING SCALE GRADES 4-8

Percentage	Grade	G.P.A.	Percentage	Grade	G.P.A.	Percentage	Grade	G.P.A.
100-95%	A	=4.0	82-80%	B-	=2.7	69-67%	D+	=1.3
94-90%	A-	=3.7	79-77%	C+	=2.3	66-63%	D	=1.0
89-87%	B+	=3.3	76-73%	C	=2.0	62-60%	D-	
86-83%	B	=3.0	72-70%	C-	=1.7	59-0%	F	

Gum

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students chewing gum during the course of the school day.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion. (See Bullying & Cyberbullying policy.)

Health

EMERGENCY CARDS: It is imperative that all families have on file an up-to-date completed EMERGENCY CARD for each child. At the beginning of each school year, the parent(s) and/or guardian(s) provides the school with current and complete family information for emergencies. Health information and medications regularly taken by the child must be recorded on the back of the card. These cards must be kept current. Please notify the office of any change immediately. Be sure the persons to be notified know they are to be contacted in case of emergency. It is the responsibility of parents/ guardians to notify the school when there is a change in guardianship or custody for a child.

HEALTH RECORDS: Records are filed in the school office for each child. It is the obligation of parents to report any communicable diseases to the school office as soon as diagnosed. The identification of an HIV-infected student, however, shall be kept confidential among the minimum number of school personnel necessary to assure proper care of the student and protect others from transmission.

HEALTH SCREENING: Vision screening of students in grades K, 1, 2, 5, 8, new students, as well as referrals, is usually done in the fall. Kindergarten and first grade boys are also tested for color blindness. Audiometer screening of students in grades K, 1, 2, 5, 8, new students, as well as

referrals, is done once a year. Scoliosis screening is given to all girls in grade 7 and all boys in grade 8, unless the examination is declined in writing by a parent/guardian.

DOCTOR AND DENTIST APPOINTMENTS: Parents/guardians are expected to make every effort to schedule doctor and dentist appointments outside school hours. In an emergency, students who need to be excused for a short period of time during the day are to bring a note from home that morning and give to the teacher at the onset of morning class. The student will be sent to the office to meet with his/her parent/guardian and be signed out. A child returning to school from an appointment must be brought to the school office by his/her parent/guardian to sign in before returning to the classroom.

ILLNESS AND INJURY: When a student becomes ill or is injured at school, the available personnel takes reasonable and careful steps to care for the ill or injured child.

1. Every effort is made to contact the parent(s) and/ or guardian(s) of the student for information and instructions. Students should be picked up at the school office and signed out.
2. If the parent(s) and/or guardian(s) cannot be contacted, the person in charge shall consult the emergency card for instructions.
3. If no responsible person can be reached and the illness or injury is believed to be serious enough to require medical attention, the person in charge shall arrange for the student to see a doctor or to be taken to the emergency hospital for treatment.
4. No person shall be held liable for following the procedures listed above unless the parent(s) and/or guardian(s) have previously filed with the school a written objection to any medical treatment other than first aid.

ACCIDENTS: Students who are injured are responsible for informing a teacher of the injury immediately. Please emphasize this point with your child.

Accident Insurance: All the students of Presentation School are covered by the Diocesan school insurance according to the provisions of the policy as stated in the brochure each child is given in the beginning school package. Please keep the information for reference. The school reports all accidents that require a liability claim to the Catholic School Department and the liability insurance carrier as soon as possible. The Principal or secretary provides a parent/guardian with a student accident insurance form when requested.

COMMUNICABLE DISEASES: In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Contagious diseases must be reported to the school office as soon as possible. Strep throat, lice, pink eye, chicken pox, mumps, measles, poison oak or any disease, which can be contracted by other students, must be reported. Students may not attend school while any disease/infection/infestation is in the contagious stage. **Students with fevers may not attend school; they can resume classes when their temperature has been normal for 24 hours.**

Home-School Communication

The school calendar, newsletter, homework, forms, important links to resources, and other vital information is posted on the school website: <http://www.presentationsschool.org>

To facilitate mutual support and understanding between school and home, we encourage the clarification of any question or situation pertaining to the classroom through communication with the teacher by written note, telephone call, or request for a conference. Being critical of the school, or at variance with its policies, only causes harm to or conflict within the child. Classroom problems should be communicated directly to the teacher. The Principal may be consulted, if necessary, after the initial communication with the teacher over a specific problem.

TELEPHONE/EMAIL MESSAGING SERVICE: Presentation School subscribes to a telephone messaging service, to be used in emergencies and also to inform parents of important events or changes in the school schedule.

ACCESS TO STUDENT RECORDS: In keeping with the policy of the Catholic School Department, only authorized personnel may have access to student records. A parent/guardian who wishes to inspect and review his/her child's records, during regular school hours, should call the school office for an appointment with the Principal. Access shall be granted no later than five days following the date of request, and shall include the presence of a qualified person who will be available to answer questions and interpret the recorded data.

APPOINTMENTS WITH TEACHERS: Besides formally scheduled conferences, teachers and parents/legal guardians are encouraged to communicate with each other by note, telephone, e-mail, or visit regarding the progress and behavior of the students. Appointments should be made by means of a written note, voice mail message, or e-mail. Under no circumstances may a parent/legal guardian go to the classroom to confer with the teacher before, during or after teaching hours, or contact teachers at their home, without expressed permission from the teacher. Social times are not appropriate for discussing student behavior. Please speak respectfully to the teacher and school staff.

DIVORCED/SEPARATED FAMILIES AND NON-CUSTODIAL PARENTS: The school must have accurate custodial information on file. All separated and divorced parents must provide the school with a copy of the custody agreement. The school will not involve itself as arbiter or mediator in any dispute between separated or divorced parents involving their child(ren), including tuition and fee payments or custodial arrangements. Parents need to make their own arrangements as to the division of tuition and fee payments and inform the school of the arrangement.

The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information shared, limited or no contact with the child, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CHANGE OF ADDRESS/TELEPHONE: It is very important that every student maintain an up-to-date address(es) and telephone number(s) record at the school office. Notify the school immediately of any change of address or telephone number.

CLASSROOM VISITATIONS: Parents/guardians may visit their children's classrooms while

they are in session. Arrangements must be made with the teachers at least twenty-four (24) hours in advance of the visits. Visitors are required to check in and out with the office staff and to wear

a visitor badge during their entire visit. Parents/guardians are asked not to bring children with them and to limit their stay to a maximum of thirty (30) minutes.

CONFIDENTIALITY: Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents/guardians will be promptly notified of teacher concerns.

CONFERENCES (Parent-Teacher): At the beginning of the school year, Parents' Night is held to inform parents/ guardians about school and class procedures. Teachers meet with the parents and/or guardians of their students and present the curriculum, behavior expectations, class information and procedures for the school year. It is imperative and expected that parents/guardians attend this meeting to come to a better understanding of class requirements.

To effect closer cooperation and understanding between the home and the school, individual parent-teacher conferences for every child are scheduled during October. All parents/guardians are required to attend these conferences. The teacher sends notices to parents/guardians stating the dates and times of the conferences. An effort to keep the appointed time is very much appreciated.

Please feel free to contact your child's teacher for an appointment regarding your child's progress. Your personal and detailed interest helps your child to understand that his/her progress and behavior in school are matters over which you keep the closest watch.

GRIEVANCES: Matters involving a student should be first discussed with the teacher. If the matter is not resolved to the satisfaction of the concerned person having the grievance, it should be discussed with the Principal of the school. If discussion with the Principal does not resolve the matter, the concerned person may discuss the matter with the Pastor. If the discussion with the Pastor does not resolve the matter, then the concerned person may discuss the matter with the Superintendent.

In other school matters, discussion should be had with the Principal. If the matter is not resolved to the satisfaction of the concerned person having the grievance, it should be discussed with the Pastor. If the discussion with the Pastor does not resolve the matter, then the concerned person may discuss the matter with the Superintendent.

PUBLICATIONS: Parent notices are usually sent home on Fridays. The school bi-weekly bulletin may be viewed at the school web-site at <http://www.presentationsschool.org>.

A Parent-Student Handbook is posted to the school website at the beginning of the year. Please become familiar with the school policies. At the end of this handbook are pages that need to be signed by parents and students to acknowledge that these policies have been read and will be followed. If you have questions, or need clarification, feel free to contact the office.

TELEPHONE: Neither teachers nor students are called to the telephone during the school day. You are requested not to ask that messages be delivered to your child except for a very special emergency. **Ensure your child is aware of each day's pick-up arrangements before leaving home.** "Forgetting" is not considered an emergency, and a call will be allowed only in cases of dire necessity. Students bringing cellular telephones and pagers to school must keep these devices in their backpacks with the power turned off during the entire school day.

Homework

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework will **not** be assigned to students on Friday evening. (Occasionally weekend and holiday homework may result from a long range assignment, optional enrichment work, or for the purpose of making up work missed through absence, poor effort, incurred penalty or lengthy absence.

Homework is posted daily on our website: <http://www.presentationschool.org>

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception.

Homework Policy Due to Illness

When a student is **absent for two or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Late Work & Redoing Assignments

The following is applicable for grades 4-8:

1. If a student misses assignments due to illness, the following procedure is expected:
 - a. When classroom/homework assignment can be completed without classroom instruction, students are encouraged to work while at home. Previously assigned long-term projects

may also be done at this time.

b. Any other homework or in-class assignments are to be made up once the student returns to school and has received instructions regarding the assignments. The student will have a specified number of days to make up the work. The number of days will be arranged with each teacher by the student. **IT IS THE STUDENT'S RESPONSIBILITY TO SEE HIS/HER TEACHERS TO ARRANGE FOR MAKE-UP WORK AND A SUITABLE TIME LIMIT.**

2. Work that is late due to negligence must be completed in a timely manner according to the teacher's directions. Late work will not be given full credit. Work not submitted to the teacher will result in a zero grade.

3. If a student is absent during the school day due to a MEDICAL or DENTAL APPOINTMENT, the following procedure is in effect:

- a. The student must turn in the assignment due that day as usual. There is no deferment period.
- b. It is the student's responsibility to find out what assignments were given in the classes missed while at the appointment. The assignments are due the next day as usual.

Homework is posted on the school web site at www.presentationschool.org. Late assignments due to student absences are confirmed through the web site.

REDOING ASSIGNMENTS: At the discretion of the teacher, opportunities may be made available for students to redo some assignments, which may result in the raising of their percentage to a maximum of seventy per cent.

Library

The school has a well-equipped automated library that is maintained by a staff of volunteer parents/guardians. Each class has a regular scheduled weekly time to visit the library. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Student must pay for books that are damaged or lost before any other materials may be checked out.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found closet. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

Presentation School will be contracting with a web-based lunch vendor. Details of this program will be sent home at the beginning of the school year.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, energy drinks, or excessive amounts of candy.

Lunches delivered to the school must be **labeled with the students' names and grades** and left on the counter in the school foyer. Students will pick them up as they leave for lunch.

Parents are discouraged from bringing lunches or drinks from fast-food restaurants.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunchroom supervisors are in order at all times.

LUNCHROOM PROCEDURES:

- Students are to walk to the lunchroom and enter through the doors on the west side of the Community Center.
- Students are to sit at a table to eat.
- The lunchroom supervisor is to dismiss each table.
- Students are to leave the lunchroom clean, throwing garbage in the trash bin, cans and plastic bottles into the recycle bin.
- Designated students are to prepare the tables for the next seating.
- All food must be consumed in the lunchroom or packed up and returned home.

LUNCHROOM RULES:

- An adult must give permission to students to get up from the tables.
- Students are to use the bathrooms entered from the playground.
- Students are not allowed in the kitchen.
- Students may not throw food at any time.
- Appropriate behavior and voice volume should be maintained at all times.

Medication

Medications cannot be furnished to students by the school. **No medicine, be it physician prescribed or over-the-counter, is allowed in the classroom.** (See exception below, item 7.)

If a student must have medication during the school day, the following procedures shall be followed:

1. No student shall be given medication at school except upon the written request of a licensed physician who has the responsibility for the medical management of the child.
2. All requests must be signed by the parent/legal guardian who assumes sole responsibility for supplying and delivering of all medications to the school office. Parents, not students, must bring medications to the school office.
3. All medications must be brought to and administered through the school office.
4. Where reasonable and feasible, the student's medication should be self-administered.
5. A request form for each prescribed medication must be completed by the student's physician, signed by a parent/legal guardian, and filed with the school.
6. The medication must be in the original container with the original pharmaceutical label

with student's name, the name of the medication, dosage schedule and instructions, the date of expiration, and the physician's name and telephone number.

7. Parents may request special arrangements with the school administration to allow a student to carry an additional supply of emergency medication (e.g., Epi-Pens or inhalers), if the child is sufficiently capable, mature, and responsible.

Sharing medication with other students may be cause for disciplinary action, including suspension or expulsion.

Off-Campus Conduct

The administration of Presentation School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parents As Partners

As partners in the educational process at Presentation School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch and nutritional sack every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at Presentation School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Presentation School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Presentation School, we trust you will be loyal to this commitment. During these formative years (K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parent Advisory Council

PRESENTATION SCHOOL ADVISORY COUNCIL was constituted at the discretion of the Pastor as a consultative body, neither jurisdictional nor regulatory, to advise and assist the Principal in those areas prescribed by its constitution. Its authority and responsibility shall always be in harmony with the policies of the Catholic School Department. Parish Ministry guidelines are reviewed and approved periodically by the Principal, by the Pastor, and by the Superintendent.

The Council consists of ten members, including two ex-officio members, namely a teacher representative and the Presentation Parent Boosters president. The Pastor and Principal preside over Council meetings. The regular meetings are normally held on the fourth Tuesday of each month of the school year. Matters to be brought to the Council's attention should be stated in writing and given to the Principal one week in advance of meeting. All parents/guardians will be given an opportunity to comment or address the School Advisory Council if asked to be placed on the agenda one week prior to the meeting.

Parent Booster Club

PRESENTATION PARENT BOOSTERS (PPB) assist in the educational development of students as stated in the bylaws of the organization. It is the obligation of parents/guardians to take an active role in the support and implementation of the school program through membership in PPB. A yearly membership fee is assessed each family at the time of registration. Each family is expected to attend the official meetings so that it may be fully aware of the activities planned and has a voice in the proposed expenditure of funds that are raised. Funds can be used to sponsor spiritual, educational, cultural, or athletic activities for students, parents, and the faculty; to purchase equipment, materials, books, and other supplies which will aid the educational work of the school; for school operational expenses, and for the group's own expenses. With the help of all parents, the projects chosen can be very successful and benefit the school enormously.

Parties

Classroom parties are planned at the discretion of the homeroom teacher. Room parents may assist the classroom teacher with these parties. The classroom teacher must approve healthy food and appropriate activities.

Promotion Policy and Retention Policy

Advancement to the next grade in Presentation School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on **successful completion of all subject areas**. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Advanced warning and written notice will be provided if it becomes certain that, for whatever reason, a student will not qualify to be promoted or to graduate with the class.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be distributed by mail three times each school year. The approximate date of mailing will be posted in the school newsletter.

Student Progress can also be monitored through the Cornerstone component of the school's website. Parents are provided access to student grades through the use of a unique login and password. This website will be updated every two weeks.

School Hours

DAILY SCHEDULE

All Grades K-8:	School Begins	8:00 a.m.
Primary Grades K-4:	Morning Recess	10:00 a.m. -10:15 a.m.
Upper Grades 5-8:	Morning Recess	10:15 a.m. -10:30 a.m.
Lunch Schedule:	Grades K-2	11:40 a.m. -12:20 p.m.
	Grades 3-5	12:00 noon -12:40 p.m.
	Grades 6-8	12:20 p.m. - 1:00 p.m.
Primary Grades K-2:	Afternoon Recess	2:00 p.m. - 2:10 p.m.
All Grades K-8:	Dismissal	2:50 p.m.
Extended Care:	7:00 a.m. Care Begins	7:45 a.m. Care Ends
	2:50 p.m. Care Begins	5:30 p.m. Care Ends

All listed times are subject to change.

In order to ensure student safety prior to the official start of the school day at 7:45 a.m., Extended Care will be provided. Students who arrive on the campus prior to 7:45 a.m. must go directly to the Extended Care facility (no exceptions). Parents/guardians will be billed on a monthly basis per the Extended Care agreement.

MINIMUM DAYS: Dismissal on minimum days is at 12:15 p.m. (no lunch break). Students should bring a snack on minimum days.

School Office Hours

The school office is open on all school days from **7:30 AM – 3:30 PM.**

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety

ARRIVAL/DISMISSAL PLAN

Drop-Off Procedure—all cars are to enter through the McClellan Way entrance to the west of the Youth Center. **In the interests of safety and to ensure a steady flow of traffic, all vehicles must enter from the west end of McClellan Way, making a right turn into the schoolyard.** Vehicles must be driven in straight and stop in the Safe Zone to allow the children to disembark from the car on the side closest to the school. Drivers must then proceed through the Safe Zone and turn right only on to McClellan Way.

Pick-Up Procedure—All cars are to enter through the McClellan Way entrance to the west of the Youth Center. **All vehicles must enter from the west end of McClellan Way, making a right turn into the schoolyard.** Vehicles must be driven in straight, following the line of traffic, pulling as far forward (towards the gym) as possible. Students will be directed to walk to the car. We ask each parent to reinforce with their children that the vehicle will only stop at this one point and that students must be alert and ready to help each other into the car. Drivers may then proceed through the Safe Zone and **turn right only** on to McClellan Way.

These procedures are subject to change in order to provide the greatest degree of safety for all students. We ask parents to be responsive to Safety Patrol Personnel and to read the school bulletin for notice of any changes. We also ask drivers to be mindful of the need for our neighbors to be able to enter and exit their driveways at the school's drop-off and pick-up times.

BICYCLES: Bicycle riders must observe all of the traffic laws pertaining to them. Please support the police and the school in attempting to assure the safety of your child: all students must wear a helmet; double riding is forbidden by law.

Children are not permitted to borrow another's bicycle. We suggest that students record their bicycle serial numbers. The school assumes no responsibility for bicycles. However, provision has been made to safeguard bikes by requiring them to be properly parked and locked in the west patio of Extended Care.

Students riding bicycles must walk their bikes on and off the school premises. No bicycle riding is permitted on school premises before or after school while students are present. Bicycles are not allowed in the school building.

WALKING OFF CAMPUS/WALKING HOME: Students walking off campus to meet with a parent or to walk home from school must have written permission of a parent/guardian filed with the student's teacher and the school office. Staff cannot be responsible for the safety of students walking off campus.

LEAVING CAMPUS WITH AN ADULT OTHER THAN PARENT: Students leaving campus with an adult other than the parent or designated guardian need the written permission of their parent and/or guardian to do so.

AFTER SCHOOL ACTIVITIES: Students who have after school activities on campus (choir, basketball, volleyball, etc.) must check into Extended Care until it is time for the activity to begin. Students must return to Extended Care after the event if parents have not yet arrived to transport them home—before 5:30 p.m. Students cannot remain on campus without adult supervision.

SECURITY MEASURES:

- The front doors of the school will be closed and locked during the school day. Access may be gained by pushing the button to the right of the door to alert office staff of your arrival.
- The parking lot gates will be closed each day at 8:05 a.m. and reopened at dismissal.
- Since the campus will be secured during the school day, parents must use the front door to gain access. Parents can park on Benjamin Holt Drive or park in church parking lot and walk through the prayer garden.
- **The parking lot by the school office is reserved for school staff only. Parents may not drive vehicles into this area, as it is a safe zone during the day.**
- All visitors, parents included, must check into the office before proceeding to any classroom or the library.
- All students who are dismissed for appointments or illness must be checked out at the school office before leaving campus.

No unauthorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours, or immediately before or after school hours, unless authorized in writing by the parent(s) and/or guardian(s). In order to cooperate with student and family needs, the school must be informed of custody arrangements. It is the responsibility of the parent(s) and/or guardian(s) to inform the school of custody status and subsequent changes. The school may ask for legal verification of these arrangements.

ANIMALS: For reasons of health and safety, no animals should be brought on to the school premises without prior arrangement with the Principal.

School Supplies

Teachers will furnish students with a list of supplies needed for the year. Special items necessary for individual classes may be purchased through the teacher.

Science Camp/Outdoor Education

Sixth grade students annually attend Science Camp for one week. The program includes nature hikes and studies led by trained camp personnel. This camp study is part of the sixth grade curriculum and all sixth graders are expected to participate.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Student Records

Presentation School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Presentation School Office for distribution. Completed forms will be sent via the U.S. Mail.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Tardiness

Students who arrive in their classrooms after the bell ringing at 8:05 a.m. will be deemed tardy. A note of explanation is required for tardiness. Habitual tardiness is most disruptive to students already in class and deprives the tardy student of the learning that is in progress. Students who are tardy more than five times in a year will not qualify for perfect attendance. Excessive tardiness as deemed by the teacher will result in a conference with the Principal.

Telephone

Permission to use the telephone must be obtained from the teacher. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Testing

Parents/guardians are encouraged to assist their children in their responsibility to prepare

adequately for tests. The following should be considered in regard to testing situations: 1) absence on a test day—the missed test is taken on the day the student returns to class, unless other arrangements have been made with the teacher. Otherwise, a failing grade is recorded; 2) since major tests are announced in advance, no excuse is acceptable regarding a student's lack of preparation; 3) circumstances for which a student may receive an automatic "F" on a test—a) talking during test time, b) using unauthorized notes and/or textbook, c) looking at someone else's work, d) passing notes, e) making copies of the test, f) discussion of test with an absent student.

Standardized tests are administered each year to all students in grades 2-8. Only illness is a valid reason for being absent from school during testing week. A home report detailing Fall test results will be mailed to parents with the first trimester report card.

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Documentation should include the name of the new school and the reason for withdrawal. (See previous section on Student Records for transcript information.)

Truancy

A student is truant when absent from school without a valid excuse more than three days in one school year. Any student who has once been reported as truant and who is again absent from school without valid excuse one or more days can again be reported as a truant to the appropriate agency. Any student who is reported truant three or more times in the school year is deemed a habitual truant and as such is subject to possible expulsion.

Uniforms and Dress Code

SCHOOL DRESS CODE: Presentation School uniform dress code is designed to be a cooperative effort among parent(s) and/or guardians(s), students, teachers, and administration. As the primary educators of their children, all parents and/or guardians need to actively monitor and supervise their children's dress for school. The student's dress must comply with both the written regulation and the spirit of the dress code. The following regulations will apply for the coming school year.

All uniform pants, shorts, skorts, skirts and jumpers must be purchased from the Dennis Uniform Company or Boggiano's (A+ brand for pants and shorts).

GIRLS' REGULATION UNIFORM

- **Skirts and Jumpers:** the hem of the plaid skirt or jumper must touch the calf when student is in a kneeling position; biker shorts must be worn under the skirt or jumper and may not show below the hemline.
- **Shorts and Pants:** are not to be worn too tightly or too loosely; must be worn at the waist and belted.
- **Shorts and Skorts:** must touch the calf when student is in a kneeling position.

- **Shirts:** plain long or short sleeved polo shirt; white, black or hunter green (**only seventh and eighth grade students may wear red**); must be tucked into the waistband at all times; must be long enough to cover any midriff area when arms raised or when at rest; no puffed sleeves or Peter Pan collars; no layered shirts.
- **Tights:** these are not required, but if worn, must be white or black and be footed; no leggings can be worn.

BOYS' REGULATION UNIFORM

- **Shorts and Pants:** are not to be worn too tightly or too loosely; must be belted at the waist.
- **Shorts:** must touch the calf when student is in a kneeling position.
- **Shirts:** plain long or short sleeved polo shirt; white, black or hunter green (only seventh and eighth grade students may wear red); must be tucked into the waistband at all times; must be long enough to cover any midriff area when arms raised or when at rest; no layered shirts.

GENERAL UNIFORM REGULATIONS

- **Shoes:** athletic, with non-marking soles; shoes, including laces, fabric trim and pattern, must be only black, brown or white; must be securely fastened with Velcro or laces; no slip-on shoes.
- **Socks:** must be solid white or black; no logos, pictures, stripes, designs or ornamentation; must be clearly visible above the shoe. (Exception: school spirit socks)
- **Belt:** must be worn at all times with pants/shorts; plain black, brown or khaki. (No ornamentation.)
- **Undershirts:** must be solid white and tucked into waistbands; no undergarments should be visible. No turtlenecks are to be worn on regular uniform dress days, except with the spirit t-shirt in colder months.
- **Sweatshirts:** must be Presentation School uniform sweatshirt or fleece, purchased from Valley Embroidery. Seventh and eighth grade students may wear the red Presentation School sweatshirt, eighth grade students may wear their graduate sweatshirts, and sixth, seventh and eighth grade students may wear their Science Camp sweatshirts. No CYO sweatshirts may be worn.
- **Jackets:** no jackets shall be worn inside the classrooms.
- **Hair:** must be clean and natural in color. Hairstyles must be neat and clear of the face. Boys' hair must be no longer than collar length and must be at or above the eyebrows. No hairpieces are allowed. Hair accessories must be black, white, brown or uniform plaid. Extreme hairstyles are not permitted. The term "extreme" will be determined by the administration. Face must be clean-shaven.
- **Hats:** No hats are to be worn indoors.
- **Jewelry, nails, and makeup:** jewelry is limited to stud earrings (no more than 2 per ear) and watches; religious pendants are to be worn inside the shirt; earrings are unacceptable for boys; no nail polish or artificial nails will be allowed; no makeup is permitted.

Please label sweatshirts, fleece and jackets with the FAMILY NAME.

Spirit Days: Every Friday is Spirit Day. Students may wear the black spirit t-shirt instead of the polo shirt on these days. Students opting not to wear the spirit t-shirt are to wear the school uniform. This t-shirt is to be worn with the uniform pants, shorts, skirt, or skort. On the last Friday of each month, jeans may be worn with a spirit t-shirt or uniform polo. During colder months, a solid color black or white shirt or turtleneck may be worn under the spirit t-shirt.

Optional Dress Days: Free dress days will be announced as agreed upon by the faculty and/or Student Council. On the days of dress choice, students are expected to wear appropriate clothing.

Examples of unacceptable choices are:

crop, low cut and halter tops, spaghetti-strap shirts/dresses, sheer clothing, army fatigues, baggy attire, and t-shirts with inappropriate slogans or advertising. All pants/shorts need to be worn to the waist. Shorts and skirts must touch the calf when students are in a kneeling position. No underwear should be visible. Socks are required at all times. Athletic shoes are required for student safety—no slip-on shoes. Any type of dress or grooming which calls undue attention to the student, and consequently becomes an unnecessary distraction, will not be permitted.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Dress code checks will be conducted randomly. One or more of the following actions may be taken to enforce the dress code at school.

- All students adhering to the school uniform policy will earn the privilege of having the option to wear spirit day dress each Friday.
- An Out-of-Uniform Notice will be sent home. It must be returned to the homeroom teacher on the following school day and must be signed by parent/guardian. It is the expectation of the staff that upon receipt of this notice, a parent/guardian will support the school and correct the uniform violation immediately.
- Parents/guardians may be called and asked to bring appropriate clothing.
- In case of repeat violations, a conference will be scheduled with parents/guardians.
- The third violation will result in the student receiving a disciplinary referral.
- The consequence of a fourth violation will be the student receiving a check mark in the conduct section of the report card under “Observes rules and standards.” This will result in the student being ineligible for honor awards.

The school staff reserves the right to be the final judges as to the individual student's appearance. It is their prerogative to request that a student's appearance be altered to conform to school standards.

Purchase of Uniform: The Dennis Uniform Company will arrange to sell the uniform at the school one day in early August. SCRIP for Dennis Uniform will be available. Uniform purchases may also be made on-line at www.dennisuniform.com. (School code: N8MPRE)

Sweatshirts, fleeces, jackets and Spirit t-shirts may also be ordered from Valley Embroidery on this uniform sale day. Valley Embroidery will also take orders on the first and third Fridays of each month.

Uniform Exchange: The school outlet of used uniforms is available to supply parents with uniform replacements or supplements. Check the biweekly bulletin at the beginning of the school year for the telephone number of the parent coordinating this service. Donations of outgrown uniform items that are in good condition are welcome and appreciated.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Vacations

Family vacations should be planned to coincide with the scheduled vacation days of the school calendar. In instances where family vacations do not coincide with the school vacations days, written notice of absence must be given to the teacher/s prior to departure.

Teachers will not prepare work in advance of a student's extended absence.
Students and their parents may consult the homework calendar located on the internet at <http://www.presentationschool.org>

Volunteers

Volunteers serve to enhance the school's ability to provide for the students' development and benefit the school. Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and diocese with proper respect for those serving in ministries. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact. All volunteers who work directly with students are asked to sign a volunteer agreement that will be kept on file by the principal.

All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school.** All volunteers must first sign in at the office and wear a volunteer badge.

Right to Amend

Presentation School reserves the right to amend this handbook for just cause. Parents/guardians will be given prompt notification if changes are made. The policies in this handbook are subject to and in accordance with the Administrative Handbook of the Catholic School Department of the Roman Catholic Diocese of Stockton. (Revised August 2010)

Presentation School
DIANE L. ROTHSCHILD, Principal
1635 W. Benjamin Holt Dr. Stockton, CA 95207

AUTHORIZATION FOR RELEASE OF PUBIL INFORMATION 2011-2012

This school does not release information or records concerning your child to non-educational organizations or individuals without your consent. The release of certain information would benefit your child, such as information on athletic or academic awards, or other such information, for press releases.

Your consent is required for the release of such information. If you give your consent, please sign where indicated on the line below. Such consent may be revoked by you at any time by notifying the principal of the school in writing. You may receive a copy of the information released by submitting your request in writing to the school office.

Please circle your choice: Consent given Consent NOT Given

Name of Student _____ Grade _____

Name of Student _____ Grade _____

Name of Student _____ Grade _____

Name of Student _____ Grade _____

Signed: _____ Date _____

PHOTO-VIDEO RELEASE

Pictures or videos of students participating in activities may be useful for informational or educational purposes regarding the programs or curriculum at Presentation School. Your consent is required to publish these photos or videotapes in the newspaper, a magazine, the school website, or other publication.

Please circle your choice: Consent given Consent NOT Given

Name of Student _____ Grade _____

Name of Student _____ Grade _____

Name of Student _____ Grade _____

Name of Student _____ Grade _____

Signed: _____ Date _____

Return form to school by August 19, 2011
TELECOMMUNICATIONS USE AGREEMENT
Telecommunications Use Agreement
Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Presentation School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Name of Student _____ Grade _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

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