



Presentation
Academy

**Student Handbook
and Planner**

This Student Planner Belongs To:

Name _____

Phone _____

Address _____

Grade _____

Homeroom/First Period Class _____

2009-2010

Sister Christine Beckett, SCN
President

Ms. Barbara Flanders Wine '67
Principal

Ms. Mari Sweeney Hammer '59
Assistant Principal

Ms. Kelly Hartman '91
Assistant Principal

861 South Fourth Street
Louisville, KY 40203 – 2100
(502) 583 – 5935
FAX (502) 583 – 1342
www.PresentationAcademy.org

Schedules

BASIC

P&A 8:00-8:02
 1st 8:02-8:48
 2nd 8:53-9:39

3rd 9:44-10:30
 4th 10:35-11:29
 Lunch 25-4-25
 5th 11:34-12:28
 Lunch 25-4-25
 6th 12:33-1:19
 7th 1:24-2:09
 8th 2:14-3:00

ASSEMBLY

8:00-8:02
 8:02-8:35
 8:40-9:13

ASSEMBLY
 9:18-10:30

10:35-11:08
 11:13-12:07
 25-4-25
 12:12-1:06
 25-4-25
 1:11-1:44
 1:49-2:22
 2:27-3:00

LITURGY

P&A 8:00-8:02
 1st 8:02-8:33
 2nd 8:38-9:09
 3rd 9:14-9:45

ASSEMBLY
 9:50-10:53

4th 10:58-11:52
 Lunch 25-4-25
 5th 11:57-12:51
 Lunch 25-4-25
 6th 12:56-1:34
 7th 1:39-2:17
 8th 2:22-3:00

EARLY DISMISSAL

P&A 8:00-8:02
 1st 8:02-8:38
 2nd 8:43-9:19
 3rd 9:24-10:00

6th 10:05-10:40

4th 10:45-11:39
 Lunch 25-4-25
 5th 11:44-12:38
 Lunch 25-4-25
 6th BEFORE LUNCH

7th 12:43-1:19
 8th 1:24-2:00

LATE ARRIVAL

9:00-9:02
 9:02-9:38
 9:43-10:19
 10:24-11:00

AFTER LUNCH

11:05-11:59
 25-4-25
 12:04-12:58
 25-4-25
 1:03-1:38

1:43-2:19
 2:24-3:00

HEAT

8:00-8:02
 8:02-8:26
 8:31-8:56
 9:01-9:25

AFTER LUNCH

9:30-10:14
 20-4-20
 10:19-11:03
 20-4-20
 11:08-11:32

11:37-12:01
 12:06-12:30

INCLEMENT WEATHER LATE OPENING

P & A 9:30 - 9:32
 1st 9:32-10:03
 2nd 10:08-10:39
 3rd 10:44-11:15
 4th 11:20-12:14
 Lunch 25-4-25
 5th 12:19-1:13
 Lunch 25-4-25
 6th 1:18-1:49
 7th 1:54-2:24
 8th 2:29-3:00

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Presentation Academy Alma Mater

By Sister Mary Walter Burke, SCN

Presentation, we're proud of you!
Alma Mater, three cheers for you.
First in education, standing high in reputation.
We pledge anew our heart's devotion,
And we'll prove we're loyal as we journey life's way.
O Alma Mater, we pray with deep emotion that you may live for aye!

Oh let a swelling chorus rise today,
For not in all this grand old U.S.A.
Is there a finer school than our P.A.,
So gather round her, sing a joyous lay!
In praise of her who stands for all that's true
And leads the way for me and you.
Crown her with laurel,
Proclaim her glory,
And sing her praises with sweetest story.

Presentation, we're proud of you!
Alma Mater, three cheers for you.
First in education, standing high in reputation.
We pledge anew our heart's devotion,
And we'll prove we're loyal as we journey life's way.
O Alma Mater, we pray with deep emotion that you may live for aye!

Forward

The purpose of this handbook is to provide the student and her family with a guide to the structure, services, rules, and regulations of Presentation Academy. The policies contained here have been established with the intention of allowing the students and faculty of Presentation Academy to work in an environment in which the dual goals of order and excellence prevail. The common good of the academic community has been given the highest priority in light of the Academy's philosophy and mission.

A united effort on the part of the administration, faculty, staff, students, and parents/guardians should be perceived as a concerted effort to aid the academic community to achieve greater scholastic and spiritual heights. The time spent at Presentation Academy should not be viewed only as a process of intellectual and academic progress; it should also be seen as a time of social awareness and spiritual growth, guided by an appreciation of Christian Catholic ideals.

History

Mother Catherine Spalding of the Sisters of Charity of Nazareth founded Presentation Academy on November 21, 1831. The Academy provided both elementary and secondary education and was located behind the old St. Louis Church, at the corner of Fifth and Walnut Streets (now Muhammad Ali Boulevard).

After its first year of operation, the Academy's classes were interrupted because of a cholera epidemic. The Academy reopened later that year; however, the students shared their space with the poor, orphans, and sick for whom the Sisters nursed back to health. As "the din of the street traffic had become so noisy" at their downtown location, the Sisters purchased the Jacob residence at the corner of Fourth and Breckinridge Streets in 1893. The house was demolished, and the current Academy building was constructed.

On July 11, 1935, a fire destroyed Presentation's auditorium and caused damage estimated at \$10,000. The flood of 1937 also caused extensive damage. Later that year, plans were drawn for a combination auditorium/gymnasium to be jointly owned by Presentation and Nazareth College (now Spalding University). In 1945 the elementary school (which had been coeducational) closed in order to accommodate the rapidly growing high school, and in 1948, an addition to the original structure was built, providing classroom space, an enlarged music department, a new laboratory, and expanded cafeteria facilities. The 1950s and 1960s witnessed the most unprecedented growth in the enrollment of the Academy. The student body reached its peak in the fall of 1964 when 300 students entered the freshmen class.

During the late 1980s, enrollment began to decline. At the same time, tuition increased as a result of a decline in the amount of sister donated services. In January 1995, the Sisters of Charity of Nazareth announced that Presentation

would close at the end of the school year. The Sisters stated that they could no longer be financially responsible for the school. The response from contributions provided the necessary security for Spalding University to agree to be responsible for Presentation and oversee the running of the school. After nearly ten years of Spalding ownership, Presentation became independent in January 2005. Spalding University remains the school's canonical sponsor, as required by the Archdiocese of Louisville. Funding for the school comes from tuition, charitable contributions, and financial grants. Presentation's building is a historical site, registered with the Louisville Historical Society. Renovations and updates are made in keeping with the historical architecture.

Mission Statement

*In the spirit of Catherine Spalding and the Sisters of Charity of Nazareth,
Presentation Academy strives to create a diverse educational community that challenges young women to develop
their greatest potential as leaders in a global society.*

GENERAL INFORMATION AND POLICIES

Accreditation

Presentation Academy is accredited by the Southern Association of Colleges and Schools (SACS). The Academy is a member of the National Catholic Education Association.

Admissions

Incoming students on the ninth grade level are admitted on the basis of high school placement test scores, the seventh and eighth grade school record, a recommendation of the eighth grade principal, and the recommendation of the Presentation Academy Admissions Committee. Transfer students above the ninth grade level are admitted on the basis of their high school transcript, two letters of recommendation from a teacher or counselor, a personal interview, and a written essay. Presentation Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarships and loan programs, athletic and other programs.

School Office Hours

The main school office is open daily from 7:30 a.m. to 4:00 p.m. The Academy building opens at 7:00 a.m. Students are supervised from 7:00 a.m. until 3:00 p.m. and during all school sponsored activities.

Faculty and members of the administration are available for conferences by appointment. Please call the main office at (502) 583-5935.

School Logo

The Presentation Academy logo may not be used without first acquiring the expressed written permission of the Director of Public Relations, the President, the Principal or the Assistant Principal.

Daily Schedule

Students are expected to be in their homeroom/first period class on time each day at 8:00 a.m. Students arriving at Presentation prior to 7:30 a.m. must report directly to the cafeteria. Prior to 7:30 a.m., only the faculty presider may release a student to take care of business in any other part of the building. This includes visiting student lockers. At 7:30 a.m., a bell will ring, and students may then move to other areas in the building. The school day ends at 3:00 p.m. on regular schedule days. Leaving campus without proper permission from the main office at any time during the school day is prohibited. Once a student arrives on campus, she may not leave without permission even if the time of arrival is before 8:00 a.m.

Special Schedules

Special activities are held at Presentation on designated days. On these days, alternate schedules are followed. On faculty meeting days, students will be dismissed at 2:00 p.m. Check the school calendar for these designated days. Unless otherwise noted, days designated as late arrival begin at 9:00 a.m.

Parental/Guardian Concerns

If the students and/or parents/guardians have concerns about a grade or some other matter pertaining to a specific course, contact with the teacher involved should be made. Every effort should be made on the part of the parent/guardian, student, and teacher to satisfy all concerns. It is the policy of the administration that such parent/guardian/teacher interaction should occur before requesting administrative intervention. If no satisfactory agreement is reached, the parent/guardian and/or teacher should contact the Assistant Principal to schedule a

conference. Direct any additional discussions (such as study habits or performance in more than one class), to the Office of Student Services: Counseling Department. This office can be reached by calling (502) 583-5935.

Custodial and Non-Custodial Parents' Rights and Responsibilities

When parents of a student are separated, involved in divorce proceedings or are divorced, the Principal will respect the rights of both the custodial and the non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. It is the responsibility of the custodial parent to provide the school with a court-certified copy of any such court orders if restricted access to students or students' information is requested. For the school's purpose, the parent with whom the child resides is known as the custodial parent. If both parents claim to be the custodial parent, enrollment records will be reviewed. The parent who enrolled the child is considered the custodial parent until a court-certified document naming the custodial parent can be provided to the school. Parent rights include access to student records and school mailings, attendance at parent/teacher conferences, and authority to request that a student be released early or be absent from school for a legitimate reason. Only the custodial parent has the right to remove the student from school property. It is the responsibility of the non-custodial parent to inform the school office of his/her name, address, and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list. Any student enrolled at Presentation Academy, regardless of age, is seen as the responsibility of her parents or legal guardians. Even if they are 18 years of age or older, students may not report themselves absent, sign their own progress reports, etc. Students are required to reside with and live under the care and authority of their parents or legal guardians. Any short-term exceptions to this policy must be reported to the Principal.

Student Dismissal Precaution

No staff member will excuse any pupil from school prior to the end of the school day, or into any person's custody at any time, without the direct prior approval and knowledge of the Principal or her designate, who will authorize an early or otherwise irregular dismissal only when it is requested by a student's parents/guardians. If any police or court official requests the dismissal of a student during school hours, parents/guardians will be notified as soon as possible. No student will be placed under the custody of the police or court official without parental/guardian consent, unless the Principal is presented with a warrant or a court order. A student will be released to a non-custodial parent, guardian, or other person if there is written permission for doing so signed by the custodial parent/guardian on file with the school office. The school official must be able to identify the non-custodial parent, guardian, or other person by means of picture identification or other generally accepted means of identification.

Address/Phone Number

Parents/Guardians need to report any change in address, home phone number, work phone number, or emergency phone number to the main office as soon as the change occurs.

Areas Designated For Students

Throughout the school day, students are involved in classroom learning activities. Students are not allowed in any unsupervised areas. The following locations are **not** designated for students during the school day:

- All cars, parking areas, or parking lots
- All athletic facilities, except during PE class
- The cafeteria and vending room, except during lunch periods
- The public library
- Egan Leadership Center
- Spalding University Library

Any student found out of a designated area without written permission from a teacher is subject to disciplinary action. When a student arrives at school, she is expected to remain inside the Academy. Students may not remain in the Egan Leadership Center after school without written permission from the Assistant Principal.

Severe Weather

In the event of inclement weather, Presentation Academy will follow the decisions made by the Office of Catholic Schools regarding school cancellations and delayed openings. If a late opening is announced, the building will open at 9:00 a.m.; students should not arrive before this time. The first class will begin at 9:30 a.m. (see schedule on p. 2). Under extreme heat conditions, Presentation Academy will make its own announcement regarding early dismissal or closing. *This announcement will be made in writing to parents/guardians and sent home with students.* Also, listen for severe weather announcements on radio and TV stations. Should inclement weather develop during the course of a school day, the Superintendent's office will make a decision regarding an early dismissal for Catholic high schools in Jefferson County. If an early dismissal is necessary, the Superintendent's office will contact the high schools and radio and television stations with the announcement, "Catholic high schools in Jefferson County will dismiss at 1:30 p.m." If inclement weather conditions necessitate a change in the 1:30 p.m. early dismissal time, the Superintendent's office

will make that decision and communicate the dismissal time to high schools and radio and television stations.

Safety

Presentation Academy places a high priority on keeping its campus safe and follows a handbook covering all aspects of safety.

Asbestos

Presentation Academy is in compliance with all state and local asbestos regulations.

Emergency Drills

Emergency drills for fire, tornado, evacuation, and lockdown are held regularly. A sign indicating the exit to be used in each instance is posted in each room. Students must remain silent and follow the direction of the supervisor during all emergency drills.

Visitors

Any student who wishes to invite a visitor to the Academy must request permission from the Assistant Principal *at least one week prior to the visit*. The student must submit written permission for the visit from her parents/guardians.

Financial Information

We are all committed to providing a Presentation education for those who wish to receive one. However, it is a shared responsibility to pay for the cost of that education. Following are Presentation Academy's financial policies.

Registration: \$150.00 fee for all incoming freshmen;
 \$75.00 fee for all returning students;
 Registration fees are non-refundable.

Tuition:

Option I - One payment of \$8,525 due July 1. After July 15, 2008 a charge of \$175 is automatically incurred.

Option II – For those families who wish to take advantage of the ten-month payment plan starting in July and ending in April, the tuition is \$ 8,700. There is a separate \$41 FACTS fee withdrawn from the first payment. The monthly payment will be based on the information in each family's Enrollment Agreement and will reflect the addition of certain fees and reductions for any financial assistance or scholarships awarded, if applicable.

Note: We are always willing to discuss your financial responsibility for regular tuition payments and, in exceptional cases, make a mutually agreeable arrangement. If for some reason you cannot meet the schedule outlined above, please contact the school finance department immediately.

Financial Policies

The school provides student accident insurance at no cost to the student. Each class is assessed a fee (included in tuition) which includes the following:

- Freshmen (\$145) - Retreat, PE uniform, choral music fee, technology fee, Cambridge books and testing fee
- Sophomores and Juniors (\$90) - Technology fee and Cambridge testing fee
- Seniors (\$160) - Graduation fee and technology fee

For those families who choose the ten-month payment plan, the fees are included in the monthly payment.

When tuition is not paid according to schedule:

- A student **will not** be allowed to begin classes until July and August payments have been received;
- A student **will not** receive her grade report at the end of each quarter;
- A student **may not** be eligible to sit for semester exams;
- A senior **will not** be eligible to receive her diploma or transcripts until all debts are paid in full;
- A student **cannot** obtain a transcript unless tuition is current;
- Failure to meet an agreed upon payment schedule can result in the account being turned over to an outside collection agency.

Financial Regulations Regarding Withdrawals

For a student withdrawing:

- A parent/guardian must meet with the Principal to complete a withdrawal form.
- Prepaid tuition will be prorated for any remaining months (through April) in which the student is not in attendance. July payment is non-refundable.

Tuition Assistance

Presentation Academy provides tuition assistance to any student regardless of race or religion on the basis of demonstrated financial need. Tuition assistance may be received in one of the following ways:

- Financial Assistance
- Student Work Study Program

A family must complete a formal application for financial assistance and provide a copy of their current year IRS 1040 filing and W-2s. Financial Assistance applications are available in the front office in January and must be completed and returned to PSAS (Private School Aid Service) by the due date indicated on the form. Renewal of financial assistance is dependent upon successful completion of the previous school year which includes review of behavior and academic performance.

Curriculum and Academic Policy

The educational program at Presentation Academy is designed to provide a solid foundation for all educational experiences beyond high school, but especially for academic success in college. Through a varied curriculum, students are challenged to function at competency levels commensurate with their abilities and interest. They are given the responsibility of organizing their time, and they play an active role in obtaining the best education possible. Students meeting specific academic requirements may apply to take courses at Spalding University.

Scholastic Requirements

To receive a diploma from Presentation Academy, a student is required to complete a minimum of 28 credits. A senior lacking more than one credit will forfeit participation in the commencement ceremony. All credits lacking by seniors must be completed within one full year of her last day of attendance at Presentation. Required classes are:

Theology	4 credits
English	4 credits
Mathematics	4 credits*
Social Studies	3 credits
Science	3 credits
Physical Education	.5 credit
Health	.5 credit
Fine Arts	1 credit
Electives	9 credits

*Beginning with the class of 2012, students must take math each year of high school.

The following meet the current requirements for the Kentucky Pre-College curriculum. These courses of study are required for unconditional admission to many state universities:

English	4 credits	English I, II, III, IV
Mathematics	4 credits	Algebra I, Algebra II, Geometry, and one other math course
Science	3 credits	Credits to include: Life Science, Physical Science, and Earth/Space Science.
Social Studies	3 credits	Select: U.S. History, Economics, Government, World Geography and World Civilizations
Health	.5 credit	
Physical Ed.	.5 credit	
Fine Arts	1 credit	
Electives	7 credits	Recommend strongly one or more courses that develop Computer literacy
World Lang.	2 credits	French or Spanish

Progress Reports

In addition to the report card, grades will be posted at designated times throughout each quarter (see calendar for dates). Parents/Guardians need to understand that should unsatisfactory academic performance occur after the specified time for posted grades, the student could still earn a D or F for that course and quarter.

Parent/Guardian-Teacher-Student Conferences

Conferences are scheduled twice during the year. Dates are listed on the school calendar. These provide teachers, parents/guardians, and students with the opportunity for mini-conferences. Parents/Guardians are also encouraged to discuss their daughter's progress with teachers or counselors as needed throughout the year. These conferences inform parents/guardians about their daughter's academic performance. Parents/Guardians of students with one or more failing grades are required to attend the parent/guardian-teacher-student conferences.

Report Cards

Report cards are mailed to parents/guardians 4 times a year at nine-week intervals. If the report card is not received, parents/guardians should notify the Academy.

Semester Exams

All students are required to take semester exams during the scheduled exam period. Performance courses, such as Choral Music, will have a final portfolio or performance prior to the exam period. In these cases, an exam is at the teacher's discretion. The weight of the exam in the semester grade is stated on the course syllabus or classroom policy statement. The exam can only count a maximum of 1/5 of the semester grade. A student is exempt from taking a second semester exam if she has an A/A- for the first semester and an A/A- average for the second semester. There are no exemptions from exams for a half credit course. Students who are exempt from an exam do not have to be at school during that period. Only sophomores, juniors, and seniors can be exempt from final exams. Members of the freshmen class are required to take all final exams. This includes freshmen taking sophomore level courses.

Class Rank and Grades

A student's grade point average is based on the four-point system.

95-100=	A	=	4 points
93-94 =	A-	=	3.67 points
91-92 =	B+	=	3.33 points
87-90 =	B	=	3.0 points
85-86 =	B-	=	2.67 points
83-84 =	C+	=	2.33 points
79-82 =	C	=	2.0 points
77-78 =	C-	=	1.67 points
75-76 =	D+	=	1.33 points
72-74 =	D	=	1 point
70-71 =	D-	=	0.67 point
Below 70=	F	=	0 point

The grade point average is determined by adding the total number of points of all semester grades earned at the end of each semester and dividing by the number of credits attempted. Pass/Fail credits are not included.

Grades for AP courses, honors courses, and college credit will be weighted. The Academy uses the following point distribution for weighted courses:

A=5 points	B=4 points	C=3 points
D=1 point	F=0 point	

Incomplete quarter and semester grades may be given because of extraordinary circumstances. An incomplete quarter or semester grade must be completed by the student and recorded by the teacher within two weeks. If the incomplete is not made up in two weeks, the grade will be converted to the grade of F.

KEES Award

At the end of each year, Presentation Academy calculates KEES GPA's for all students who have completed the school year at Presentation. The KEES GPA is an annual grade point average, not cumulative. The only classes weighted (calculated on a 5.0 scale) for this computation are AP courses. Honors and college courses are not weighted. This calculation is based on guidelines set forth by the Kentucky Higher Education Assistance Authority (KHEAA). In order to qualify for a KEES award, a student MUST have an annual GPA of 2.50 or higher and be a resident of Kentucky. In addition, those students scoring a 15 or higher on their ACT or an 1160 on their SAT will receive additional funds.

Failing Grades

Students with more than 2 failing credits per school year are academically ineligible to return to Presentation Academy. A failure in any subject must be made up during the summer before the student can return to Presentation for the next school year.

Honor Roll

A list of students achieving the Honor Roll will be posted each quarter. The Honor Roll is based upon the student's **quarter grades. Neither semester grades nor GPA is used to determine Honor Roll.**

- Principal's List: all A's
- First Honors: all A's with no more than one B
- Second Honors: all A's with no more than two B's

- Anyone with a grade of C or lower is not eligible for the Honor Roll

Parents/Guardians who do not want their daughter's name published on the quarterly honor roll must notify in writing the Principal no later than October 1 of the academic school year.

Study Period/Resource Policy

All students at Presentation are required to take a full course load. Only under extraordinary circumstances would a student be permitted to have a scheduled resource. This would include students who are enrolled in 2 or more AP classes. Sophomores, juniors, and seniors may take a half period study opposite lunch. This study hall is silent and a structured use of time.

Academic Probation

The purpose of academic probation is to help students achieve academic success. Academic probation will occur at the end of the first and second semester (second and fourth quarters). A student is placed on academic probation if she receives one grade of F or three grades of D+, D, and/or D-. At the end of the first and third quarters, the student's academic record is reviewed and probationary status is removed if a student has no grade of F or no more than one grade of D+, D, or D-.

Academic probation denotes:

- Loss of privileges;
- A student may not hold office or be a Student Council representative;
- Academic probation impacts participation in activities that take time after school hours, (e.g., sports), unless the activity is a requirement for a course grade, (e.g., choral music);
- Notification of parents/guardians, advisors, and club sponsors;
- Structuring of a student into an academic support group for the subsequent quarter;
- Re-evaluation with a possibility of dismissal from Presentation Academy.

Registration

Early in the second semester, the student pre-registers for the following year. Pre-registration forms must be signed by the student's parent/guardian. The non-refundable registration fee must be paid at this time. Late fees apply after the due date.

Course Changes

Any course changes are subject to a \$25 fee. The student's parent/guardian must sign course change slips. The deadline for dropping or adding a class will be announced at the beginning of each semester. Only teacher-initiated changes will be allowed after those deadlines have passed.

Student Records

In keeping with the Family Educational Rights and Privacy Act (also called "The Buckley Amendment"), parents/guardians may inspect and review all records maintained on their daughter(s) by the school. Students who are eighteen years old have the same rights to inspect and review their records as are accorded their parents/guardians.

Medical Forms

State law requires all students to have an updated medical examination upon entry and certification of immunization. Students will be notified if their certificates are due to expire. *They may not attend class until an updated immunization certificate is on file in the school office.*

Academic Honesty

The philosophy of Presentation Academy calls for the highest standards of academic honesty and integrity. All tests and other submitted work must be the student's own. The following are designated as cheating:

- Plagiarism: copying or making use of ideas from a source (**including another student**) without citing the source;
- Gaining knowledge of a test prior to taking the test;
- Using unauthorized sources of information during a testing situation;
- Lifting work from the internet and presenting it as one's own.

Any case of cheating will result in the student earning a zero for the work. Incidents of cheating are subject to disciplinary action, including detention, suspension, and expulsion.

The Presentation Leadership Program

Presentation Academy offers a program specifically designed to link academics, career exploration and leadership skill development. Presentation's vision is to empower young women for leadership roles in their careers and in the community through the identification and development of individual and team leadership skills. Presentation integrates the development of leadership skills for young women into the traditional program curriculum. Skills in the areas of ethical behavior, organization and planning, communication, team building, problem solving, and goal setting are integrated into the instructional design of every class at Presentation. Students take responsible roles on committees, clubs, and projects throughout the year. Students plan and carry out plans for the events, giving them hands-on experience. Students who play key roles on leadership committees further enhance these skills. Student committee members plan, organize, and present seminars and programs. Diverse career exploration opportunities are offered in partnership and with area businesses such as Norton Healthcare, Derby Dinner Playhouse, Louisville Metro Government and *The Courier Journal*. Presentation's diversity of career opportunities includes career shadowing and mentoring programs, seminars and training with professionals in area businesses and part-time employment or internships.

- Beginning with sophomore year, students have the opportunity to shadow one time each in three careers of interest.
- Juniors can be mentored in one career of choice. Being mentored consists of three visits with the same mentor to get an in-depth look at the profession.
- Seniors may choose to participate in an internship in a career of choice during the summer preceding their senior year or during their senior year. An internship consists of 45 hours of observing and participating in the day to day duties of the profession. Students earn a ½ credit for successful completion.

All students are required to participate actively in the Leadership Program. In addition to the aspects listed above, students are required to meet in the designated groups on a specified school day, called LEAP Day (Leadership Education at Pres.). During the meetings, students work on building leadership skills by participation in activities or by interacting with guest speakers.

Service Program

Service is a vital part of each student's educational experience. The amount of required service varies each year. During all service activities, students are expected to observe all rules and regulations of the Academy. All students are required to participate actively in the service program. Failure to complete service will have a direct impact on the student's theology grade; lack of participation will also indicate a student's unwillingness to be a Presentation Academy student. To receive a Presentation Academy diploma, a student is required to complete all service hours. During the school year, parents/guardians will receive additional information about the service program.

Discipline Code

Realizing that some discipline problems arise when a large number of people live and work together, faculty and students have formulated the following code in order to prevent any misunderstandings. The Principal is the final authority in all discipline matters and may waive any and all regulations for any just reason as well as establish regulations if circumstances warrant. Parents/Guardians will be given prompt notification if changes are made.

Conduct

Students receive conduct grades from their teachers in each class. Conduct grades are

1– Satisfactory

The student is respectful to the teacher, her classmates, and all visitors to class.

2– Needs Improvement

The student needs occasional correction and is at times disrespectful to the teacher, her classmates, or visitors to class.

3– Unsatisfactory

The student needs frequent correction from the teacher for inappropriate behavior. She is disrespectful and/or uncooperative with the teacher and/or her classmates.

Students who receive 2's or 3's in conduct are subject to disciplinary action. This may include detention, suspension, or removal from the school. A student who receives 2's or 3's in conduct will be put on probation with the school group to which she has been elected or selected (sports, student council, extra-curricular activities). If a student's behavior does not improve by the next progress report, the student may permanently lose her position.

Electronic Devices

The use of cell phones and pagers is prohibited. This includes before, during and after school until 3:15 pm. Cell phones must be turned off and out of sight until this time. Failure to comply will result in:

- First offense - The student will receive a detention and the phone will be confiscated by the Administration and returned to the parent/guardian.
- Second offense - The student will receive a Saturday detention and the phone will be confiscated by the Administration and returned to the parent/guardian.
- Third offense - The student will receive a Saturday detention and the phone will be kept until a meeting has occurred with parents.

Any unapproved electronic devices (iPods, digital camera, radio, tape player, CD player, headphones, etc.) will be confiscated and held at the discretion of the Administration. At times, some electronic devices may be approved for classroom use.

Behavior at Other Schools

When a Presentation student attends a curricular or extracurricular activity at another school, she is expected to abide by the policies of that school. Any violation of the host school's policy will be treated according to Presentation's policy.

Dance Policy

The following regulations will be in effect for all school sponsored dances:

- All school dances begin at 8:00 p.m. and end at 11:00 p.m. (proms end at midnight). All students and guests will be required to speak into a Passive Alcohol Sensor before being admitted to the dance. Also, students and/or guests may be requested to speak into the Passive Alcohol Sensor before leaving the dance.
- Students must arrive by 9:00 p.m. and may not leave until 10:30 p.m.
- Students may bring one guest.
- Students and their guests must sign in before entering the dance. Anyone who leaves between 10:30 p.m. and 11:00 p.m. must sign out.
- Those attending may not leave and be readmitted.
- Any student or her guest who appears to be under the influence of alcohol or illegal drugs will not be permitted to remain at the dance. Parents/Guardians will be contacted to pick up the student and/or guest. If unable to locate a parent/guardian or appropriate family member, the student and/or guest may be placed in the care of legal authorities. School policy for drug and alcohol violations will be followed.
- Lewd dancing that is sexually suggestive and inappropriate will not be allowed. This includes freak dancing, dog dancing, and acts in which partners stand behind one another pressing against another in a sexually suggestive manner. Parents/Guardians will be called to pick up students if there is failure to comply with this policy.
- Those attending may not bring food or drinks into the dance.
- Smoking is prohibited on the premises. This also applies to those guests who are 18 years of age and older.
- Public displays of affection and sitting on laps are not allowed.
- Dresses for dances must be appropriate. Dresses with minimal bare midriff bodices that look like bras or bikini tops, plunging necklines or waistlines are among those that would be inappropriate. Students who are not dressed appropriately will be required to change or will be sent home.
- Male guests must be appropriately dressed. Coats and ties are recommended. However, dress slacks and a sweater are acceptable.

Detention

If a student's behavior is deemed inappropriate by classroom teachers, counselors, administrators, or support staff, she may be given a detention. Detentions include but are not limited to the following:

- Disrespect to faculty/staff/students
- Disruption in class
- Abuse of school property
- Tardiness
- Improper uniform
- Food/drinks outside cafeteria
- Use of pager or cell phone in the school building
- Use of school computers for games, checking private e-mail or for non-instructional purposes
- Unauthorized use of the elevator

If a student receives five detentions, the Principal or Principal's designee will arrange a conference with the student and her parent(s)/guardian(s). Continued patterns of detentions may result in disciplinary probation, suspension, or removal from school. Detention is held on the last school day of that week at 7:15 a.m. Detention takes precedence over any other commitments. Failure to serve results in a Saturday detention.

Saturday detention is held from 8:00 a.m. to 11:00 a.m. on the 4th Saturday of every month. Causes for Saturday detention include but are not limited to the following:

- Failure to serve a Friday detention
- Excessive detentions
- Serious misconduct
- Excessive tardiness
- Visiting web sites such as *MySpace*, *Facebook*, etc.
- Plagiarism

Discipline Referral

Serious disruptive classroom behavior may result in a discipline referral. A discipline referral is the most serious documentation of improper student behavior. Parents/Guardians will be notified immediately and appropriate action will be taken.

Serious Offenses

Serious offenses including, but not limited to those listed below, may result in immediate dismissal from Presentation Academy, suspension, or probation. Protection of the learning environment as well as the safety of all concerned will be the primary consideration in all decisions relating to these offenses.

- Distributing, possessing, or using alcohol or mood-altering substances during school, on school grounds, or during a school-sponsored activity on or off campus (this includes diet pills, over-the-counter caffeine pills, etc.)
- Smoking on campus and/or possession of tobacco products on campus or at school-sponsored events
- Inappropriate conduct at school-sponsored activities off campus (e.g., public transportation, retreats, dances, etc.)
- Difficulties with civil authorities
- Forms of dishonesty, such as stealing or cheating (See Academic Honesty)
- Truancy
- Possession or circulation of pornographic material
- Disrespect (physical or verbal) to any person within the Presentation community including verbal and written threats. This includes postings on social networking sites such as *Facebook*, *MySpace*, etc.
- Attempts to cause disruption of the educational processes of the school
- Continuous misconduct
- Stealing or possession of stolen goods
- Use of the internet, either on or off the campus, for the purpose of bullying or other uses detrimental to a positive school climate
- Fighting
- Possession of a weapon (see pages 14-15)
- Vandalism (Any damage will be the financial responsibility of the parent / guardian.)

In the case of serious offenses, parents/guardians will be contacted and will be required to meet with the appropriate administrator before final decisions are made. The student will not be allowed to return to school until parents/guardians participate in a conference. A student who is absent from classes for disciplinary reasons may not receive participation grades in these classes. Students who commit a serious offense are placed on disciplinary probation.

Suspension

A student who is suspended is temporarily excluded from classes and activities for a period of time because of serious infractions or because of a growing number of inappropriate behaviors. The suspended student may not participate in extra/co-curricular activities and is not allowed on the school campus. To return to school, the student and her parent/guardian must attend a conference with the Principal. Days missed due to suspension will be treated as unexcused absences.

Disciplinary Probation

When the Principal or Principal's designee deems it necessary, a student's actions will be reviewed by the disciplinary board to determine if the student should be placed on disciplinary probation. Disciplinary probation indicates that the student's behavior is not acceptable. There must be concrete, visible proof of a positive change in attitude or the student will be asked to leave the school at the end of the probationary period. The disciplinary board will recommend the terms of the probationary period and the Principal will make the final decision regarding the specifics of a student's disciplinary probation. At the end of the school year, the Principal will meet with the Assistant Principal to review the discipline eligibility of all students and determine their status for the following year. At the end of the initial period of

probation, one of the following recommendations may be made: (a) return to regular disciplinary status, (b) continued disciplinary probation, (c) the withdrawal of the student from the school. The Assistant Principal will inform parents/guardians of the decision with regard to (a) and (b) and consult with the Principal who will make the decision to withdraw the student from the school.

Dismissal

The Administration reserves the right to dismiss any student from Presentation if her conduct is judged in violation of the basic philosophy of the school, its procedures, or rules. Should her conduct be deemed so inappropriate that it could adversely affect the image of the school and its students, she will be dismissed.

Criminal Gang-Like Activity:

Archdiocesan Policy 5553

Criminal gang-like activity will not be tolerated on school grounds or at any school sponsored activity. Students will not wear/display explicit gang-like symbols. Violation may result in suspension and/or other appropriate action as deemed by the Principal. Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Criminal gang-like behavior is addressed in other existing Archdiocesan policies. For example, Harassment (5522), Truancy (5136), Drugs (5530), Firearms (5433), Discipline (5500), Dress (5600), etc. Please refer to these and other appropriate policies for dealing with criminal gang-like behavior. When student participation in criminal gang-like activity is suspected/observed on school grounds or at any school sponsored activity, the following steps shall be taken:

- The teacher or other person having the aforesaid information shall notify the Principal of the school wherein the student is enrolled;
- The Principal, in consultation with appropriate resources, will gather information to make a determination of student involvement in criminal gang-like activity;
- Upon confirmation of student involvement in criminal gang activity, the student's parents/guardians shall be notified, appropriate action taken, and written documentation kept on file. If activity cannot be confirmed and concerns exist about student behavior, the student's parents/guardians shall be notified, the concerns expressed to them, and written documentation of notification kept in a confidential file separate from the student's permanent record.
- Local law enforcement should be notified if a criminal act occurs.

Threatening Behavior:

Archdiocesan Policy 5554

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental stage of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

- Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
- Student's parent/guardian is notified.
- Student is suspended from school and may not attend any school activity or be present on school grounds.
- Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
- Parent/guardian of student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
- Mental health assessment results and recommendations are shared with the Principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the Principal considers not only the results of the mental health assessment, but also the history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision might include conditions for reinstatement and follow up.

False Threats

Any student falsely reporting threatening behavior is subject to disciplinary action that may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

Weapons Policy

It is against the law to possess a firearm or weapon on school property. Unlawful possession of a weapon on school property is a felony punishable by a maximum of five years in prison and a \$10,000 fine. Presentation Academy will abide by this state law (KRS 527.010). In addition, Presentation Academy considers mace (or any other kind of pepper spray) a weapon. As such, mace or other pepper spray must be turned in to the office for safekeeping during the school day. The student may retrieve the mace as she leaves the building at the end of the day.

Harassment Policy for Students

Federal and state laws prohibit racial, ethnic, religious, or sexual harassment of any student. Presentation Academy does not tolerate any form of harassment or demeaning behavior. Harassment of another person in any form is prohibited. A student who believes she is a victim of any form of harassment must immediately notify a school administrator or a school counselor. Presentation Academy takes all complaints of harassment seriously. An investigation by the Assistant Principal or the Principal will occur immediately in an impartial, confidential manner. If the investigation shows that unlawful harassment has occurred, immediate action will be taken. Any student determined by the administration to be responsible for unlawful harassment will be subject to appropriate disciplinary action, including expulsion from the Academy.

Chemical Use and Dependency Policy

Presentation promotes mental and physical wellness for all its students and therefore, discourages the use of mood-altering chemicals (drugs or alcohol) by any of its students. The school encourages any student who encounters problems due to chemical dependency to seek assistance from a counselor. If a student is found in possession, under the influence of, and/or using alcohol or any unauthorized chemical before school, at school, or at a school-sponsored event, her parents/guardians will be notified to take the student home. Meetings with the student, her parents/guardians, the Principal, the Assistant Principal, and a school counselor will be held before the student is allowed to return to school. A professional assessment is required. Sessions with the school counselor and/or outside counselors will also be required. Any student found distributing controlled substances would be immediately dismissed. Any student suspected of having problems with alcohol or drugs must undergo intervention.

Pregnancy Policy

Presentation Academy does not see as a solution to student pregnancy the total separation of the person from the school in which there is a caring environment and a Christian concern. If a Presentation student becomes pregnant, she should inform her counselor immediately and maintain contact with her. She will be encouraged to remain at Presentation and continue her education. A meeting with the student, parents/guardians, counselor, and Principal is required. Following this meeting, the appropriate staff members and teachers will be notified of the student's condition. In some cases, a student may be required to seek outside counseling. The student must submit written documentation that pre-natal care is being received and that she is physically healthy to attend classes daily.

STUDENT SERVICES**Counseling and Guidance Programs**

The goals of the counseling department are:

- To direct students in decision-making concerning the educational programs best suited to their interests, abilities, and probable objectives during secondary and post-secondary years;
- To provide a liaison between the parents/guardians and school personnel;
- To assist students in acquiring appropriate personal and academic skills.

The counselors are available throughout the year for individual and group counseling, for support in cases of academic difficulty, and as a liaison between teachers and parents/guardians, especially in times of extended illness or other unusual circumstances.

The counseling department is responsible for the ordering, administering, and interpreting of the results of national standardized testing:

- The STS High School Placement Test for eighth graders
- Cambridge EXPLORE / PLAN: freshmen
- Cambridge PLAN / ACT: sophomores
- Cambridge ACT: juniors

- The PSAT-NMSQT (Preliminary Scholastic Aptitude Test and National Merit Scholarship Qualifying Test) for selected juniors and sophomores
- AP Exams

Registration for the college entrance examinations (SAT and ACT) is also arranged through the counseling department.

Transcripts

Upon request from a current student, a transcript will be provided by the counseling department. The first transcript is free. There is a \$5.00 fee for each additional copy. Two weeks should be allowed for the processing of transcripts. No transcripts will be sent unless tuition payments are current.

Student Assistance

A student assistance counselor is available to help students who are experiencing personal or family problems or problems with alcohol or drug use. The counselor has a positive effect on the student's academic performance and attitude. Students may refer themselves to the counselor or be referred by parents/guardians, teachers, or peers who have concerns. The student assistance counselor also provides group counseling opportunities for students who have transferred to Presentation; those experiencing grief or loss; or students having difficulties with family divorce, self-esteem issues, family alcoholism, or coping with stress. Participation in most groups is voluntary and parent/guardian permission is assumed unless otherwise indicated. In assessing the student, the counselor may recommend that outside resources be utilized, such as a professional assessment or inpatient/outpatient treatment, along with professional counseling. Communication among parents/guardians, students, and counselors plays an essential role in the success and effectiveness of the Student Assistance Program.

Counselor Confidentiality

Information that is shared by a student or parent/guardian within the counseling relationship will be kept confidential so long as no one's life, health, or safety is at stake. However, information that comes to the attention of a counselor outside of a counseling relationship regarding suspected unhealthy behaviors will be addressed in accordance with school policy.

Internet and Electronic Mail: Presentation Abides by this Archdiocesan Policy

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet in the form of information, resources, and opportunities for collaboration exceed the disadvantages. To that end, Presentation Academy and the Archdiocese of Louisville have set the following standards for using on-line information sources.

- Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent/Guardian permission is required, and access is a privilege—not a right.
- Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.
- Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
- The following are not permitted:
 - Revealing personal information online (name, phone number, address)
 - Sending, receiving, or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, or threatening others
 - Damaging computer systems or computer networks
 - Changing network or system settings
 - Violating copyright laws
 - Submitting documents from the Internet as personal work
 - Using another person's password
 - Trespassing in someone else's folder, work, or files
 - Intentionally wasting limited resources
 - Using the network for commercial purposes

- Propagating chain messages
- Making unauthorized downloads
- Participating in personal chat, personal e-mail, or instant messaging
- Violations may result in loss of access as well as other disciplinary action.
- Any information posted online is subject to inspection by the school. Inappropriate or threatening statements will be dealt with according to school policy.
- Students who attempt to visit sites such as *MySpace* or *Facebook* will be issued a Saturday detention.

Lockers/Book bags/Backpacks

Every student is assigned a locker in which to keep personal belongings. Students may not change lockers. Presentation Academy is not responsible for the loss or theft of personal items. Lockers should be kept locked at all times. Students are expected to empty their lockers before they leave school at the end of the year. No opened containers of food or drink are to be kept in the lockers. Lockers are school property, and the administration has the right to search a student's locker when the situation is warranted. After 8:00 a.m., all book bags must remain in lockers or other identified storage areas until the end of the school day. If books, backpacks, etc. are found on the hall floor or in other undesignated areas of the school, they will be confiscated and the student will be issued a detention.

Lost and Found Articles

Articles lost or found should be claimed or left in the main office. Students are expected to exercise caution and care regarding their personal belongings. All books and personal property must bear the name and grade of the student. Items of excessive value or items whose loss would cause inordinate sadness or hardship should not be brought to school. Students should carry valuables with them or lock them in lockers. Purses, books, and other items left unattended show a lack of responsibility on the part of their owner and may present unfair temptations to others.

Cafeteria

In the cafeteria, students are expected to practice the general rules of good manners.

- Observe good table manners.
- Leave the table and surrounding area clean.
- Replace chairs and put trash in the proper containers.
- Do not leave the cafeteria while eating or carrying food.
- No gum allowed in the cafeteria.
- Proper wearing of uniform is required in the cafeteria.

All students are expected to report to the cafeteria during their designated lunch period. The use of computer labs or the library is not allowed during this period. Food is to be bought in the cafeteria or brought with the student when she comes to school. Food from restaurants may not be brought in during the day. **Food should never be taken from the cafeteria or vending room to classrooms.** Permission for study or library visits may not be sought at this time.

Media Center

The media center is open between 7:45 a.m.—3:30 p.m. Any student entering the media center during school hours must present a pass to the Media Specialist. Students are not permitted to use the media center without adult supervision. In checking out resource material, students should present their Presentation ID card to the Media Specialist and/or Resource Teacher on duty. Media center materials may be checked out for the extent of one month with no book limit. If the resource material is needed by faculty or another student, the Media Specialist will recall this item from the current holder for return to the media center. If resource material is lost or damaged, a cost assessment will be determined by the Media Specialist for replacement or repair.

Textbooks

Presentation textbooks are bought and sold through MBS Direct at www.MBSDirect.net. There is an on campus buy back opportunity in May.

Campus Store

Pres wear may be purchased at Presentation's Campus Store located on the first floor next to the Student Services office. Store hours are Monday – Friday 7:30 – 8:00 a.m. and Tuesday – Thursday 2:30 - 3:30 p.m.

Elevator

The elevator is used for transporting freight. Any student found to be using the elevator without approval will be issued a detention.

Parking

All vehicles operated or parked on the campus at any time by students, faculty, and staff must be registered and the permit properly displayed. Permits can be purchased at the front office. Vehicles should be parked so that the entire vehicle is within the limits of the marked parking space. Parking on campus is a privilege. This privilege may be revoked when warranted or when it serves the best interest of the Academy.

Jaywalking

Students must cross at the crosswalk 30 minutes before and/or after school. Failure to abide by this policy will result in a detention.

Telephones

Cell phone use by students is not permitted in the school building before 3:15 pm. Therefore, calls related to illness or emergency must be made from the main office by a staff member. **Emergency telephone messages from parents/guardians are the only messages given to students at the end of the day.**

Illness

A student who becomes ill at school should report to the main office. A secretary will contact the parent/guardian to determine whether the student should go home. Parents/Guardians arriving at school to pick up the student should report to the main office. A student who is too sick to attend class must go home. At the beginning of the school year, parents/guardians must report all major handicaps, illnesses, or allergies of a student to the office personnel. This confidential information will assist the school in ensuring the safety and well-being of the students.

Medication

Students are not allowed to bring medication to school and administer it to themselves. If medication is required during the course of the school day, the medication, in the properly marked prescription bottle, must be brought to the main office with detailed instructions and a signed statement from the parent/guardian allowing the school personnel to administer the medication as directed. The medicine may be picked up at the end of the school day. Records of doses given will be kept by the office and shared with the parent/guardian.

Presentation Academy Uniform

Presentation Academy believes that every student should take pride in presenting herself as a representative of our school. This is reflected, in part, through the wearing of the school uniform. The following guidelines stipulate the uniform requirements for all Presentation students. Presentation uniform items **must** be purchased from Shaheen's Department Store.

Approved uniform items are as follows:

- Short or long-sleeved oxford style blouse with P.A. monogrammed on left collar. (Blouses must be tucked into skirt or pants at all times and worn with the vest or v-neck sweater.)
- White short or long sleeved golf shirt with Presentation Academy monogrammed on top left (Shirts must be tucked into skirt or pants at all times.)
- Light blue golf shirt with Presentation Academy monogrammed on the top left. This may be purchased in the Campus Store.
- Navy blue vest with emblem.
- Navy blue v-neck, pullover sweater with Presentation Academy monogrammed on top left.
- Approved club sweatshirts purchased from the Pres Campus Store.
- T-shirts worn under the uniform blouse must be **solid** white. Note: only short sleeved T-shirts may be worn.
- Navy blue pleated skirt (no shorter than 3 inches above the knee).
- Navy blue slacks with P.A. monogrammed on left pocket (worn with a belt).
- Approved uniform sweatpants may be worn in place of a skirt during the designated cold weather season. Sweatpants may not be worn with the skirt during the school hours.
- The matching uniform jacket may be worn with the sweatpants during the designated cold weather season. The jacket may not be worn with the skirt.

Dress Uniform

The dress uniform is required on special days. *School liturgies and assemblies are always dress uniform days.*

Dress uniform consists of:

- short/long-sleeved oxford blouse or golf shirt
- navy blue vest with emblem or uniform sweater

- navy blue pleated skirt or uniform pants
- approved socks and shoes

Socks:

- Solid navy blue or white socks must cover the ankle bone. (No logos, stripes, or heather tones allowed.)
- Solid navy blue or white tights.

Shoes:

- For safety reasons, shoes must have toes and backs and shoe laces must be tied. Flip flops, boots, sandals, and clogs are not allowed.
- Athletic shoes may be worn but must be predominantly white.
- All non-athletic shoes must be solid brown, black, navy, or white. (No flowered, plaid, striped, etc. allowed.)

Other Requirements

- Coats, jackets, non-uniform sweatshirts, hats, legwarmers, scarves/bandanas, sunglasses, may not be worn in the building during the school day.
- Visible tattoos are not allowed.
- Pierced earrings may be worn. No other body piercing is allowed. Studs or spacers are not allowed. Students may not cover obvious body piercing with Band-Aids or other coverings.
- Jewelry, make-up, and hair adornments must be understated and appropriate to the uniform. Unnatural hair color (green, pink, etc.) and/or unnatural hairstyles are not permitted. Any jewelry that indicates a student's possible involvement in the occult, gang activities, drug usage, violent behavior, etc., is prohibited.
- Students who arrive at school in non-uniform clothing are not in compliance with the uniform requirements and, therefore, are indicating their unwillingness to be prepared for school. Parents/Guardians will be notified of their daughter's non-uniform status and requested to bring the appropriate items to school. An unwillingness to come to school properly attired in the uniform will result in disciplinary action. This may include sending the student home.
- Students temporarily out of uniform for some necessary reason must have a written note of explanation from their parents/guardians. On these occasions, students are expected to be dressed in something comparable with the uniform. **No jeans, sweatpants or flannel pajama bottoms are permitted.**
- Pajama bottoms and non-uniform sweats may not be worn under the uniform sweatpants.

Non-Uniform Dress Code

On designated days, students may wear non-uniform dress to school. Any student who wishes may wear her uniform whenever non-uniform dress is permitted. Clothing that refers to drugs, alcohol, sex, or profanity, or tank tops, or jeans with holes are not acceptable at school or at school functions. No bare midriffs are allowed (tops must meet bottoms). Caps or hats are not allowed. School approved shoes must be worn at all times (pg. 19). Students who do not follow the non-uniform dress code will be subject to the same procedures and/or disciplinary action as those who do not follow the uniform requirements.

SCHOOL REGULATIONS AND ATTENDANCE

Assemblies

Attendance at assemblies is always required. During assemblies, students must give proper attention and respect to all speakers. Talking at such times is rude and will not be tolerated. Whistling and shouting are not appropriate. Chewing gum is prohibited. Assemblies require the wearing of the dress uniform.

Attendance

Since experience and research have proven a direct relationship between attendance and academic excellence, Presentation considers attendance an important matter. Attendance records appear on transcripts and are often consulted for job references.

Absences

If a student is absent from school, parents/guardians are required to notify the office before 9:00 a.m. on the day the student is not in school giving the reason for the absence. A signed note from the parent/guardian must be brought to the office on the day the student returns to school. **Failure by the parent to call the school office on the day of the absence will result in an unexcused absence for the day.**

Excused Absence

Absence from school is excused only for illness, emergencies, or a death in the family. A student with an excused absence is allowed to make up missed tests and assignments. In the case of a full day's absence because of participation in scholastic, religious, or athletic activities not sponsored by Presentation, the student must bring a note about the event from the parent/guardian and obtain signatures from the Assistant Principal and teachers. Even when approved, the student will be recorded as absent from school. A student who is absent from school may not participate in any athletic, social, or school event that day. Makeup work during the absence is the responsibility of the student. She must contact her teachers and submit the missed work within the established time frame.

Unexcused Absence

A student with an unexcused absence is not allowed to make up tests or assignments missed on the day of absence. This means that

- previously given assignments due that day will be considered late
- any tests or quizzes given on the day of an unexcused absence will earn a zero
- any grades earned from class work on the day of an unexcused absence will earn a zero

Absence or early dismissal from school the day before or the day after a holiday or other school breaks is considered unexcused without a doctor's statement. Vacations and family trips during the school year are not allowed. Trips related to education may be considered on an individual basis.

Absence/Homework

- Assignments or tests missed because of a legitimate absence must be made up. Students are expected to arrange for completion of the work with the teachers as soon as their return to school.
- Tests and quizzes missed due to absence need to be made up within one calendar week of the student's return.
- A student who is present for a test but was absent for a review before the test is still expected to take the test.
- If a student is absent the day a long term assignment (i.e. term paper) is due, the student must make arrangements for the assignment to be turned in on the assignment due date. Otherwise, the assignment is considered late and will be graded accordingly.

Short-term Illness (5 to 10 school days) - If a student is absent three consecutive class days, the counseling office will begin to collect assignments for her. It will take at least two days to collect homework from teachers after the day the request for this service is made. **The parent/guardian needs to contact the counseling office to request homework collection after the student's third consecutive day absent and make arrangements to pick the work up after school on the fifth day.** Upon returning to school, the student will need to make arrangements with her teachers to complete missed tests and quizzes. In the case of excused extended absences, students have 2 days for every 1 day missed to complete assignments.

Excessive Absences

Letters will be sent periodically to parents/guardians of students with excessive absences to inform them of the number of absences their daughter has accumulated.

- After a total of 10 absences for illness, a student may be required to present a doctor's note for each subsequent absence. A letter will be sent home informing parents/guardians of this necessity. Students who have missed 10 days due to illness are not allowed to participate in field trips that involve missing classes other than the one for which the field trip is planned.
- A student absent more than 20 days in a school year will be required to meet with her parents/guardians, counselor, and the Assistant Principal. After 20 absences, a student may not be allowed to make up work, even with a medical excuse, without a documented explanation for a long-term illness, family, or personal crisis. Therefore, students who miss 20 or more days in a year will likely lose academic credit.
- When a long-term illness or family crisis occurs, the parent/guardian must meet with the Assistant Principal to determine a plan.
- The school reserves the right to consultation with doctors and other care professionals prior to readmitting a student who has been hospitalized.

Funerals

Students will be excused to attend a funeral of a family member. In other cases, parents/guardians must give written permission for the student to attend a funeral, and she must return to school immediately following the funeral service. Often, it is more appropriate for a student to pay her respects by visiting the funeral home outside of school time. When it is absolutely necessary to attend a funeral, the proper guidelines must be followed.

College Visits

A student in good standing with a satisfactory attendance record will be allowed one college visit during her junior year and two college visits during her senior year for visitation to colleges. The Assistant Principal must approve the request at least one week in advance and issue a signed form to the student. The student must obtain all teacher signatures, parent/guardian signatures, and turn this form in to the attendance office.

Early Dismissal

Under no circumstances shall teachers dismiss a student from school prior to the end of the school day or into any person's custody without the direct prior knowledge and approval of the Assistant Principal or the Principal. The Assistant Principal shall not excuse a student before the end of a school day without a request for the early dismissal from the student's parents/guardians. In keeping with this policy, it becomes prudent that:

- Early dismissals are granted only for illness and doctors' appointments unless approved in advance by the Assistant Principal.
- All students leaving school early without prior permission from the Assistant Principal or Principal **must have a doctor's note when they return to school**. Otherwise, the absence is unexcused.
- No student shall be released from school early on the basis of an invalidated telephone call.
- Children of estranged parents/guardians shall be released only upon the request of the parent/guardian that a court holds directly responsible for the child and who is the parent/guardian registered on the school record. (Refer to Custodial and Non-Custodial Rights)

State law requires that there be a parental/guardian permission slip whenever students leave the school property during school hours. The student will take the parental/guardian request to the attendance office before the school day begins. Students having permission for early dismissals will be listed on the daily attendance list. Verbal early dismissals will be accepted only in emergency situations. A note must be sent the next day to cover this early dismissal. Students with early dismissals must be picked up at the main entrance.

Full Day Absence: A student is absent a full day if she misses four or more hours of school.

Half-Day Absence: Any time a student misses one hour of a school day, for whatever reason, it is recorded as a half-day's absence. Medical and other appointments should, therefore, be made after school whenever possible.

Perfect Attendance

Presentation Academy recognizes students who maintain a perfect attendance record throughout each/all of their four years. In order to qualify for this distinction, a student must attend class daily and may not have any half- or whole-day absences, excused or unexcused. The only exception, considered upon the request of a parent/guardian, is attendance at the funeral of an immediate family member or grandparent. Participation in school-related functions (such as retreats or field trips) has no bearing on perfect attendance.

Tardiness

Any student who arrives at school after the first bell must officially sign in upon arrival at the main office. After a student is tardy five times, each subsequent tardy will result in a detention.

- Upon receiving the 6th tardy, the student receives a detention for being tardy.
- After a total of ten tardies, the student serves a 3-hour Saturday school detention.
- When a student is a 1/2 hour or more late for school, she must have a signed note from her parent/guardian explaining her tardiness. If a student neglects to have this note, the absence from this class is unexcused.
- Tardiness to class other than first period will result in a detention given by the teacher of that class.
- Students will not be admitted to their first period class without a pass from the front office.

CLUBS AND ACTIVITIES

Transportation Policy

In some instances, students may be required or afforded the opportunity to participate in events off campus such as field trips, religious retreats, out-of-town athletic contests, extra-curricular activities or other opportunities to enhance the educational, religious or social experience of the students.

Presentation Academy, through the proper faculty member or administrator, will designate the mode of transportation to be used in moving the students to and from the designated event or trip.

For some events, busses will be provided by the school and all participants will be required to use this mode of transportation. For events where the students will be transported to and returned from the event or trip by use of other

vehicles, whether personal or provided by volunteers, proof of vehicle insurance must be on file with Presentation Academy. In addition, volunteers must have committed to a criminal background check, which must also be on file with Presentation Academy. In all cases where there are off campus trips or events, the student must have written permission from a parent or guardian on file to participate. (See section on field trips.) In addition, where automobiles are used to transport students, the parents or guardians must also give written permission for the student to ride in one of the provided vehicles.

All transportation to, from, and during any shadowing experience must be provided by the student or the family of the student. No student may travel in a private vehicle of the mentor. If there is a need to travel in a company vehicle, such as with a TV reporter team, a special permission slip must be signed by the parent or guardian and the business organization, and a copy kept on file at Presentation Academy.

Regarding athletic practices or games, unless it is an out-of-town situation or otherwise directed by the school, it is generally the responsibility of the parents or the athletes themselves to provide their own transportation.

For off campus events or trips requiring overnight stays, all volunteers who assist Presentation faculty or administrative staff as additional chaperones, must comply with the guidelines required by the Archdiocese of Louisville for faculty, staff and volunteers. These guidelines require that all such volunteers have a criminal background check on record, as well as having participated in the Safe Environment Training Program provided by the Archdiocese, which includes their sexual abuse policies. Proof of participation in this program must be kept on file both at the Archdiocese and Presentation Academy offices before any faculty member, staff member, or volunteer can assist in any trip or event requiring an overnight stay with students.

Guidelines for Club Membership and Officer Elections

Students who wish to have active participation in any club or activity must be in good standing regarding both academics and conduct. Students who are failing a class cannot retain active status in a club. A student on probation may forfeit her right to hold office or participate in clubs and activities. Students who wish to run for office, including her class offices, must maintain a minimum grade point average of 2.0 for the current academic year. The student must provide verification of her current GPA as part of the nomination process. Completion of all leadership requirements must be documented. Because of the time commitment involved, the Student Council President may not hold the office of class president. A student may serve as the president of only one organization.

Academy Choir

Members meet weekly to improve performance skills, focus on tone quality, part -singing and basic dance movement.

ATL Usher Program

Membership is open to all students interested in serving as ushers at Actors Theatre of Louisville. Students work at evening plays during the school year.

Athletic Program

Student Letters: A student may earn a letter by participating in any interscholastic team, a cheerleading squad, or dance team for one year. Before she may play on any interscholastic team, be a cheerleader, or be a member of the dance team, she is required to have a physical examination, her parents'/guardians' permission, and school insurance. Each athlete is assessed \$50 fee for each sport in which the student participates. The fee is collected during the first week of each season. All KHSAA rules will be followed with the exception of academics. Presentation's academic requirements are stronger. A student must be passing ALL of her classes to be eligible to participate in practice or contests. The athletic director and coach will put any student failing a class on probation until the grade is brought up to a passing mark. A second occasion may lead to dismissal from the team. A conference between the coach, student, and Assistant Principal will be held to determine the penalty. A student must be in attendance for 1/2 of the school day to be eligible to participate in an athletic event (including practice). Attendance at practices and games is compulsory except in case of illness or when given an individual excuse by the coach.

The following sports are offered:

- Fall** (Beginning July 15)
Volleyball (Varsity, JV, Freshman)
Cross-Country
Golf
Soccer (Varsity, JV)
Field Hockey (Varsity, JV)

Winter (Beginning October 15)
Basketball (Varsity, JV, Freshman)
Cheerleading
Dance Team
Swimming

Spring (Beginning February 15)
Tennis (Varsity)
Track (Varsity)
Fast-Pitch Softball (Varsity, JV)

Bowling Club

Members bowl once a week at Executive Strike and Spare with St. Xavier High School. Opportunities to bowl for scholarship money are available.

Cheerleaders

The cheerleading squad cheers for the Presentation basketball teams. Tryouts for the cheerleaders are held in early May with practice beginning July 15. Cheerleaders must follow the same rules as all athletes at Presentation and remain in compliance with guidelines set by Jefferson County Board of Education.

Creative Writing Club

The Creative Writing Club is an organization open to all students interested in any form of writing. The members of the club listen to and support each other in writing projects and oral readings. The club plans and performs coffeehouse-style readings for an audience. Members also edit and produce the literary annual, *Under the Tower*.

Dance Team

The Dance Team is considered an athletic sport. Members of the dance team will attend practices in the fall and winter and perform in the winter. Members are required to adhere to all athletic rules and remain in compliance with guidelines set by Jefferson County Board of Education.

Drama Club

The Top Hat Drama Club meets once a month on the first Wednesday of the month. Each meeting features a workshop on one area of theater. Workshops include:

- Auditions
- Dance and Movement
- Stage Combat
- Musical and Technical Theater
- Shakespeare
- Character and Improvisation
- Field Trip to a Professional Production

Environmental Club

This group works to establish Presentation as an environmentally conscious institution. Activities include organizational and hands-on support for the paper recycling program operated at Presentation and educating the school community about environmental issues through the publication of a semester newsletter.

Governor's Cup Competition

This team participates in academic competitions with other schools in the district, region, and state in English composition, future problem solving, Quick Recall, general knowledge, language arts, math, social studies, and science. Students compete through individual written assessments, except in the cases of future problem solving and Quick Recall, which are team events. Any student may practice for the future problem solving team. Students representing the other competition areas are selected by teacher recommendations.

Interact Club

This club fosters leadership and responsible citizenship, and promotes international understanding and peace. The Academy's Interact Club is sponsored by the Rotary Club of St. Matthews and provides opportunity for leadership and for service on the local and international levels.

iPres

This is a student created and produced Podcast. iPres produces a monthly Podcast and intermittent media casts on

Blogger and YouTube, respectively. Club members have a direct hand in every aspect of creating, editing, and publishing each Podcast.

Joseph of Arimathea Society

Students and faculty provide a dignified burial service for those who have died in our community that for some reason otherwise would not have one. In association with the Louisville Coroners office, members go to River Valley cemetery for funerals. There, they carry the casket to the burial site, hold a short prayer service, and give the deceased person the dignity and respect she or he deserves.

Kentucky Youth Assembly (KYA)/Kentucky United Nations Assembly (KUNA)

These programs offer first hand experience in state government affairs and world affairs. They are designed to promote a more responsible citizen and a better life for all. Students will study, prepare and present legislative proposals for KYA which meets for three days off site in November. While participating in KUNA, students prepare native dress, an information booth and a proposal to be presented to a mock United Nations Assembly in a three day, off site location in March.

Math Team

The Pres Math Team is a member of the Greater Louisville Mathematics League. Three students from each grade are chosen to form the team, which takes tests four times a year in competition with other schools. At the end of the year, awards are presented to high-scoring individuals in each grade.

Mission Club

Members explore and participate in local, national and international mission opportunities.

National Art Honor Society

This society recognizes the talents and skills of art-making and service in the arts. Members also visit art galleries, museums, and artists' studios. Membership is limited to those students who have completed and earned an A average in Intro to Art and who are enrolled in at least one advanced art course (3D Art, Drawing, Painting). Members must maintain and complete the course with an A or a B average in order to remain an active member. Members must also hold a cumulative weighted GPA of a 3.0 and are required to continue to demonstrate the qualities of advanced art-making and service in the arts in order to maintain NAHS membership. Members are required to be active in the society's art events and service activities.

National Honor Society

The Sedes Sapientiae Chapter of the National Honor Society was established at Presentation Academy in 1962 to recognize and develop the qualities of scholarship, leadership, character, and service in students. Membership is limited to those students who hold a cumulative weighted grade point average of 3.5 and who demonstrate the qualities of service, leadership, and character. Members will be required to continue to demonstrate these qualities in order to maintain NHS membership and are required to be active participants in school affairs and service activities.

Peer Leaders Program

Juniors and seniors are selected to serve as peer leaders and role models in the Alcohol Abuse and Education Program. Peer leaders moderate small group discussions, lead role-playing, and discuss their commitment to be chemically free with elementary school children. The counseling department provides training and supervision of the Peer Leaders through an Archdiocesan program.

Photography Club

The photography club is an organization open to all students interested in learning about photography. Some areas of focus are: a variety of types of cameras and photography, different techniques in taking photographs, and job opportunities for photographers. The members of the club take photos and share photos during the meetings. Each member must have her own camera and must be in good academic standing. Members do not have to take the digital photo course and do not have to have prior knowledge or experience in photography in order to be in this organization.

Prezettes

The Prezettes is a select vocal ensemble of sophomores, juniors, and seniors. Auditions are usually held in May. Members are chosen for their vocal proficiency, enthusiasm, dedication, and ability to work in a small group setting. The Prezettes rehearse after school. The Prezettes have performed at business meetings, on television programs, and at Spalding University and Presentation Academy functions. They also participate in the District KMEA (Kentucky Music Educators Association) Choral Festival.

Quick Recall

Students participate in weekly practice sessions to participate in Governor's Cup competition. Additional competitions and activities may be scheduled pending student interest and availability. This activity is open to all students.

Retreat Program

The Retreat Program at Presentation Academy is considered central to a student's spiritual and personal growth. The school strongly encourages each student to make a retreat during each of her four years at Presentation. All freshmen are required to attend a one-day retreat. Retreats are optional on all other levels. The sophomore and junior retreats are two days long and the senior retreat is for three days. Students must obtain special permission from the school administration to lead retreats other than those offered by Presentation Academy. Participation in one retreat outside of the Presentation Retreat Program will be permitted if approved in advance by the Assistant Principal.

Note: Approval to attend any retreat is influenced by a student's conduct, attendance, and academic stability.

Rosary Making Club

Students will participate in workshops to learn to make rosaries and will meet once or twice a month. Rosaries made will be given to local missions and students receive service hours for making them. Students learn the value of praying the rosary as a powerful instrument of intercession.

Spirit Club

The Spirit Club works to create a positive and supportive environment throughout Presentation. Increasing student involvement in school activities and events is the major goal of the club.

Step Team

Steppers meet several times a week for practice and perform this urban percussive dance technique throughout the year at various Pres functions and local competitions.

Student Ambassadors

Freshmen, sophomores, juniors, and seniors are selected to serve as student ambassadors who communicate school activities to the public. These ambassadors design, plan, and implement activities that actively involve community members and future students in Presentation events throughout the year.

Student Council

The Student Council strives to build leadership among all students, not just its members. Its primary purpose, as outlined in its constitution, is to promote better relationships among the student body, the administration, the faculty, and the other members of the Presentation community. Student Council is the key link between administration, faculty, and students. It serves as a meeting place in which students may discuss problems or raise questions, which concern the general good of the school.

Student-Faculty Advisory Board

The Student-Faculty Advisory Board (SFAB) gives the faculty and students direct input into the policies and procedures of the school, (e.g. the student handbook, curriculum, and recruitment). The board membership consists of the Principal, Assistant Principal, the Vice President of Student Council, and seven elected positions (one member of each class, one minority student, one student-elected faculty member, one faculty-elected faculty member). The board meets monthly. Students not on the board are encouraged to discuss concerns and questions with their class representative.

Tower Chorus

The Tower Chorus is a performing group consisting of juniors and seniors who currently participate in the choral program. This group will perform at various functions during the school year.

Field Trips

Written permission is required for the student to participate in any field trip. The Presentation front office has the required permission form or you may copy and use the sample that is provided below. Verbal permission will not be accepted. A field trip is a privilege, not a right. A student will be denied participation in such trips at the discretion of any of her class teachers or the Assistant Principal. If a student is unable to attend a prepaid trip event, the money will not be refunded. Except in special situations, students are expected to be in school uniform during field trips. The uniform identifies the students as Pres students. Only in rare instances will a field trip be authorized in the month of May.



Date _____

Presentation Academy Field Trip Permission Form

I/We request and give permission that Presentation Academy take my (our) daughter,

to

In consideration for my daughter's participation, (I/We) _____
release Presentation Academy and any and all employees, and any and all drivers approved by Presentation Academy from any and all liability for any accident or injury, loss, or other claims occurring on or resulting from this trip.

Signature of Parent/Guardian _____

Signature of Student _____

Please sign and return to your first period teacher by August 18, 2009.

Handbook Agreement Form

INTERNET

Student Signature _____ Date _____

As a parent/guardian of the minor student signing above, I grant permission for the above student to access networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for providing guidance to the above student on Internet use both inside and outside of school—setting and conveying standards for the above student to follow when selecting, sharing, or exploring information and media.

Signature of Parent/Guardian _____ Date _____

PHOTO / VIDEO RELEASE

I hereby give permission for my daughter _____ to be photographed or videotaped at Presentation Academy. I realize that the photo may be published in the newspaper, a magazine, Web site or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at Presentation Academy.

Signature of Parent/Guardian _____ Date _____

STUDENT DIRECTORY

I give permission for my daughter _____'s name, address, and phone number(s) to be included in the student directory.

Signature of Parent/Guardian _____ Date _____

HANDBOOK AGREEMENT

My daughter, _____, and I have read the Presentation Academy handbook. We understand the contents and the purposes and we agree to abide by all of the rules.

The Principal retains the right to amend the handbook for just cause. Parents/Guardians will be given prompt notification if changes are made.

Signature of Parent/Guardian _____ Date _____

Student Signature _____ Date _____