



This Student Planner Belongs To:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Grade \_\_\_\_\_

First Period Class \_\_\_\_\_

## Student Handbook & Planner 2022-2023

Ms. Laura Dills '94  
*President*

Ms. Rebecca Noonan '00  
*Principal*

Ms. Kelly Hartman '91  
*Assistant Principal*

861 South Fourth Street  
Louisville, KY 40203 – 2100  
P: (502) 583.5935  
F: (502) 583.1342  
[www.PresentationAcademy.org](http://www.PresentationAcademy.org)

## Schedules

<b>REGULAR</b>	
1 <sup>st</sup>	8:00 – 8:45
2 <sup>nd</sup>	8:49 – 9:33
3 <sup>rd</sup>	9:37 – 10:21
4 <sup>th</sup>	10:25 – 11:09
5A	11:13 – 11:38
5B	11:42 – 12:07
5C	12:11 – 12:36
6 <sup>th</sup>	12:40 – 1:24
7 <sup>th</sup>	1:28 – 2:12
8 <sup>th</sup>	2:16 – 3:00

<b>EARLY DISMISSAL</b>	
1 <sup>st</sup>	8:00 – 8:36
2 <sup>nd</sup>	8:40 – 9:16
3 <sup>rd</sup>	9:20 – 9:55
4 <sup>th</sup>	9:59 – 10:34
5A	10:38 – 11:03
5B	11:07 – 11:32
5C	11:36 – 12:01
6 <sup>th</sup>	12:05 – 12:40
7 <sup>th</sup>	12:44 – 1:20
8 <sup>th</sup>	1:24 – 2:00

<b>INCLEMENT WEATHER LATE OPENING</b>	
1 <sup>st</sup>	9:30 – 10:02
2 <sup>nd</sup>	10:06-10:37
3 <sup>rd</sup>	10:41-11:12
4 <sup>th</sup>	11:16 – 11:47
5A	11:51 – 12:16
5B	12:20 – 12:45
5C	12:49 – 1:14
6 <sup>th</sup>	1:18 – 1:49
7 <sup>th</sup>	1:53 – 2:24
8 <sup>th</sup>	2:28 – 3:00

## Table of Contents

Absences..... 23	Dismissal.....15	.....9
Academic Honesty.....11	Drama Club.....28	Parental/Guardian Concerns6
Academic Progress.....9	Dress Uniform .....23	Parking .....21
Acceptable Use Policy for Technology.....18	Driver's Permit.....18	Peer Leaders Program.....29
Accreditation.....5	Drop-off & Pick-up Procedures.....21	Permission Slip Form.....32
Address/Phone Number/ E-mail.....6	Early Dismissal.....24	Pinterest Club.....29
Admissions.....5	Elevator.....21	Pregnancy Policy.....17
Adventure Club.....28	Emergency Drills.....7	Prezettes.....30
Alma Mater.....4	Excessive Absences.....24	Quick Recall.....30
Anime Club.....28	Excused Absence.....23	Registration.....11
AP/Dual Credit Payments.....8	EZ School Apps.....21	Report Cards.....9
Areas Designated for Students.....6	Failing Grades.....11	Retreat Program.....30
Asbestos.....7	False Threats.....16	Robotics Club.....30
Assemblies.....23	Field Trips.....32	Safety.....7
Art & Literature Magazine...28	Financial Information.....7	St. Joseph of Arimathea...30
ATL Ushers.....28	Financial Regulations Regarding Withdrawals.....8	Schedules.....2
Athletic/Extracurricular Acad. Eligibility Policy.....26	Forward.....4	Scholastic Requirements.....9
Athletic Program.....26	Full Day Absence.....25	School Logo/Brand/Website Photos.....5
Attendance.....23	Funerals.....24	School Office Hours.....5
Believe Club.....28	Game Club.....29	School Regulations & Attendance.....23
Black Student Union.....28	General Information and Policies.....5	Search Policy.....20
Book Club.....28	Governor's Cup Competition.....29	Semester Exams.....9
Bullying.....16	Guidelines- Club Members & Elections.....28	Serious Offenses.....14
Cafeteria.....20	Half Day Absence.....25	Service Program.....12
Calendar.....33	Harassment Policy for Students.....16	Special Schedules.....5
Campus Store.....21	History.....4	Spirit Wear.....23
Care of Belongings.....20	Honor Roll.....11	STEAM Club.....30
Cell Phones & Electronic Devices.....12	Incident Weather & Online Days.....6	Student Accident Insurance 7
Chemical Use and Dependency Policy.....16	Illness.....21	Student Ambassadors.....30
Class Rank and Grades.....10	Infraction of Rules-Drugs & Alcohol.....17	Student Assistance.....18
Clubs and Activities.....25	Jaywalking.....21	Student Council.....30
College Visits.....24	KEES Award.....10	Student Dismissal Precaution.....6
Concussion Policy.....27	Leadership Program.....12	Study Period/Resource Policy.....11
Counselor Confidentiality...18	Lockers.....20	Student Records.....11
Counseling and Guidance Programs.....17	Make-up Work.....23	Student Services.....17
Course Changes.....11	Medical Forms.....11	Student Y Club.....30
Criminal Gang-Like Activity 15	Medication.....21	Surface Go Device Policy...19
Curriculum and Academic Policy.....9	Messages.....21	Suspension.....14
Custodial and Non-Custodial Parents.....6	Mission Statement.....5	Tardiness.....25
Daily Schedule.....5	National Art Honor Society 29	Textbooks.....21
Dance Policy.....13	National Honor Society.....29	Threatening Behavior.....15
Detentions & Infractions.....13	Non-Uniform Dress Code...23	Transcripts.....18
Discipline Code.....12	Off-Campus Behavior.....13	Transportation Policy.....25
Disciplinary Probation.....15	Parent/Guardian-Teacher- Student Conferences	Tuition Assistance.....8
		Unexcused Absence.....24
		Uniform.....22
		Water Bottles.....20
		Weapons Policy.....16
		We Day Club.....31

## **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 freshman class.

During the late 1980s, enrollment began to drop. 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. Funding for the school comes from tuition, charitable contributions, and financial grants. Presentation's academic building is a historical site, registered with the Louisville Historical Society. Renovations and updates are made in keeping with the historical architecture. Presentation opened a new Arts & Athletic Center in August of 2009. This building is the first new structure added to the campus since the 1938 gymnasium.

### **Mission Statement**

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

## **GENERAL INFORMATION AND POLICIES**

### **Accreditation**

Presentation Academy is accredited by Cognia. 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 and a personal interview. 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. New students are accepted to Presentation Academy on a probationary level.

### **School Office Hours**

The main school office is open daily from 7:30 am to 3:30 pm. The Academy building opens at 7:00 am. Students are supervised from 7:00 am until 3:00 pm 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/Brand/Website Photos**

The Presentation Academy logo, brand, or photos from the website may not be used without first acquiring the expressed written permission of the President, the Principal, or the Assistant Principal.

### **Daily Schedule**

Students are expected to be in their first period class on time each day at 8:00 am. Students arriving at Presentation prior to 7:30 am must report directly to the cafeteria. Prior to 7:30 am, only the 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 am, a bell will ring, and students may then move to other areas in the building. The school day ends at 3:00 pm 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 am.

### **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 pm. Check the school calendar for these designated days.

### **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 permission slips, 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 student 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/E-mail**

Parents/Guardians need to report any change in address, e-mail 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, 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.

### **Inclement Weather and Online Days**

In the event of inclement weather, Presentation Academy will follow the decisions made by the Office of

Catholic Schools regarding school cancellations. Severe weather announcements will be made on radio, TV stations, and Reach Alert, and students and parents will be notified via email.

- If Catholic schools are **closed**, Presentation will utilize either a real-time instruction day or an online instruction day.
  - During a real-time instruction day, students are expected to attend all classes virtually following this schedule:

1st Period:	9:00 – 9:30
2nd Period:	9:35 – 10:05
3rd Period:	10:10 – 10:40
4th Period:	10:45 – 11:15
Lunch Break:	11:15 – 12:15
6th Period:	12:20 – 12:50
7th Period:	12:55 – 1:25
8th Period:	1:30 – 2:00

- During an online instruction day, teachers will post assignments by 9:00 am and students must complete them by the designated due date.
- If a **late opening** due to inclement weather is announced, Presentation Academy will shift to an online day with real-time instruction. Students are expected to log in to their classes at 9 am and will follow the real-time instruction schedule listed above.
- 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.

### **Safety**

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

### **Student Accident Insurance**

The school provides student accident insurance at no cost to the student.

### **Asbestos**

Presentation Academy is in compliance with all state and local asbestos regulations. The Management Plan for Asbestos is in the school office and is available for review.

### **Emergency Drills**

Emergency drills for fire, tornado, evacuation / earthquake, 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.

## **Financial Information**

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

Payment of the registration fee is required before a student can be scheduled for classes and considered enrolled. Registration fees are \$150 and non-refundable.

Tuition for the 2022 - 2023 school year is \$13,775 if paid in full by July 1, 2022. If paying in installments, the total is \$14,100. In addition to tuition, class fees are assessed according to grade level. Grade level fees are as follows:

- **Juniors:** \$50.00 (includes ACT fee)

- **Seniors:** \$250.00 (graduation fee)
- Technology Fee: \$250 technology fee to cover the device for each year; at the end of the four years, the device is owned by the student.

Tuition and fees may be paid in full prior to July 1, 2022, or in one of the following installment plans:

- Four installments due July 2022, October 2022, January 2023, and March 2023
- Twelve monthly installments due July 2022 through June 2023
- Twenty-four semi-monthly installments due July 2022 through June 2023
- **Senior families will only be provided the option of a 10-month payment plan from July-April.**

All families paying in installments are required to use the FACTS payment system.

If a family has two or more daughters enrolled at Presentation simultaneously, there is a sibling discount of \$ 625.00 for each daughter, regardless of the method of payment chosen for tuition and fees.

Certain classes and programs have required fees. There is a retreat fee for any sophomore, junior, or senior attending a retreat. The amount is determined each year and details are included in the retreat application distributed by the Campus Minister. Certain classes may have additional fees and will be invoiced in August and can be paid directly to the Business Office or online.

Presentation is always willing to discuss your financial responsibility for regular tuition payments and, in exceptional cases, make mutually agreeable alternate payment arrangements. If for some reason the payment options outlined above are not feasible, please contact the Business Office immediately. When a student's tuition and other fees (including cafeteria charges) are not paid according to the chosen payment schedule, one or more of the following may occur:

- Student may not be allowed to begin classes until July and August payments have been received.
- Student may not have a grade report sent at the end of each grading period.
- Student may not participate in semester exams.
- Student may not obtain an official transcript.
- Student may not participate in graduation activities, receive her diploma and transcripts released.
- Student's account may be turned over to an outside collection agency.

#### **Financial Regulations Regarding Withdrawals**

If a student leaves Presentation Academy for any reason during the school year, parents/guardians must meet with the Principal to complete a withdrawal form and are responsible for tuition according to the following schedule:

- First day of school through Septembers 30      25% of tuition due
- October 1 through November 15                      50% of tuition due
- November 16 through January 31                      75% of tuition due
- February 1 and after                                      100% of tuition due

#### **Tuition Assistance**

Presentation Academy provides a limited amount of financial assistance to any student, regardless of race or religion, on the basis of financial need, as calculated by FACTS. In order to be considered for financial aid, a family must complete an **annual** application and submit income tax return and other required documentation, directly to FACTS. Parents/guardians will be notified when online access to the FACTS applications is available. Applications, documentation, and the application fee must be submitted by the due date. The source of funds and the amount of an award for students choosing to compete in athletics is within KHSAA Bylaw 11.

#### **AP/Dual Credit Payments**

Payment must be made to each university (Spalding, JCTC) by the student in order for the student to obtain college credit. KHEAA offers a Dual Credit scholarship which students may utilize to pay for up to two courses during junior year and an additional two courses during senior year. In order to take advantage of this scholarship, the student is responsible for completing the application by a deadline each semester set by the state via [www.KHEAA.com](http://www.KHEAA.com).

If a student registers for an AP Exam, the student is responsible for the exam fee regardless of whether she takes the exam.



## 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. Seniors and juniors meeting specific academic requirements (21 ACT or completion of a dual credit application and 3.0 cumulative GPA) may apply to take courses at Spalding University or online classes through JCTC.

### 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 date of graduation. Required classes are:

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

\*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, or Earth/Space Science
Social Studies	3 credits	U.S. History, World Civilizations, Economics & Government, World Geography
Health	.5 credit	
Physical Ed.	.5 credit	
Fine Arts	1 credit	
Electives	7 credits	
World Lang.	2 credits	Spanish

### Academic Progress

In addition to the report card, grades will be updated in Sycamore on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Parents may email teachers for additional information any time during the school year.

### Parent/Guardian-Teacher-Student Conferences

Conferences are scheduled in the fall. 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.

### 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. If a student is absent for an exam, a parent must call and state the reason for the absence and the student must present a doctor's note upon return to school in order to be eligible for the make-up exam. If a student is late for an exam, she will not receive extra time to complete the exam.

The weight of the exam in the semester grade is stated on the course syllabus or classroom policy statement. The exam can count a minimum of 10% and a maximum of 20% 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 or dual credit course. Students who are exempt from an exam do not have to be at school during that period.

Performance courses will have a final portfolio or project prior to the exam period. In these cases, an exam is at the teacher's discretion. The semester exam for Choral Music classes is the concert. Failure to attend the concert results in an F for the semester.

### **Class Rank and Grades**

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

94-100=	A	=	4 points
92-93 =	A-	=	4 points
90-91 =	B+	=	3.67 points
86-89 =	B	=	3.33 points
84-85 =	B-	=	3.0 points
81-83 =	C+	=	2.67 points
78-80 =	C	=	2.33 points
76-77 =	C-	=	2.0 points
74-75 =	D+	=	1.67 points
72-73 =	D	=	1.33 points
70-71 =	D-	=	1.0 point
Below 70=	F	=	0 points

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
------------	------------	------------	-----------	-----------

For the Classes of 2023 and 2024, courses taken at an institution other than Presentation Academy do not count in determining the student's GPA. Classes taken through Spalding University and JCTC are dual credit and will count towards the student's GPA; any online AP course not offered at Presentation Academy will also count towards the student's GPA (as long as the organization offering the course is accredited by Cognia).

Beginning with the Class of 2025, credits earned at institutions other than Presentation Academy will be counted in the student's cumulative GPA. Weighted credit is granted only for AP and dual credit courses.

Online classes are generally only available in extenuating circumstances. Enrollment in these classes must be approved by the administration. Elective summer courses do not affect the student's cumulative GPA.

Incomplete mid-semester and semester grades may be given because of extraordinary circumstances. An incomplete 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.

**The deadline for challenging semester one grades is January 31; semester two grades is June 30. Semester grades are final after these dates.**

### **KEES Award**

At the end of each year, Presentation Academy calculates KEES GPAs for all students who have completed the school year at Presentation. 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, be a resident of Kentucky, and be enrolled in a Kentucky high school for at least 140 days of the minimum school term while meeting the KEES curriculum requirements. In addition, those students scoring a 15 composite or higher on their ACT or an 830 on their SAT will receive additional funds.

The KEES GPA is an annual grade point average, not cumulative, and the KEES GPA is determined based

on KHEAA's scale. For this scale, pluses and minuses do not count: an A, A+, and A- are all worth 4.0. All Bs are worth 3.0, Cs are 2.0, and Ds are 1.0. The only classes weighted (calculated on a 5.0 scale) for this computation are AP courses and dual credit courses. Honors courses are not weighted.

### **Failing Grades**

Students who fail 2 or more classes at the semester may be ineligible to return to Presentation for the second semester.

Students with more than 2 failing credits per school year may be 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 at the completion of each semester.

- 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 three 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 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 (7 classes) except students who are enrolled in two or more AP / Dual Credit classes. Only under extraordinary circumstances would other students be permitted to have a scheduled resource. Juniors and seniors may take a half period study. This study hall is silent and a structured use of time.

### **Registration**

Early in the second semester, the student pre-registers for the following year. The non-refundable registration fee must be paid at this time. Late fees apply after the due date.

### **Course Changes**

If the master schedule permits, course changes will be considered and are subject to a \$25 fee. If a change is requested, the student's parent/guardian will be notified via email.. The deadline for dropping or adding a class first semester will be September 1. The deadline for dropping or adding a class second semester will be January 15. Only teacher-initiated changes will be allowed after the deadline has 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 and certification of immunization upon entry. Students will be notified if their certificates are due to expire. *A student 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 or sharing 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 and the student will be referred to the administration. Incidents of cheating are subject to disciplinary action, including detention, suspension,

and expulsion.

### **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 components. These components include vision and focus; communication and collaboration; global citizenship; and resilience and problem-solving. 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 components. Student committee members plan, organize, and present seminars and programs.

Diverse career exploration opportunities are offered in partnership and with area businesses. Juniors and second semester sophomores who are in good standing have the opportunity to job shadow

Students may choose to participate in an internship in a career of choice. An internship consists of 45 hours outside of school time observing and participating in the day to day duties of the chosen profession. Students earn a ½ credit for successful completion.

### **Service Program**

Service is a vital part of each student's educational experience and the completion of service hours is a required component for all levels of theology. Students are responsible for verification and assessment of the completed hours on MobileServe using their Pres email account. All service hours must be completed either during the summer or after school beginning on June 1, 2022. Failure to complete the required hours could result in a failing grade for theology and the student will be required to do 10 extra hours over the summer for theology credit.

Number of Required Hours:

Freshmen: 10 hours of indirect service

Sophomores: 15 hours of indirect service

Juniors: 20 hours of direct service at one non-profit works of mercy agency in the community

Seniors: 25 hours of direct service at one non-profit social justice agency in the community

## **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.

### **Cell Phones and Electronic Devices**

Before and after school, students are allowed to use their cell phones for personal calls and text messaging. During lunch periods students may also use cell phones for personal use. Phone use is not allowed in hallways, restrooms, or classrooms during school hours. During school hours, cell phones must be turned off and out of sight. Failure to comply will result in:

- First offense - The student will receive a 30-minute detention, the phone will be confiscated by the Administration, and the parent will be called. The parent will make the final decision on whether to return the phone to the student or not.
- Second offense - The student will receive a 60-minute detention, the phone will be confiscated by the Administration, and the parent will be called. The parent will make the final decision on whether to return the phone to the student or not.
- Third offense - The student will receive a 60-minute detention and the phone will be kept until a meeting has occurred with parents.

If a cell phone is confiscated for any reason, the student may be asked to unlock it.

Students are not allowed to wear earbuds, Air pods, or any other headphones in classrooms or (unless the teacher has given explicit permission) or in hallways.

Unauthorized use of electronic devices (including listening to music between classes or taking photos or videos of teachers or students without their permission) will result in disciplinary action. The device will be confiscated and held at the discretion of the Administration.

Smart Watches must be turned in to the classroom teacher during all assessments.

### **Off-Campus Behavior**

As members of a Catholic learning community, Presentation students must always show respect for the school and the people in it. Both in school and out of school (including online and/or via social media), students are required to show respect for and protect the good name and reputation of the school itself, other students, and the faculty, staff, and administration. Students who defame or portray in a negative light the school or members of the school community will be subject to disciplinary action.

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.

Off-campus behavior that is illicit, immoral, illegal and/or which reflects adversely on the school can be grounds for disciplinary action, including suspension or expulsion.

### **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. A guest may not be over the age of 20 and must show a photo ID. Middle school students are not allowed to attend.
- 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. Parents/Guardians will be called to pick up students if there is failure to comply with this policy.
- Large bags may not be brought into the dance. They must be left at the check in table and are subject to search.
- 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. Micro-mini dresses or dresses with more than minimal bare midriff bodices that look like bras or bikini tops, plunging necklines or waistlines are among those that would be inappropriate. Dress length should be mid-thigh or below and any slits in the dress should be no higher than mid-thigh. Students who are not dressed appropriately will be sent home or will be required to change. The administrator on duty at the dance will make the final judgment as to what is appropriate.
- Male guests must be appropriately dressed. Coats and ties are required for proms and recommended for other dances. Shorts and jeans are never acceptable.

### **Detentions and Infractions**

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

- Disrespect to faculty, staff, and/or students
- Disruption in class

- Abuse of school property
- Improper drop-off or pick-up
- Improper use of electronic device
- Improper uniform

Students can also be cited for minor infractions. After accumulating five total infractions, students will receive a detention. Causes for infractions include but are not limited to the following:

- Tardiness
- Unauthorized use of the elevator
- Food/Drinks outside of the cafeteria
- Failure to wear Pres ID and lanyard

Detentions are held on the following days/times:

- Mondays, Tuesdays, Wednesdays, Thursdays and Fridays, from 3:15-3:45
- Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays, from 7:15-7:45

Detentions must be served within 2 school days of when the student received the detention. Failure to serve the detention within that timeframe will result in the detention being doubled from 30 minutes to 60 minutes. Repeated failure to serve detentions may result in in-school or out-of-school suspension.

If a student earns a total of 5 detentions, she is placed on disciplinary probation. The student and her parents will be required to meet with a counselor and administrator, and the student will be placed on a disciplinary contract.

### **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
- Smoking and/or possession of tobacco products on campus or at school-sponsored events
- Vaping and/or possession of vaping materials 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 (or disrespect to the school itself) including verbal and written threats. This includes postings on social networking sites such as *Facebook*, *Twitter*, *Snapchat*, *Instagram*, etc.
- Online depiction of illegal activity
- 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 15-16)
- 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. 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. 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 (including hazing) and/or damage to property. School officials may consider the following factors in determining 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.

### **Bullying**

Bullying is defined as unprovoked, ongoing, and deliberate actions intended to hurt, isolate, or humiliate another individual.

Cyber bullying is bullying conduct as defined above that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, websites, and any form of social media.

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

We reserve the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct.

### **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. Failure to do so will result in disciplinary action.

### **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, hazing, 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 Academy promotes an environment that is safe and free of drugs and alcohol. The school will work with and counsel any student involved with alcohol and drugs as long as the student follows the stated policy regarding drug use, distribution or trafficking.

The school strives for early intervention with students and focuses on prevention activities to help students avoid problems with alcohol and other drugs. We do proper interventions in order to assist students and their parents when professional services are required.



**Intervention:** If parents become aware or suspect a problem, Presentation provides confidential services of our counseling department. Students who want to talk about their own usage or that of a friend may also use these confidential services. If, after working with the student for a period of time, the counselor determines that a student's abuse of alcohol or drugs constitutes a health risk, the counselor will notify the administration.

When the school administration becomes aware of a possible problem, the administrator contacts the parents and schedules a meeting to share the concern. The administration reserves the right to require an assessment and drug or alcohol testing. The parents will be asked to sign a waiver giving the counselor the right to review the results which will be kept in strict confidence. Such testing is used to help the student remain drug/alcohol free.

**Treatment:** If a student enters a treatment program, the school will support the student and her parent and will work with the treatment center to continue the student's education. The school requires that the parents authorize communication between the treating professional and the appropriate counselor.

#### **Infraction of Rules Related to Drugs and Alcohol**

- If a student is detected to be under the influence of alcohol or an unauthorized drug during school or at a school event, parents will be called, and the student automatically suspended until a member of the administrative team meets with the student and her parents to discuss the matter.
- An outside assessment and random drug testing at the parent's expense may be required for the student to remain at Presentation. The student will be required to meet with her school counselor on a regular basis.
- When there is reasonable suspicion that a student is in possession of alcohol or any illegal or controlled substance, including prescription drugs, or any drug paraphernalia, Presentation has the right to search the student's locker, vehicle or personal belongings. The school also reserves the right to search the student. Any searches will be conducted with an administrator in the presence of another adult. Parents will be notified if a search of personal property has been conducted.
- If a student is found to be in possession of alcohol or any illegal or controlled substance, including prescription drugs or any drug paraphernalia, on the way to or from school, at school, or before, during or after a school sponsored event, the substance will be confiscated. Depending on the requirement of the law with regards to the amount of the illegal or controlled substance, including prescription drugs, the authorities will be called. A conference with the student, parents, and administrators will follow. Disciplinary consequences may include suspension or dismissal. If a student is allowed to remain at Presentation, she will be placed on probation and an outside assessment at the parent's expense may be required.
- If a student is found distributing or selling any illegal or controlled substance, including prescription drugs, an administrator will take away the unauthorized substance. The parents will be called to take the student home and a conference with the student, parent, administrator and counselor will be required. Authorities will be notified as required by Kentucky law. A professional assessment for chemical dependency will be required. The assessment results and conference will be considered prior to dismissal. Legal requirements regarding reference on records and transcripts are followed.

#### **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 prenatal 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 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.

### **Transcripts**

Unofficial transcripts are available via Sycamore. Upon request from a current student, an official transcript will be provided by the counseling department. Two weeks should be allowed for the processing of transcripts. No transcripts will be sent unless tuition payments are current.

### **Driver's Permit**

A student must obtain a driver's permit form from the front office and return it with a parent /guardian signature. Forty-eight hours should be allowed for processing. (Please note that during school breaks the process may take longer.)

### **Student Assistance**

Counselors are 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 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.

### **Acceptable Use Policy for Technology**

- All school rules apply to online behavior. 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.
- Students are required to:
  - log on to the network using only their own login ID and password, and not share their password with anyone else
  - obey teacher directives regarding the use of electronic devices
  - communicate in ways that demonstrate respect for others and for oneself
  - treat school equipment and network resources with respect
  - abide by copyright and intellectual property laws (Ignorance of the law is not an excuse. Students who are not sure whether (or how) to cite a particular source should ask a teacher.)
  - use school-provided resources, including devices, internet service, network access, and email, for academic purposes only
  - refrain from revealing personal information online
  - refrain from wasting resources such as paper and toner
- Each student will be issued a school email address and should check this account daily. All communication with faculty and staff should be done through this account. Just as with announcements to be made over the PA, a student wanting to send an email message to an entire class or to the entire student body must get approval from the appropriate faculty member before sending. Any student receiving an inappropriate email in her school account should notify a teacher or administrator.
- Administrators and the Technology Director may review files and communications to ensure that users are behaving responsibly. School-provided network and cloud storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances (this includes school email accounts). In addition, student computer activity may be monitored remotely to ensure that all usage is academic in nature.

- A content filter is used on all devices accessing the internet via the Presentation network. Students may not use proxies, VPNs, or any other tools to circumvent the content filter. 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.
- Headphones & earbuds may be used during class only with permission from the teacher.
- Violations of these policies may result in loss of access as well as other disciplinary action.

### Surface Go Device Policy

- Students will be issued a Surface Go prior to the start of school, but only after tuition and leasing agreements are in place with the Finance Department.
- The school-issued Surface Go and all its accessories (Surface Pen, power adapter, keyboard/type cover, and case) are the property of Presentation Academy.
- Once a Surface Go is issued to a student, the device will stay with her for the remainder of the school year, unless she withdraws from school. Devices and accessories will be collected at the end of each school year for maintenance. Students will be reissued their original Surface Go each year while enrolled at Presentation.
- Students must use **only** their school-issued Surface Go at school (no BYOD).
- During class, the Surface may be used only for educational purposes as directed by the teacher.
- Presentation Academy provides student WiFi access only at school. Off-campus, students will need to use home or public (e.g., library) WiFi service to access the internet from their Surface Go.
- Student use of school-issued devices must comply with the Presentation Academy Acceptable Use Policy for Technology, regardless of where the device is being used (at school or off-campus).
- Extra power cords, Surface Pens, and Surface Pen tips will be available for purchase.
- If a student leaves her Surface at home, she must immediately report to the office to phone a parent to bring it to school. Repeat violations of this policy will result in disciplinary action.

### Content

- Device & contents are subject to inspection at any time without notice.
- Students may not tamper in any way with the Surface Go's operating system (Windows 10) or other pre-installed software.
- Students may not download or install any software/apps on their school-owned device.
- Students may not make copies of any software licensed to the school.
- Students may not use a proxy or VPN on their school-owned device.
- Any type of material or media that is prohibited by the Presentation Academy student handbook is also prohibited on the school-owned Surface Go.
- Photos and videos may not be taken of teachers, staff, or students without their permission, and if during a class, without the knowledge and express permission of the teacher of the class.
- Students are expected to back up all files to their Pres Office 365 OneDrive account. The Surface devices do not back up automatically, which means an equipment failure could cause permanent data loss for any files that have not been backed up properly.
- Textbooks are not included in the cost of the Surface Go. If students opt to use electronic textbooks, they should work with their parents to purchase the textbooks and work with their teachers to ensure that they understand how to access the textbooks on the Surface Go.

### Care

Each student is responsible for the proper care of her school-issued Surface Go. Specifically, students must

- Keep the case on the device at all times.
- Bring the device to school fully charged every day.
- Do not allow anyone else to use the device.
- Keep food and beverages (including water bottles!) away from the device at all times.
- Clean the device properly using a soft, dry, antistatic cloth **ONLY** (no cleaners).
- Students are allowed to decorate their device **cases only**. Keep the device itself free of any writing, drawing, stickers, or labels that are not the property of Presentation Academy. All case decorations must be appropriate for a school setting. Identifying labels that the school places on the Surface Go and its accessories are not to be removed or covered.
- Use the school-provided case when transporting the Surface Go from place to place within the school and to/from school.

- Store the device in a secure, climate-controlled location when not in use.
- Not place heavy objects on the device, as this could lead to damage.
- Not loan their device, keyboard, charger, or any accessories (including the Surface Pen) to anyone under any circumstances.

### **Warranty**

- The Surface Go is covered by a 4-year warranty, which covers device failure, plus up to 2 accidental damage claims per student. Parents/guardians are responsible for the cost of accidental damage repairs (up to and including full replacement) beyond the 2-claim limit. The accidental damage protection applies only to the Surface Go, NOT to accessories such as the Surface pen, keyboard, power cord, or protective cover/case. (These accessories are covered only by a 1-year manufacturer's warranty.)
- The warranty does not cover loss or theft. If a student's Surface Go is lost or stolen, parents are required to (a) contact law enforcement to file a police report, (b) notify the school Director of Technology, and (c) reimburse the school for the full replacement cost of the device and accessories.
- If a student's Surface Go is damaged or malfunctioning, the student should take the device to the Director of Technology (room 339) for assistance. A limited number of loaner devices are available for students to use during the repair process.
- Presentation Academy is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty.

### **Lockers**

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. Students may not display anything on the outside of their lockers. Excessive student belongings should be kept in lockers so as not to block aisles in classrooms or hallways.

### **Water Bottles**

Students may carry an official clear Presentation water bottle throughout the school day. No other water bottles are permitted. If a student loses her water bottle, she may purchase another one from the campus store.

### **Search Policy**

The administration reserves the right to search a car or anything brought onto the school campus when the situation is warranted. This includes reading messages on confiscated cell phones.

### **Care of Belongings**

Students are expected to exercise caution and care regarding their personal belongings. Students should carry valuables with them or lock them in lockers. Presentation Academy is not responsible for loss of or damage to any items brought to school.

### **Cafeteria**

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

- Must bring your student ID to scan for all purchases
- 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.
- During lunch in the designated areas, students may use cell phones for personal calls and text messaging.
- Students are allowed to use microwaves but are not allowed to eat lunch in the microwave room.

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.

#### **EZ School Apps ([EZ School Apps || School Software in the Cloud \(Hosted Online\)](#))**

Presentation Academy uses EZ School Apps to facilitate an easy platform for students and parents to pre-order hot meals for lunch. By using this web-based platform, Presentation has been able to keep costs down and ensure nutritional food for students.

**Ordering meals must be completed at least two school days before the purchase of the meal and will be closed at midnight. Only items on the cold food bar can be purchased “the day of” without pre-ordering.**

In order to avoid fees through EZ School Apps, please send a check to Presentation Academy’s business office and indicate in the memo line the funds are for student’s lunches.

#### **Textbooks**

Presentation textbooks are bought and sold through BNC Services at bnck-12.com. There is an on-campus buyback opportunity on the last day of school.

#### **Campus Store**

Pres wear may be purchased at Presentation’s Campus Store located on the first floor next to the Student Services office.

#### **Elevator**

The elevator is used for transporting freight. Any student found to be using the elevator without a medical pass 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. Students are required to park in the designated student lot. 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 designated crosswalks and may not use cell phones or earbuds while crossing. Failure to abide by this policy will result in a detention.

#### **Drop Off and Pick Up Procedures**

Students must abide by the published drop off and pick up procedures. (These can be found on our website [www.presentationacademy.org](http://www.presentationacademy.org).) Failure to abide by this policy will result in a detention.

#### **Messages**

Emergency telephone messages from parents/guardians are the only messages delivered to students.

#### **Illness**

A student who becomes ill at school must report to the main office. A school official (not the student) will contact the parent/guardian to determine whether the student should go home. In the event of illness, students should not contact parents directly from their personal phones. 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. Students may carry with them an inhaler, EpiPen, etc. with written doctor authorization.

## 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. Uniforms and clothes worn on uniform break days are to be neat, clean, and in good repair. 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:

- White polo shirt with Presentation Academy monogrammed on top left.
- Blue polo shirt with Presentation Academy monogrammed on the top left.
- Navy blue vest with emblem or monogram.
- Navy blue monogrammed sweater vest.
- Navy blue v-neck, pullover sweater with Presentation Academy monogrammed on top left.
- Any official navy blue crewneck Presentation sweatshirt
- Navy blue or plaid pleated skirt (no shorter than 3 inches above the knee).
- Navy blue slacks.
- Approved uniform sweatpants may be worn in place of a skirt between November 1 and March 31. Sweatpants may not be worn with the skirt during the school hours.
- The matching uniform quarter zip may be worn with the sweatpants or skirt.

### Socks:

- Students may wear any socks, as long as they are appropriate for a school setting.
- Socks must be visible (above the tops of the shoes).
- Solid navy blue, white, gray, or black tights are acceptable. The tights must not have any design in them.
- Full-length, solid-colored black or navy leggings may be worn under the skirt, but there must be no gap showing between socks and the bottom of the leggings.

### Shoes:

- For safety reasons, shoes must have toes and backs and shoelaces must be tied.
- Flip flops, boots, sandals, shoes with fur, Crocs, and clogs are not allowed.
- Shoes must be free of graffiti.

### Other Requirements

- T-shirts worn under the uniform blouse must be **solid** white. Note: only short sleeved T-shirts may be worn.
- Uniform polo shirts must be worn under the uniform sweater or sweatshirt.
- Shorts worn under the uniform skirt may not hang below the hemline.
- Coats, jackets, non-uniform sweatshirts, non-uniform sweatpants, hats, legwarmers, scarves, sunglasses, bonnets may not be worn in the building during the school day.
- Head coverings may not cover the entire head, unless approval has been granted for religious or other purposes.
- Visible tattoos are not allowed (including henna tattoos).
- Students are not allowed to carry or use blankets during the school day.
- Pierced earrings may be worn. (Large gauges are not allowed. Other gauge earrings must be solid.) Stud nose piercings are allowed, but no hoops, rings, bars, or septum piercings are permitted. No other body piercing is allowed.
- Jewelry, make-up, hairstyles, and hair adornments must be understated and appropriate to the uniform.
- In some cases, 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.**

### **Dress Uniform**

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

Dress uniform consists of:

- short sleeved polo shirt (white or blue)
- navy blue vest with emblem, navy sweater vest, or navy v-neck sweater
- navy blue or plaid pleated skirt, or uniform pants
- approved socks and shoes

### **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.

- No clothing that refers to drugs, alcohol, sex, or profanity
- No tank tops or shorts
- No bare midriffs are allowed (tops must meet bottoms).
- Caps or hats are not allowed.
- For safety reasons, shoes must have toes and backs. Flip-flops and sandals are not allowed.
- 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.

### **Spirit Wear**

On designated Spirit Wear days, students must abide by the following guidelines:

1. Students must wear an official Pres sweatshirt, t-shirt, etc.
2. Students may wear jeans, leggings, sweatpants, Pres-issued pajama pants, or yoga pants.
3. Pres wear may not be covered by non-Pres wear.

## **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 for any reason, 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 within three days of the students return to school. **After the three days, the absence becomes unexcused. Failure by the parent to call the school office on the day of the absence will result in an unexcused absence for the day.**

Absences from school fall into two categories:

1. Excused
2. Unexcused

### **Excused Absence**

Absence from school is excused for illness, emergencies, or a death in the family.

### **Make-up work policy for Excused Absences:**

- Assignments and tests missed must be made up. Students are expected to arrange for completion of the work with the teachers as soon as they return to school. Students are expected to check Sycamore or Microsoft Teams for a listing of assignments.
- Students are required to work with each teacher to schedule make-up tests and quizzes. All tests and quizzes must be taken no later than three days after 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. research 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.

### **Unexcused Absence**

If an absence is unexcused:

- Formative quizzes and work completed during class on the day of the unexcused absence will count as zeros.
- All homework and projects must be submitted on the due date in order to receive full credit. Students may check Sycamore or Teams for posted assignments and turn in work electronically. If this is not possible, work is due on the date of return and is subject to the late work policy of each individual teacher.
- Cumulative (summative) tests must be taken on the date of return.

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.**

**Note:** Presentation Academy does not recognize "Take Your Child to Work Day" as an excused absence from school. Parents are encouraged to take their daughters to work on a non-school day.

### **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, a student will 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 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 Principal to determine how future absences will be handled and may be asked to withdraw.
- When a long-term illness or family crisis occurs, the parent/guardian must meet with the 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**

With parent permission, students will be excused to attend the funeral of a close friend or family member.

### **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. Requests must be submitted to the Assistant Principal via email at least one week in advance. Failure to follow this procedure will result in a recorded absence.

### **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 **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. If a student is ill, the front office will contact the parent directly. Under no circumstances should the student contact the parent directly to request an early dismissal.



- 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. 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.

#### **Tardiness**

Any student who arrives at school after the first bell must officially sign in upon arrival at the main office.

- After receiving a total of 5 infractions (including, but not limited to tardies), students will receive a detention.
- After a total of ten tardies, the student must meet with her counselor to determine a plan of action. This plan may include restricting a student from attending her first period class and this absence would be unexcused.
- When a student is ½ 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, buses 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.

### **Athletic Program**

Before a student may play on any interscholastic team, be a cheerleader, or be a member of the dance team, she is required to have a current KHSAA physical on file, her parents'/guardians' permission, and school insurance. Each athlete is assessed a \$125 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 (see Athletic Academic Eligibility Policy below). 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)**

- Cheerleading
- Cross-Country (Varsity, JV)
- Dance Team
- Golf
- Soccer (Varsity)
- Volleyball (Varsity, JV, Freshman)

#### **Winter (Beginning October 15)**

- Archery (begin Oct 1)
- Basketball (Varsity, JV, Freshman)
- Bowling
- Cheerleading
- Dance Team
- Swimming (begin Oct 1)

#### **Spring (Beginning February 15)**

- Fast-Pitch Softball (Varsity)
- Lacrosse (Varsity, JV)
- Tennis (Varsity)
- Track (Varsity, JV) (begin Dec 1)

### **Athletic/Extracurricular Academic Eligibility Policy**

In order to participate in athletics and other extracurricular activities, students must be in good academic standing. To emphasize the value and importance on excellence in the classroom,

- Weekly eligibility checks are made each Wednesday at noon. Any student with two or more course cumulative averages below 70% will become ineligible for further participation. The period of ineligibility will be from Thursday to the next Wednesday grade check. The period of ineligibility will continue until the student is failing no more than one course.
  - Students, parents and coaches/moderators will be notified via email of the ineligibility.
  - There will be no additional grade checks to verify eligibility other than the Wednesday grade check.
  - Ineligible students may not attend practices, dress for games or in any manner participate in an event with that team.
- Students with a first semester F will be ineligible to participate for the first 2 weeks upon returning to school in January. If at any point during the second semester the student is failing that same course at a weekly grade check, the student will be ineligible until they are passing that course. Additionally, the student must obtain an NHS tutor in the subject that she failed.

### **Concussion Policy**

- A student sustaining a concussion should cease any and all activity that precipitates an escalation of concussion-like symptoms (headaches, dizziness, nausea, etc.)
- If symptoms of concussion are present, the student will not return to school until a physician releases her to do so.
- The student will be tagged as “pending diagnosis” until a physician’s statement is provided.

*Attendance and academic accommodations will be provided in accordance with the physician’s general recommendations.*

- The student should follow her physician’s recommendations that likely include remaining at home in a dark and stimulus-free environment until she is symptom-free. Absences will be excused, and the student should NOT attempt to complete any schoolwork during this time
- Once the student is allowed to return to school for half days, a plan will be developed in conjunction with her counselor regarding make-up work.
- A physicians’ statement releasing the student to return to school must be provided for the student to return. The statement should include general recommendations regarding any accommodations needed in terms of current schoolwork.
- The student will attend school for a minimum of two half days to gauge her tolerance for the daily academic routine.
- During the half days, the student will attend classes as an observer, rather than as a participant, and will not be expected to have completed any make-up work during her absence.
- If concussion-like symptoms recur, the student will be sent home for further evaluation by her physician.
- If the student remains symptom-free, she will be allowed to return to a full academic day without restrictions in class work.
- On the student’s first full day back in school, she will meet with her counselor to discuss plans for completing current schoolwork and make-up work.
- The counselor will oversee and coordinate the student’s make-up work, and re-work plans as needed.
- The counselor will monitor the student’s progress throughout the make-up work period to make sure that they are generally consistent with her past performance. If there are large discrepancies, the student’s parents will be contacted, and the student will return to the physician for further evaluation.
- Students are not allowed to participate in school sponsored extracurricular activities until they have been cleared by a doctor and by the athletic department where applicable. This includes attending practices, sitting on the bench during a contest or being present in a manner that could result in contact or further injury.

### **Return to athletic competition**

The return to activity/play may only be authorized after completion of stepwise protocols as required per KRS 160.445 and the Policies of the KHSAA.

- The athlete must receive an assessment by a concussion specialist or qualified physician. She may not return to practice or competition until she is symptom free for one week. A doctor’s statement is required for reinstatement.
- The concussion protocol at the school will be initiated.
- Return to Play Protocol: Typically, 5-6 days but may differ case to case and will be at the discretion of the Certified Athletic Trainer in consultation with the Athletic Director.
  - Level 1 – Athlete must be symptom-free for 24 hours.
  - Level 2 – Athlete performs 2 light aerobic training sessions over 2 days for 20-30 minutes without return of symptoms.
  - Level 3 - Athlete performs 2 interval training sessions over 2 days without return of symptoms. These sessions include body weight exercises, sport specific drills, and sprints.
  - Level 4 – Athlete may start to practice without risk of contact.
  - Level 5 – Athlete returns to full practice without restriction.
  - Level 6 – Athlete is cleared for game participation.
- Clearance to return.

- Based on successful completion of the above steps unless otherwise noted in the clearance note from the physician.
- Continued return of symptoms during progression will result in a return visit to physician for re-evaluation or referral to neurologist.
- Athletic Department Clearance
  - Based on consultation with the athlete, athlete's parents, coaching staff, and physicians as needed and appropriate, the Athletic Director in consultation with the Certified Athletic Trainer will have final say for return to competition. *We rely on our Certified Athletic Trainer for their expertise as an allied health professional and through their work with the student in getting her ready to return.*
- Students are not allowed to participate in school sponsored extracurricular activities until they have been cleared by a doctor and by the athletic department. This includes attending practices, sitting on the bench during a contest or being present in a manner that could result in contact or further injury.
- If a student suffers (3) concussions in their lifetime and /or within the academic year they will be suspended from further competition until they have seen and been cleared by a neurologist to resume sports.

### **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 placed on academic probation cannot retain active status in a club. Students who wish to run for any office must be passing all classes and maintain a minimum cumulative grade point average of 2.0. Because of the time commitment involved, the Student Council President may not hold any other executive office in any other school club or class.

### **Adventure Club**

Adventure Club meets monthly to plan outings and provide the resources to overcome barriers that prevent students from moving in outdoor recreation. Students discover the healing effects of nature on the mind, body, and spirit.

### **Animé Club**

Animé is a club that meets bi-weekly to discuss and share the members' love of Japanese manga and animation. The members view and review various animés, compare older versions with newer ones, or just enjoy the films. Students learn about the history of the art as well as some of the culture of Japan. Activities also include art projects, animé design classes, and games.

### **Art and Literature Magazine**

Students work to collect diverse writings and artwork of the Presentation Community in order to curate an online magazine, *Girl Talk*.

### **ATL Ushers**

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.

### **Believe Club**

Believe is a religious activities committee that is open to all wishing to help plan and organize prayer and liturgies at Pres. Members work closely with campus ministry to design original services that will be relevant and spiritual for the student body. Meetings are held before or after school.

### **Black Student Union**

The Black Student Union (BSU) focuses on issues of equity, social justice, and inclusivity. Different topics are discussed at each meeting, often with members of community organizations coming to share their experiences with club members.

### **Book Club**

The purposes of the Book Club are to encourage reading among students, to allow students to share their perspective and interpretation of selected books, and to analyze meaningful content and characterization.

### **Drama Club**

The Top Hat Drama Club meets regularly. 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

### **Game Club**

Students play board games and role play. Games could range from Yahtzee to Chess to Dungeons and Dragons.

### **Governor's Cup Competition**

Students may participate in academic competitions with other schools in the district, region, and state in English composition, Quick Recall, general knowledge, language arts, mathematics, social studies, science, and Future Problem Solving. Students compete through individual written assessments, except in the case of Quick Recall and Future Problem Solving which are team events.

### **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 a B average in Intro to Art and who are enrolled in/completed at least one advanced art course (3D Art, 2D Art, Digital Photo, or Design Studies). Members must maintain and complete the course with 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 3.75 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.

When students apply for membership, applications are scored, and points earned based on their activities in and out of school. Eligible juniors and seniors will be notified at the beginning of the school year and encouraged to apply.

### **Peer Leaders Program**

Peer Leadership is a club that promotes positive relationships among students at the middle and high school levels. The Peer Leadership Program allows our students to have a positive influence on middle school students. The club is open to junior and senior students who show exemplary behavior and exhibit role model characteristics. The program works with middle school students on the following themes:

- Getting to know yourself / others
- Respect of self and others
- Friendships / healthy lifestyles
- Being safe
- Alcohol and drug awareness
- Transitioning from middle to high school

### **Pinterest Club**

Members of the Pinterest Club meet regularly to create Pinterest crafts together. This club is open to students of all grade levels, and project ideas are based on student suggestions.

### **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. They rehearse after school. The Prezettes have performed at business meetings, on television programs, and at Spalding University and Presentation Academy functions.

### **Quick Recall**

Students practice in order 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

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

### **Robotics Club**

This club is a division of STEAM Club and members will learn about VEX Robotics, build a VEX Robot, and use RobotC programming software to learn basic commands and functions.

### **St. Joseph of Arimathea Society**

Presentation's St. Joseph of Arimathea Club recognizes the dignity of all people by providing a Christian burial service for the deceased who are poor and/or houseless and do not have the funds to be buried at a private cemetery, many of whom have no one at the end of their life to pray for them or carry them to their final resting place.

The St. Joseph of Arimathea Society attends burials whenever asked, even during the summer and school year break. All burials take place at 10 am, noon, or 2 pm. Interested students must have good attendance and make up any work missed.

### **STEAM Club**

STEAM Club is for any student who has an interest in **S**cience, **T**echnology, **E**ngineering, **A**rt, and/or **M**athematics topics. STEAM Club is moderated by a faculty member and run by a dedicated and passionate team of student leaders. Club activities include in-school meetings/activities and outside-of-school STEAM-related field trips and service opportunities. Activities are chosen and planned for the group according to student interests. Activities in the past have included field trips to Huber's Farm, the Bodies Exhibit at the Kentucky Science Center, and behind-the-scenes tours at Eli Lilly Pharmaceutical Company and the Louisville Zoo.

### **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 is to promote better relationships among the student body, the administration, the faculty, and the other members of the Presentation community. The Council works to create a positive and supportive environment throughout Presentation. Increasing student involvement in school activities is a goal of the Council.

### **Student Y: Kentucky Youth Assembly (KYA)/Kentucky United Nations Assembly (KUNA)**

These programs offer firsthand 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 create informational/cultural performances, an information booth, and a proposal to be presented to

a mock United Nations Assembly in a three day, off site location in March. There are also leadership camps and service projects sponsored by the Kentucky YMCA which are open to members.

**We Day Club**

This yearlong program nurtures compassion in young people and gives them the tools to create transformative social change.

**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.



**Presentation Academy Field Trip Permission Form**

Date \_\_\_\_\_

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 \_\_\_\_\_

Transportation will be provided by \_\_\_\_\_