

# Princeton High School

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Princeton, NJ 08540

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**<http://phs.princetonk12.org>**

**Power School Parent/Student Portal:**

**<https://pschool.princetonk12.org/public/>**

## **Welcome to Princeton High School!**

Please utilize this handbook as a resource to familiarize yourself with the policies and procedures of PHS. Your teachers, counselors and administrators are available to support your journey here so be sure to reach out to them throughout the year.

**Live to Learn and Learn to Live**

## PRINCETON PUBLIC SCHOOLS

### High School Administration

Jessica Baxter	Principal
Cecilia X. Birge	Acting Assistant Principal
Rashone Johnson	Assistant Principal
Jared Warren	Assistant Principal
Diana Lygas	Dean of Students

### Supervisors

Mridula Bajaj	Science
Stephenie Tidwell	Math/Business/Tech
Kristina Donovan	School Counseling
Brian Dzbenski	Health & Phys Ed/Athl
Patrick Lenihan	Fine and Perform. Arts
Crystal Riddick	Special Education
Priscilla Russel	World Languages/ESL
Stephanie Greenberg	Humanities

### Superintendent of Schools

Dr. Barry Galasso

### Board of Education

Beth Behrend	President
Michele Tuck-Ponder	Vice President
Betsy Baglio	
Debbie Bronfeld	
Daniel Dart	
Jessica Deutsch	
Susan Kanter	
Dafna Kendal	
Brian McDonald	
Peter Katz	Cranbury Rep.
Pending Election	Student Rep.
Pending Election	Student Rep.

### 2NDFLOOR New Jersey's Youth Helpline:

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board.

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## CREDIT EXPECTATIONS

- Credit must be earned in each required subject and year-end minimum credits must be earned prior to that student moving to the next year's level.
  - A student returning with fewer than 30 credits will be considered a freshman and placed in a freshman homeroom.
  - A student returning with fewer than 60 credits will be considered a sophomore and placed in a sophomore homeroom.
  - A student returning with fewer than 90 credits will be considered a junior and placed in a junior homeroom.
- Students must have a minimum of 120 credits to graduate and these credits must be in the required program areas as stipulated by New Jersey state law and outlined clearly in the Board of Education Policies and the student handbook.

## ATTENDANCE

### General Procedures

***\*Please note: During remote learning, attendance requirements remain in effect. Faculty are required to take attendance at the beginning of each class.*** The educational program offered by this district is predicated on the regular attendance of all students and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity are vital to this purpose. **Therefore, to acquire a thorough and efficient education, each enrolled student shall attend the entirety of each class, each day that school is in session. Students must be present for at least half of the school day to be eligible to participate in extracurricular activities that day.**

To reinforce this basic philosophy, the Princeton Public Schools Board of Education has instituted a policy that **denies credit** to students who have attained a passing grade in a course, but have exceeded the following number of absences:

Full Year Courses	18 days
Semester Courses	9 days

PowerSchool attendance management system assigns points to each absence and tardy. **Three (3) points** are assigned for each absence and **one (1) point** is assigned for each tardy to class. **Three (3) tardies** to class is equal to **one (1) absence**. Loss of credit will occur at the following point levels:

Full Year Courses	57 points
Half Year Courses	30 points

Absences caused by religious obligation or absences that are school imposed (e.g., suspensions, sports dismissals, field trips) **do not** accumulate toward the limit of 18 absences. Students may take up to three days for college visits per year. Documentation is needed and travel time does not apply. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

### Verified Absences

An absence that is caused by illness, minor injury, family emergency, pre-approved (through the Principal or Assistant Principal) family need, driver's test, or medical/dental appointment that cannot be made outside of the school day will be classified as a **verified absence** if a note signed by a physician or parent/legal guardian is received in the attendance office within **three (3) days** of the student's return from the absence.

***All verified absences are counted toward the total for denial of credit.***

Unverified Absences

There is zero tolerance for unverified absences for all students. Any student absent from a class will be considered truant unless a written verification from a parent/legal guardian is presented or the student has participated in a school-sponsored activity. Repeated truancy of this type will become a disciplinary matter with appropriate sanctions.

Attendance Procedures

A daily attendance list will be generated at the end of period two (or after the first block on E Day or F Day). Students who arrive late to school **must** sign in immediately in order to receive an Admit Slip to class.

***Unverified and verified absences are counted toward the total for denial of credit.***

Right of Appeal

Upon receiving notification concerning excessive absences, the student has the option to appeal any extenuating circumstances regarding his/her attendance record to the Attendance Review Committee. The appeal must be filed in writing with the Assistant Principal within **five (5) school days** of receipt of the notice. The Attendance Review Committee may recommend a modification of the credit status to the Principal if they deem the extenuating circumstances warrant such action. The Principal shall have the final authority in all appeals at the high school.

Appeal Process

Students in any grade level who exceed the state mandated attendance requirement of 90% present in class must submit a formal attendance appeal in writing with appropriate documentation to the Assistant Principal responsible for that student. The Attendance Committee will grant or deny appeals. Granted appeals will result in restored credits.

Calls and Notes

Parents are requested to call the Attendance Office (Mr. Josh Haney at 609-806-4244) between 7:00 a.m. and 8:30 a.m. to report absences for their children in advance. In addition, a student returning from an absence must bring a note from a parent/guardian or a physician to the Attendance Office (located outside the Main Office). "AV" will only be listed in PowerSchool if a note or phone call is received on the day of or before the absence.

***Verified absences are counted toward the total for denial of credit.***

Tardy to School

During in person learning, a student is tardy to school if arriving after the first bell at 8:20am. Students **must** sign in upon arrival to get a pass to class; otherwise he/she will be marked **Absent** for the entire school day.

If a student arrives at school late due to illness, minor injury, family emergency, pre-approved family need, driver's test, or medical appointment, the student should bring a letter of verification with them upon arrival to school. The student will be marked **Tardy Verified**. All other tardies to school will be marked **Tardy Unverified**.

***Both verified and unverified tardies are counted toward the total for denial of course credit.***

### Tardy to Class

A student is tardy to class when they arrive after the bell. Tardiness results in the loss of in-class time and is a disruption to the learning process. It is expected that students will be on time to class. Tardiness is a disciplinary issue and will be dealt with as such. Teachers are encouraged to handle minor tardy infractions as part of the normal classroom procedures.

***Tardy points do accumulate into total absence points which impact class credit.***

***A student who arrives more than 10 minutes late to a class, without a valid pass from a teacher or the main office, will be admitted to class with the time recorded. Chronic tardiness will be referred by the teacher to the Assistant Principal.***

### Leaving School Early

A note should be sent with the student requesting dismissal. Please indicate the reason for and time of dismissal and parent/guardian contact name and number. The student should bring the note to the Attendance Office **before** school begins. The student will then be given a pass to leave class at the specified time. This is the student's pass to leave class. Student will not be called out of class for dismissal.

A parent/guardian may also come to the Main Office to sign a student out if no note is handed in by the student. Absent verified "AV" will show only if the student misses an entire school day. If a portion of the day is missed, "1" will appear for the periods missed but administration will be able to see the student was signed out. Documentation from driver's tests, college visits, or doctor appointments should be turned in within three days of the absence.

### Senior Privilege

Senior students with 90 or more credits may be permitted to leave the school premises when they have no scheduled classes or other school activities, **provided that their parent or legal guardian signed and submitted the Consent Waiver and Indemnification Form prepared by the Board of Education.** Seniors so authorized must sign out before leaving and sign in upon returning. **The privilege may be withheld or withdrawn for cause notwithstanding the consent of the parent and/or legal guardian.**

1. To be eligible for senior sign-out, a student must be a senior in good standing. *Only senior students who have earned a minimum of 90 credits at the beginning of this school year will be entitled to this privilege.*
2. All seniors who participate in the Sign Out Privilege must first have on file in the Assistant Principal's Office a valid Consent Waiver Form and Indemnification Form.
3. Before leaving the campus, students will be required to sign the logbook in the Attendance Office, indicating the time of leaving, their destination, and their expected time of return. Upon returning to campus, students will be required to sign in.
4. Students who do not conduct themselves in an appropriate manner in the community may be subject to a loss of this privilege at the discretion of the Principal.

## **LOCKERS / SEARCH AND SEIZURE**

Each student is assigned a locker for his/her use. Students are to use only the locker assigned to him/her. Students are to keep their lockers neat and clean, and free of graffiti. Locker doors are to be closed and locked at all times when not in use. The school district is not responsible for the contents of any locker and advises all students not to leave valuables in the lockers. Students who do not maintain lockers accordingly may be referred for appropriate disciplinary consequences and/or be fined for damages caused to lockers that require cleaning or repairs.

The law protects all students from unreasonable search and seizure. **However, school lockers remain the property of the District even when used by students.** Lockers are subject to administrative search when "reasonable suspicion" exists in the interest of school safety, sanitation, or the enforcement of discipline and other school regulations, and to search by law enforcement officials on presentation of a proper warrant. **Expect lockers to be searched by the administration periodically during the year.**

A student's person, possessions and locker may be searched by a school official provided the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction. Searches that result in the electronic communications of a student shall be conducted with equal sensitivity as that required of physical searches.

When administrative search is determined to be necessary by the Principal or his/her designee or on presentation of a proper warrant by law enforcement officials, a search shall be requested of the person responsible for the electronic communication system or his/her designee.

Nothing in this policy shall be construed as to prevent searches by the person responsible for the electronic communication system or his/her designee for the purposes of routine maintenance of the system: no notification to the student users shall be necessary.

At the end of each school year, students must empty lockers of all contents. Any books found will be returned to the appropriate department supervisor. All clothing, and/or personal belongings left in the lockers at the end of the school year will be donated to a charitable organization.

#### **AFFIRMATIVE ACTION**

Princeton Public Schools, as a recipient of federal aid, continues to abide by the provisions of Title IX of the Educational Amendments of 1972. Title IX prohibits sex discrimination in schools, whether it be in academics or in athletics. No individual in the Princeton Public Schools system shall, on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity.

Any Title IX concerns should be brought to the attention of Mr. Michael Volpe, Assistant Superintendent of Human Resources.

## **HARASSMENT, INTIMIDATION, BULLYING, HAZING BOARD POLICY**

The Board of Education prohibits acts of harassment, intimidation, or bullying against pupils. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, pager, or other mobile device.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

The district prohibits active or passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling, peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions, behavioral management plans, and/or alternative placements.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, administrative detention, out-of-school suspension, reports to law enforcement, and/or removal from school.

Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

“Hazing” of any kind will not be tolerated, and may be considered a form of assault (see Dangerous Conduct). Students involved in such activities will face disciplinary sanctions as provided in the Code of Discipline.

### **DATING VIOLENCE**

The Board of Education believes a safe and civil environment in school is necessary for the students to learn. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school’s pupil code of conduct.

Remediation/intervention may include, but is not limited to: parent conferences, pupil counseling, peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions, behavioral management plans, and/or alternative placements.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, administrative detention, out-of-school suspension, reports to law enforcement, and/or removal from school. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

### **CODE OF DISCIPLINE**

Princeton High School utilizes restorative practices that emphasize values of empathy, respect, honesty, acceptance, responsibility and accountability. Our goal in this approach to discipline is to provide ways to effectively address behavior and provide a safe and supportive environment that nurtures social-emotional learning.

Remediation/intervention may include, but not limited to, parent conferences, pupil counseling, peer support groups, conflict mediation, restorative circles, corrective instruction or other relevant service or learning experiences, supportive pupil interventions, behavioral management plans, and/or alternative placements. The following is a list of behaviors and consequences that will also serve as a guide for administrative action. There may be circumstances that could alter responses to certain behaviors, and these will be handled on a case-by-case basis by the administration.

For the purpose of understanding the abbreviations used below, the following definitions should be considered:

**TD**     Teacher Detention: to be served at the discretion of the teacher involved.



	1-2 AD	1-2 AD		1-3OSS	Forgery	
	1-2 AD	1-2 AD		1-3OSS		Chronic
Cutting/Truancy	1-2 AD	1-2 AD	1-2 AD	1-3OSS		Chronic Tardy
	1-2 AD	1-2 AD		1-3OSS		
Horseplay/Water fights		1-2 AD	1-2 AD		1-3OSS	
Internet/Intranet Violation			1-2 AD	1-2 AD		1-3OSS
Cutting Detention		1-2 AD		1-2 AD		1-3OSS
Inappropriate Dress		1-2 AD				1-3OSS
Classroom disruption		TD		1-2 AD		AD,1-2OSS
Tardiness to class		TD		TD		AD,1-2OSS
Cheating/Plagiarism/Academic Dishonesty*		TD		TD		AD,1OSS
Use/Possession (includes e-cigs)	Parental Notification		Parental Notification		2AD, +	Tobacco

+ Possible referral to Health Department for issuance of a summons

\* May result in an "O" grade on assignment, quiz, test or examination

**Any conduct or speech which threatens the safety of staff or students, disrupts the operation of the school or is considered offensive, lewd, vulgar or profane will result in appropriate disciplinary consequences.**

### SUBSTANCE ABUSE

**The following procedures are established in implementation of Policy No. 5530, Substance Abuse.**

The possession, use, or distribution of alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9 or over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system. Therefore, students who possess, use, distribute, or allow themselves to be under the influence of alcohol or controlled dangerous substances (CDS) on school property or at school- sponsored activities are in violation of state law and Board of Education policy and shall be subject to the provisions of these procedures. The Board of Education's substance abuse policies and procedures shall be explained in the Student Handbook. In addition, students shall be made aware of the policies and procedures regarding substance abuse through classroom training session(s) conducted annually within the first thirty (30) days of the academic school year.

#### I. Possession of Controlled Dangerous Substances or Drug Paraphernalia

- A. Any staff member who seizes or discovers any substance or item believed to be a controlled dangerous substance or drug paraphernalia shall immediately notify and turn over the material to the principal

(“principal” means “principal or designee” throughout this policy). The principal shall immediately notify the Superintendent/designee, who in turn shall notify the appropriate law enforcement agency as per the “District/Law Enforcement Memorandum of Agreement” to receive such material. The staff member or principal shall safeguard the material against further use or destruction and secure it until such time it can be turned over to the appropriate law enforcement agency.

- B. The principal shall provide to the appropriate law enforcement agency as per the “District/Law Enforcement Memorandum of Agreement” all information concerning the manner in which the material was discovered or seized, the identity of all persons who had custody of the material following its discovery or seizure, and the identity of any student or staff member believed to have been in possession of the material. (See exception below.)
- C. In exception to the above, the principal or staff member shall not disclose the identity of any student who voluntarily, on his or her own initiative, turned over the material to a school employee, provided there is reason to believe that the student was involved with the substance or paraphernalia for the purpose of personal use, not distribution activities, and further provided that the student agrees to participate in an appropriate treatment or counseling program.
- D. Any teaching staff member having reason to believe that a student has in possession or in any way been involved in the distribution of a controlled dangerous substance or drug paraphernalia on or near school property including on a school bus or at a school-sponsored function shall report the matter and supporting reasons as soon as possible to the principal or (in the absence of the principal) the staff member in charge at the time of the alleged violation. So informed, that person shall notify the Superintendent, who in turn shall notify, as soon as possible; the appropriate law enforcement agency as per the District/Law Enforcement Memorandum of Agreement. This is subject to the provisions regarding confidentiality cited below--Section IX. **Vaping devices may be considered drug paraphernalia.**
- E. The Superintendent/designee shall provide the appropriate law enforcement agency as per the “District/Law Enforcement Memorandum of Agreement” all information concerning the matter, including the identity of the student involved. The Superintendent/designee shall not disclose, however, the identity of any student who has voluntarily sought treatment or counseling for a substance abuse problem, provided the student is not currently involved or implicated in drug-distribution activities.
- F. For the purposes of this section, an admission by a student in response to questioning by the principal or teaching staff member, or following the discovery of a controlled dangerous substance or drug paraphernalia by the principal or teaching staff member shall not constitute a voluntary, self-initiated request for counseling and treatment.
- G. Whenever a student is reported to the police by the administration and/or arrested on school property for violating any law prohibiting possession, use, sale, or other distribution of any controlled dangerous substance or drug paraphernalia, the parent(s)/guardian shall be informed immediately by the principal.

## II. Possession of Alcoholic Beverages

- A. Any staff member who has reason to suspect that a student is in possession of an alcoholic beverage on school property including on a school bus or at a school-sponsored function shall report that suspicion and supporting reasons to a school administrator or the professional staff member in charge of the function as soon as possible.
- B. The school administrator or professional staff member in charge shall confiscate the suspected beverage in accordance with statute, code, and local administrative procedures relating to student search and seizure due process rights.
- C. The beverage shall be turned over to the principal. Beverages shall be disposed of as soon as the principal determines they are no longer needed as evidence.
- D. The parent(s)/guardian of the student shall be informed by the principal as soon as possible.
- E. Sanctions shall be imposed. (See Sanctions VII below.)

### III. Suspected to be Under the Influence

- A. Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school property including on a school bus or at a school-sponsored function shall report the matter as soon as possible to the certified or non-certified school nurse or the school physician and the Principal (or, in the Principal's absence, to a person designated by the Principal) as required in N.J.S.A. 18A:40A-12. If the Principal and the certified or non-certified School Nurse or school physician are not in attendance, the staff member responsible for the function shall be notified immediately.
- B. The Principal and/or designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s) and the Superintendent. Student and their belongings will be subject to search.
- C. The Principal and/or designee, in response to every report, must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent(s) or legal guardian(s). If the parent's or legal guardian's physician licensed to practice medicine or osteopathy is not immediately available, a medical examination shall be conducted by the school physician. If neither the parent(s) or legal guardian(s) doctor nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s) if available and by a member of the school staff appointed by the Principal.

Parental or legal guardian permission is not required for the school's physician or emergency room examination. The parent(s) or legal guardian(s) may, but is not required to, accompany the pupil to the school physician and/or emergency room.

The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician or while the student is waiting for and receiving the examination by the school physician or in the emergency room. An examination conducted by a physician selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.

- D. The school district, in cooperation with the medical professional licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A:16-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.
- E. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use.
- F. When the medical examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the parent is required to verify within twenty-four hours of the referral of the pupil for suspected drug or alcohol use that the medical examination occurred. The verification will include the printed name, address and phone number, and signature of the examining physician indicating the required report is pending and the date by which it will be provided.
- G. If the written report of the examination is not submitted to the parent, Principal or Superintendent within twenty-four hours of the referral of the pupil, the pupil will be allowed to return to school until such time a positive determination of alcohol or other drug use is received from the physician.
- H. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's ability to perform in school, the pupil will be immediately returned to school.
- I. If there is a positive determination from the medical examination indicating the pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the pupil will be returned to the parent's care as soon as possible. Attendance at school will not resume until a written report has been submitted to the parent(s) or legal guardian(s), Principal and Superintendent from the physician who has examined the pupil. The report must verify the pupil's alcohol or other drug use no longer interferes with the pupil's physical and mental ability to perform in school. Removal of a pupil with a disability shall be made in accordance with N.J.A.C. 6A: 14-2 .8.

A parent(s) or legal guardian(s) whose refusal to comply with N.J.S.A. 18A:40A-12 frustrates the operation of the regulations and the return of the pupil to school shall be deemed to have violated the Compulsory Education Act N.J.S.A. 18A:38-25 and 18A:38-31, and/or the neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and may be subject to prosecution. Furthermore, refusal or failure of a pupil to comply with N.J.S.A. 18A:40A-12 shall be handled by the district in accordance with N.J.A.C. 6A:16-4.1(c)2.

Refusal or failure to comply with required medical exam/testing will be treated as a violation of the substance abuse policy. Refusal is considered a confirmation of use and the student will be suspended for four (4) days and be subject to all other disciplinary aspects of the policy.

Tampered/diluted test results will also be considered a violation of the substance abuse policy. The student will be suspended for four (4) days and will be subject to all other disciplinary aspects of the policy.

- J. While the pupil is home because of the medical examination or after the pupil returns to school, a Student Assistance Coordinator or individual who holds a school nurse, school psychologist, school social worker, or pupil personnel services endorsement on the Educational Services Certificate and are trained to assess alcohol and other drug abuse shall:
  - 1. Conduct an alcohol and other drug assessment of the pupil and a reasonable investigation of the situation for the purpose of making a preliminary determination of the pupil's need for educational programs, supportive services or treatment which extend beyond the general school program by virtue of the use of alcohol or other drugs by the pupil. The findings of the assessment alone shall not prevent a pupil from attending school; and
  - 2. Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral and continuity of care for substance abuse treatment.
- K. While the pupil is at home because of the medical examination or after the pupil returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the pupil or evaluation by appropriately certified or licensed professionals to make a positive determination of a pupil's need for programs and services which extend beyond the general school program, as necessary. The findings of these additional evaluations alone shall not be used to prevent a pupil from attending school.
- L. If a student voluntarily admits to being under the influence of alcohol and/or drugs, the student shall nonetheless be required to submit to a medical examination and testing as indicated above.
- M. Graduating seniors who consume alcohol and/or drugs just prior to or during the graduation ceremonies shall not be allowed to participate in the ceremonies.
- N. If at any time it is determined a pupil's use of substances presents a danger to the pupil's health and well-being, the Student Assistance Coordinator or individual who holds a school nurse, school psychologist, school social worker, or pupil personnel services endorsements on the Educational Services Certificate

and are trained in alcohol and other drug abuse treatment referral shall initiate a referral for substance abuse treatment.

- O. Any educational or non-educational school staff member who in good faith reports a pupil to the Principal or Principal's designee in compliance with Policy 5530 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A 18A:40A-13 and 14.

#### IV. Suspected Use at a School-Sponsored Function After School Hours and/or off School Property

- A. The same procedures as those under III (use during school hours or at a school function) above apply with the following modifications:
  - 1. Staff or chaperones who suspect use of alcohol, anabolic steroids, or controlled dangerous substances are required to report the suspicion and supporting reasons to the professional staff member in charge. The staff member in charge shall act as the principal's designee unless or until the principal is able to assume responsibility.
  - 2. Once the student is removed to a protected environment, the student's parent(s)/guardian shall be notified of the incident and given a description of the situation, observed symptoms, and follow-up actions taken. Arrangements should be made for the parent(s)/guardian to assume physical responsibility for the student as soon as possible.
  - 3. A building administrator shall be informed as soon as possible. The principal shall inform the Superintendent as soon as possible.
  - 4. The procedures as described in Section III-B shall be followed. The assistance of a local rescue squad and/or local police may be requested to insure safe transport to an appropriate medical facility and/or nearest hospital.
  - 5. The staff member in charge has the discretionary authority to terminate a group's continued participation in an event and return to Princeton. In making this determination, telephone consultation with a building principal shall be attempted.
  - 6. Any student who, as a result of the chemical screening, is determined to be substance-free shall be notified by the building principal of his/her status and be immediately reinstated. The building principal shall also immediately notify the parent(s)/guardian regarding the student's status and the student's reinstatement.
- B. All students participating in overnight field trips will be required to submit a signed permission form stating that they have read the substance abuse policy and understand that violation of the policy will result in parental notification, removal from the event, and sanctions listed in section VII.

- C. Medical examinations due to policy violations at school-sponsored functions after school hours and/or off school property, as well as overnight field trips shall be at the expense of the parent(s) or legal guardian(s) and shall not be at the expense of the school district.

V. Sale or Distribution of Alcohol or Controlled Dangerous Substances on School Property or During School-Sponsored Functions

- A. Any staff member who has reason to suspect that a student was observed passing alcohol or a controlled dangerous substance to another student is required to immediately report that suspicion and supporting reasons to the principal or professional staff member in charge. This report shall include the names (if possible) of all individuals who witnessed or participated in the transaction. The principal or professional staff member in charge will implement procedures I-B (possession) above.

Sanctions for the sale or distribution of alcohol or dangerous substances are as described in Section VII-A-2.

- B. Any staff member who has more general suspicions regarding student distribution of alcohol or controlled dangerous substances is required to report such suspicions, with reasons, to the principal as soon as possible. If the principal, in his/her follow-up of the report, develops sufficient reason to believe there may be substance to the allegation, he/she shall report the suspicions to the local police and inform the Superintendent. The parent(s)/guardian shall be informed immediately by the principal.

VI. Procedures for Evaluation and Treatment

- A. The student shall be referred to the Student Assistance Coordinator to determine the need for a substance abuse assessment by appropriately certified Board of Education staff and/or by a community agency or private practitioner certified by the appropriate drug and alcohol licensing board.
- B. The substance abuse assessment or other appropriate assessment (e.g., Child Study Team evaluation) would serve as a basis for determining a treatment plan. Such a plan could include changed provisions for a program of instruction, counseling, and related services while the student is receiving therapeutic or medical care for a diagnosed dependency problem. Any therapeutic or medical care for a diagnosed dependency problem shall not be at the expense of the Board of Education.
  - 1. Parent(s)/guardian shall participate in the development of the plan as a component of a "Reentry Agreement". The Reentry Agreement shall include the development of a treatment plan, a student behavioral contract and require participation in a student assistance program in the district and the community.
  - 2. The treatment plan may include periodic substance use screening, to be conducted at parental expense.
- C. The Board of Education is not required to assume financial responsibility for services provided by non-school staff.

- D. The plan shall be implemented as soon as possible.
- E. If it is found that a student is beyond rehabilitation through available resources, or the student does not meet the conditions of his/her Reentry Agreement, including the treatment plan, the principal shall recommend appropriate measures, which may include expulsion proceedings, to the Superintendent.

## VII. Sanctions

### A. Definition

- 1. Possession/Use--shall include the following:
  - a. Immediate suspension for 4 days of school.
  - b. Loss of campus privileges for 45 school days.
  - c. Upon return from suspension: loss of extracurricular privileges for a minimum of two weeks; continued responsibility for practice activities but loss of the right to engage in public performance activities for a minimum of two weeks. If performance is a graded activity, alternate assessment will be assigned.
  - d. Disciplinary action shall be taken as indicated in Board Policy 5610, Student Suspension, specifically the assignment of a case manager to serve as a single point of contact and to monitor the status of the student. In addition, community service as a consequence of violating policies and procedures may be required.
  - e. As a condition of readmission, the student and parent(s)/guardian must meet with the Student Assistance Coordinator and jointly develop a Reentry Agreement. The Reentry Agreement shall include a student behavioral contract and a Third-Party Substance Evaluation/Assessment.
  - f. The jointly developed Reentry Agreement must be understood and signed by the building principal/designee, the parent(s)/guardian, and the student.
  - g. State law requires that possession of drugs be reported to the police (see Section I-C for exception). The Superintendent shall determine whether the possession and/or use of alcohol should be reported to the police.
- 2. Distribution/Sale:
  - a. Immediate suspension for 4 days of school.
  - b. Loss of campus privileges for the remainder of the school year.
  - c. Report of the incident shall be made to the police.
  - d. Upon returning from suspension: loss of extracurricular privileges for a minimum of two weeks; continued responsibility for practice activities but loss of the right to engage in public performance activities for a minimum of two weeks. If performance is a graded activity, alternate assessment will be assigned.
  - e. Disciplinary action shall be taken as indicated in Board Policy 5610, Student Suspension, specifically the assignment of a case manager to serve as a single point of contact and to monitor the status of the student. In addition, community service as a consequence of violating policies and procedures may be required.

- f. As a condition of readmission, the student and parent(s)/guardian must meet with the substance awareness coordinator and jointly develop a Reentry Agreement. The Reentry Agreement shall include a student behavioral contract and a Third-Party Substance Evaluation/Assessment.
- g. The jointly developed Reentry Agreement must be understood and signed by the building principal/designee, the parent(s)/guardian, and the student.
- h. Long-term suspension or expulsion proceedings before the Board of Education may be instituted.

**B. Criteria and Range of Penalties for Board Action**

Criteria and a range of penalties for consideration when disciplinary action is necessary in cases of substance abuse by student(s) shall be available to the Board of Education.

Penalties may be invoked singularly or in combination based upon the circumstances of the individual case(s). The following shall act as guidelines to the Board of Education in determining disciplinary action:

Reentry Agreement

Behavioral contract shall be developed and signed by the building principal/designee, the student, and parent(s).

Third-Party Substance Evaluation/Assessment

Substance abuse evaluation provided through a third-party treatment center shall be necessary. This shall be at no cost to the school district.

Community Service

A specified number of hours of community service may be required in order to reenter school.

Random Drug/Alcohol Screening

As a component of the student's Reentry Agreement, random screenings for substance abuse may be required and provided by the district.

Abbreviated School Day

A limited school day that addresses the student's educational needs may be developed through the building principal and the student's school counselor.

In-School Detention

Receiving instruction in a structured setting within the school building.

In-Home or Off-Site Instruction

Receiving instruction through the use of a teacher in either the home or a district facility.

Referral to the Family/Juvenile Court or DCP & P

Referral to the Family Crisis Intervention Unit operated by the county juvenile or family court system. The Superintendent may also make referral to the Division of Child Protection and Permanency (DCP&P).

**Alternative Educational Program**

An educational placement outside of the school district developed through the building principal and the student's school counselor.

**Suspension**

Short or long term suspensions.

## **Expulsion**

The Board may choose to conduct an expulsion hearing based upon the individual case(s).

- C. Failure to Cooperate
  - 1. If a student's parent(s)/guardian or if the student is unwilling to cooperate in the implementation of the Reentry Agreement, the recommendation(s) of the community agency or these procedures, the district administration and the Board of Education shall take appropriate action as provided for under VII, Sanctions.
  - 2. This action shall be based upon the facts, the advice of legal and (if appropriate) medical counsel, and the existing school discipline policy, which includes suspension or expulsion.
  
- D. Identification and Remediation of Pupils Involved with Substances.
  - 1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.
  - 2. A teaching staff member who suspects that a pupil is involved with substances, but not under the influence of them, should refer the pupil to the School Nurse, the Student Assistance Coordinator, a School Counselor, the Child Study Team, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral; if appropriate, the Principal should notify the pupil's parent(s) or legal guardian(s) of the referral and discuss with the parent(s) or legal guardian(s) the possibility of medical or therapeutic treatment.
  - 3. When a pupil involved with substances has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parent(s) or legal guardian(s). When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal, who shall determine whether to notify the pupil's parent(s) or legal guardian(s) and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.

## VIII. Amnesty

- A. Students who voluntarily acknowledge an alcohol or drug problem to a member of the staff or to the administration and voluntarily enroll in a school-based and/or approved community-based substance abuse program may be granted amnesty from the sanctions, for first-time offenses, providing they remain within the parameters of appropriate behavior including, in any event, refraining from possession or use of controlled dangerous substance thereafter.
- B. There shall be no amnesty for students found to be selling drugs.
- C. Students who refer themselves proactively before an incident to any member of the student assistance team for reasons relating to substance abuse shall not be considered to be in violation of Board policy, and they shall come under procedures relating to the Student assistance program.

## IX. Confidentiality of Student Involvement in Intervention and Treatment Programs

- A. All information concerning a student's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with applicable federal regulations (42 CFR 2).
- B. Nothing in these procedures shall be construed in any way to authorize or require the transmittal of any information or records in the possession of a student assistance counselor or treatment program.
- C. School officials shall not disclose to law enforcement officials or to any person other than a member of the district's student assistance program that a student has received or is receiving evaluation or treatment services from the district's substance abuse program. Nor shall school officials disclose any information, including the student's identity or information about illegal activity, where such information was learned in the course of or as a result of evaluation or treatment services provided by the district's program.

#### X. Staff Liability

- A. Any staff member who reports a student to the principal in compliance with the provisions of these procedures shall not be liable in civil damages as a result of making such a report as specified in N.J.S.A. 2A:62A-4 and as provided for under N.J.S.A. 18A:40-4.2.
- B. Any staff member who fails to report as required by these procedures may be found liable for negligence and/or to be in violation of state administrative code and state drug laws.
- C. The identity of any staff member reporting a student to the principal in compliance with the provisions of these procedures shall remain confidential.

#### XI. Reporting to the State

Each incident of substance abuse shall be reported to the Commissioner on the Violence, Vandalism and Substance Abuse Incident Report form.

#### XII. Police-School Relations

- A. An agreement between school and law enforcement officials, outlining procedural relationships and responsibilities, shall be contained in the "District/Law Enforcement Memorandum of Agreement".
- B. The agreement shall ensure cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia.
- C. The agreement shall be reviewed annually. Revision shall be made as necessary, in consultation with appropriate law enforcement authorities.

#### XIII. Review and Dissemination

- A. These procedures shall be reviewed annually, as required by law.
- B. The policy and procedures for discipline, evaluation, and treatment of students shall be explained to students at the beginning of each school year and made available annually to all school staff, students, and parent(s)/guardian(s).

#### XIV. Training

- A. All new staff shall receive in-service training on substance abuse policies and procedures within 60 days of their employment.
- B. All staff shall be trained, as deemed necessary by the Superintendent, regarding the specific observable behaviors which may indicate substance abuse and the referral of those individuals for evaluation and counseling.
- C. Parent(s)/guardian substance abuse educational programs shall be offered annually at times and places convenient to parent(s)/guardian on school or other premises.

#### **PASSIVE BREATH ALCOHOL SENSOR DEVICE**

The Board authorizes PBASD screening before, during, and after any co-curricular or extra-curricular school sponsored activities/events including, but not limited to: dances, athletic events, proms, class trips, overnight trips, school assemblies, drama productions, or graduation ceremonies when the Building Principal or designee has reason to believe the use of alcohol by pupils may be present. When it is determined a PBASD will be used, one of the following options is available:

1. Every pupil attending or pupil participating in such an event will be screened.
2. The Principal or designee may, in certain circumstances, determine to have pupils screened on a random basis (i.e. blind selection of marbles, or other bona fide random selection process predetermined by the Principal); and or
3. The Principal or designee may screen based on reasonable suspicion of alcohol use.

#### **POLICE IN SCHOOL**

Police may enter the school officially, if they suspect a crime has been committed, or have a warrant for search or arrest. If the police question a student, school authorities must see that all questioning takes place privately in the presence of the principal and his/her designee. No law enforcement officer will direct, solicit, encourage, attend or otherwise participate in the questioning of any juvenile by school officials unless such questioning could be lawfully conducted by the law enforcement officer acting on his or her own authority in accordance with the rules and procedures governing law enforcement interrogations and interviews.

All information obtained by school employees concerning the commission of an offense, whether obtained as a result of the questioning of a student or otherwise, will be referred to the appropriate law enforcement agency, provided however, that nothing in any agreement shall be construed to authorize or require a school employee to divulge information or records subject to the confidentiality requirements of 42 C.F.R. Part 2, or any other applicable regulation, law or rule of evidence concerning confidential and privileged communications.

If at all possible, parents should also be present at the questioning. Students are not required to answer any questions other than those concerning their name, age, address, or business in the school until a parent or lawyer is present. Students have the right to be informed of their legal rights, to be protected from unnecessary force, and

to remain silent, just as one would if one were out of school. (Also see, "A Model for an Agreement Between Education and Law Enforcement Officials".

## **WEAPONS AND DANGEROUS INSTRUMENTS**

Any student found or suspected to be in possession of any weapon, device, or substance readily capable of inflicting serious bodily injury shall be reported to the administration immediately. This includes possession on school property (including school buses) or at a school-sponsored function.

The police may be alerted when a student is found to be in possession, or suspected to be in possession of a weapon. The decision to contact the police shall rest with the building principal and shall be based on the nature and dangerousness of the instrument and any legitimate uses it may have in school.

The police shall be informed whenever a student uses or threatens to use a weapon in possession pursuant to N.J.S.A. 2C: 39-1(f). The instrument may be confiscated by the administration or such action may be referred to the police.

Objects ordinarily not considered weapons, but generally considered tools, such as Swiss army knives, will be confiscated. The decision regarding the imposition of any penalties for possessing these types of objects shall be based on the nature and dangerousness of the object and any legitimate uses it may have in school.

Criteria and a range of penalties for consideration when disciplinary action is necessary in cases of weapons offenses by student(s) shall be available to the Board of Education.

Penalties may be invoked singularly or in combination based upon the circumstances of the individual case(s). The following shall act as guidelines to the Board of Education in determining disciplinary action:

### Reentry Agreement

A Behavioral Contract shall be developed and signed by the building principal, the student, and parent(s).

### Community Service

A specified number of hours of community service may be required in order to re-enter school.

### Abbreviated School Day

A limited school day that addresses the student's educational needs may be developed by the Principal and the student's school counselor.

### Alternative Educational Program

An educational placement outside of the school district developed through the building principal and the student's school counselor.

### In-School Detention

Receiving instruction in a structured setting within the school building.

### In-Home or Off-Site Instruction

Receiving instruction through the use of a teacher in either the home or a district facility.

### Suspension

Suspension from school without instruction for greater than ten (10) cumulative school days.  
Referral to Family/Juvenile Court of DCPD.

Firearm(s)

Disciplinary action shall follow state firearm statute(s) which, both define firearms and address removal from school through expulsion proceedings.

Possession and/or use shall be grounds for disciplinary action, including suspension or permanent expulsion. The Superintendent shall prepare procedures for the implementation of this policy. All parents shall be informed of this policy annually through appropriate district publications. All students shall be informed of this policy annually in terms that are appropriate to their age and maturity.

### SMOKING/VAPING/TOBACCO PROHIBITION

The Board of Education recognizes that smoking/vaping/tobacco/nicotine use presents a significant health hazard that has been shown to have serious consequences for both the smoker/user and the nonsmoker and is, therefore, an undesirable activity. The Board recognizes its duty to protect students and staff who do not smoke/vape/use tobacco or nicotine from an environment that is noxious to them and may result in serious health problems if not properly controlled. Moreover, the information shared with students in health classes and throughout the curriculum shall be consistent with the policies of the Board, as well as the Board's position regarding the hazards of tobacco and nicotine use.

Therefore, it shall be the policy of the school district that there shall be **no use of tobacco or nicotine by any person in any building or any district property and any school-owned and operated vehicles at any time** except as part of classroom instruction or theatrical presentations, with the approval of the principal.

The tobacco policy prohibits the use of all tobacco products in addition to nicotine products such as e-cigarettes and other electronic smoking or vaping devices.

The Princeton High School procedures for failure to comply with the Princeton Board of Education tobacco policy 3515 and ordinance 2011-01 will result in disciplinary and/or remediating consequences.

#### SMOKE FREE SCHOOL ZONE

The Princeton Regional Health Commission has created a smoke-free school zone in public right-of-ways in the vicinity of all schools within the borough and township of Princeton. (Ordinance 2011-01):

**It shall be unlawful for any individual under the age of 19 to use or possess in plain public view a cigarette or any other tobacco product on or within 1,000 feet of any elementary or secondary educational institution when classes or other student activities are in session and one hour before and one hour after such activities.**

#### **VANDALISM**

Any student involved in any act of vandalism resulting in damage to property owned by the school district will be subject to disciplinary consequences and possible referral to the police. The Princeton Public School District shall seek compensation from the parent/guardian of any child who commits any act of vandalism resulting in damage to property owned by the District. N.J.S.A. 18A:37-3 - Liability of parents of pupils for damage to property: The parents or guardian of any minor who shall injure any public or nonpublic school property shall be liable for damages for the amount of the injury to be collected by the Board of Education of the district or the owner of the premises in any court of competent jurisdiction, together with costs of suit.

#### **CARE OF SCHOOL PROPERTY**

Students shall not throw paper or debris of any kind on school floors, the grass, sidewalks or streets adjacent to the school. Students are also required to clean their tables of food and utensils in the cafeteria when finished eating. Trash bins shall be provided for those purposes.

All employees of the school district shall enforce this rule, and the administration shall take any disciplinary action necessary to curb violations.

It shall be the responsibility of all employees of the school district to safeguard school property from damage by students. Violations shall be reported to the administration for disciplinary action and assessment for damages.

#### **CARE OF PRIVATE PROPERTY**

Princeton High School is an integral part of the community of Princeton and all students are expected to project a positive image of our school to the surrounding area. This commitment is crucial in showing respect at all times to the private property of our neighbors. Littering, loitering, and/or causing damage to the private property of any member of the community is unacceptable, and may be subject to disciplinary action, which could include restitution for any monetary loss.

#### **TECHNOLOGY**

The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with

other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.

While the district is required by federal regulations to employ Internet filtering software, and has done this, families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access; those methods could not guarantee compliance with the District's acceptable use policy. That notwithstanding, the District believes the benefits to students of access to the internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

**NOTICE: This policy and all its provisions are subordinate to local, state, and federal statutes.**

#### **TECHNOLOGY PROTOCOLS FOR STAFF AND STUDENTS**

- No food, gum, drinks or any liquids (except for specific science experiments) near the equipment.
- Students must be properly supervised at all times.
- Students must have assigned seats and/or computer numbers, which are recorded on the appropriate computer assignment sheet.
- Classes that do not fill an entire lab should be grouped together for better supervision.
- Print only what is necessary and pertinent to lesson plan objective(s).
- Save work in the 'SAVE HERE' folder (or another appropriate folder within the 'SAVE HERE' folder).
- No games, checking internet e-mail accounts or internet chatting unless part of a specific lesson directed by a teacher.
- No downloading or installing of programs.
- Quit all programs when finished.
- Last class of the day should shut down all computers in the computer lab.

#### **GAMBLING**

Any form of gambling is forbidden on school grounds. Students may play recreational card games in the cafeteria only, provided that no wagering takes place. Dice games are not permitted.

#### **PARKING**

Parking is reserved for the faculty and staff of the high school as well as a limited number of visitors or guests. Student parking is limited to restricted areas and for seniors only who have a municipality-approved/PHS-approved

parking sticker. Students found parking in spaces designated as faculty, residential, visitor, or otherwise restricted spaces are subject to ticketing by the police.

Also, any student who parks a vehicle illegally, or in such a manner that it impedes the free movement of traffic in the parking lots, will be subject to ticketing by the police and disciplinary action by the high school administration.

By local ordinance, approximately 90 parking spaces will be available exclusively for PHS student parking. A municipality/PHS approved issued parking sticker must be displayed on the rear windshield, lower left corner of the student's automobile. PHS administration will conduct a lottery for the 90 available parking decals.

PHS student permit parking, as specified by ordinance, will be available:

- In the Franklin lot
- On Franklin Avenue near Westminster Choir College entrance

PHS students, faculty and staff may not park on streets marked as residential permit parking. Parking information and procedures will be sent directly to seniors or can be picked up in the Main Office.

#### **TAILGATING**

Tailgating activities are not permitted on school property.

#### **MESSAGES FOR STUDENTS**

Students **should not** be paged during the regular school day unless the situation is **deemed an emergency by an administrator**. Routine messages may be forwarded to students at Break or after school; however, the office staff cannot be held responsible for the delivery of non-essential communications.

#### **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

#### **STUDENT CONDUCT OFF-SCHOOL PREMISES**

Students who travel with teachers or with other designated supervisors to activities away from school such as field trips, athletic events, concerts and other school functions must conduct themselves so that they bring pride and respect to Princeton High School.

Behavior not in keeping with this ideal will result in appropriate disciplinary action, which may include suspension and/or referral to the police. Students must return with the teacher or supervisor and are not permitted to make arrangements to return with friends.

## **BUS CONDUCT**

New Jersey law provides that any student who habitually violates the regulations concerning conduct on school buses may be denied the privilege of utilizing bus services.

## **STUDENT CONDUCT IN THE HALLS**

Students are not permitted to eat or drink in the halls except during break. Students are responsible for discarding their personal garbage in the proper receptacles. Students are not to loiter in the halls between classes. During free periods, students can use spaces, such as the learning commons, cafeteria, and PAC lobby.

## **DANGEROUS CONDUCT**

The school is entrusted with the safety of all students. Potentially dangerous behavior such as pushing, hitting or assaulting another student(s), throwing snowballs, water balloons or other objects, use or possession of firearms, knives or water pistols, climbing on the roof, etc. will result in appropriate disciplinary action which may include suspension and/or referral to the police.

Any student found to be in possession of or detonating firecrackers or other explosive devices at any time on school property will be suspended. Such students will also be prosecuted to the fullest extent possible according to law.

## **FIGHTING**

Fighting will not be tolerated. Suspension will be assigned for a first offense and subsequent offenses as defined by the Discipline Code. Immediate parent contact and re-admission conferences are included in suspension procedures.

**Any student involved in fighting or any form of assault, either verbal or physical, may be suspended for a minimum of one day.** Students who disrupt the school environment and endanger the safety of others by fighting may be referred to the police. All parties to the violence will be suspended; however, the overall duration of the individual suspensions may vary with the level of involvement and/or severity of the actions (as determined by the administrative staff).

## **THEFTS**

In order to prevent thefts, students are urged to take the following precautions:

- Be sure to close locker doors completely and secure locks. Simply closing the locker will not necessarily secure it.
- Never leave personal belongings unattended, even for a few seconds.
- Do not leave valuables or money in either hall or gym lockers.
- Do not share locker combinations with other students for any reason.

If a theft occurs, the student suffering the loss should report it to the Main Office and complete a "Theft/Loss Materials Report". All thefts of a serious nature will be reported to the Princeton Police Department. However, the school has no insurance protection against the loss of student possessions and takes no responsibility for damage to or loss of personal property.

#### **PHONES & PAGERS**

In accordance with NJ Law, electronic paging devices are not permitted on school property. Students who are in possession of such items shall be subject to disciplinary action, including but not limited to suspension and **the device will be confiscated and may be relinquished only to the parent/guardian.**

Portable cell phones must be turned off in the school building and put away during the school day, but may be used after the completion of the school day. Outdoor use during free periods is permitted.

#### **PORTABLE MUSIC PLAYERS**

Large or small radios/speakers, tape/CD players and video recorders, as well as headphones, IPODS, and MP3 players are not an enhancement to the teaching /learning environment.

These electronic devices are to be reserved for time outside the academic day. They may not be used inside the school building. **Failure to comply may result in confiscation and/or disciplinary sanctions.**

#### **DRESS POLICY**

Dress is the primary responsibility of the parents and students; however, the school affirms that acceptable standards for students are predicated on neatness, cleanliness, and safety. School dress must not disrupt the educational process. Footwear must be worn in all parts of the school building for safety reasons. Apparel that is lewd or draws attention to an illegal substance is prohibited.

#### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

New Jersey law requires the student to show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge and salute, or the student is an accredited representative of a foreign government to whom the United States Government extends diplomatic immunity, he/she may abstain from the pledge and salute but shall be required to show full respect to the flag while the pledge is being given.

#### **STUDENT VISITORS**

Student visitors of current students during the school year are not permitted at PHS. Students and their parents interested in enrolling at PHS should contact the School Counseling Department for relevant information and to schedule a guided tour. Student visitors cannot be accommodated at PHS. Requests for a student guest presenter for academic purposes must first be discussed with the classroom teacher and then have the approval of the Principal a minimum of forty-eight hours in advance of the visit. Student visitors will be approved for valid academic purposes

only. Student visitors under the age of 14 are not permitted to attend the academic school day at the high school without permission from the Principal.

### **FIRE/SECURITY DRILLS**

Fire/security drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and quietly, and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give students instruction. Teachers are required to close classroom windows and carry their roll books outside during a fire drill. After being evacuated to a safe area, teachers are required to check their currently recorded attendance in order to account for all of their students.

### **SCHOOL SECURITY PROCEDURES**

The following is a quick reference list of our security drills. In addition to fire drills, students will review and practice these procedures during the course of the school year.

#### **LOCKDOWN/ACTIVE SHOOTER**

Students sit on the floor in a safe part of the room (away from door and/or windows if possible).

Students in hall/bathrooms or on free periods go to the nearest classroom.

Everyone should ignore bells and only listen to PA announcements for instructions. Doors should NOT be answered. STUDENTS &/or PE CLASSES outside the building should quickly move away from building to a safe area (possibly JW).

#### **EVACUATION (FIRE ALARM/PA ANNOUNCEMENT)**

Students leave classrooms and proceed outside through designated exit.

Students in the hall (free period, going to the bathroom/locker, etc.) proceed to the nearest exit. Students with a free period who were not in the cafeteria or library will gather on the front lawn near the Houghton Avenue entrance. If necessary, relocation to the turf field will be announced via PA system. Meet with homeroom teachers in predetermined locations on the football field or in the bleachers.

#### **BOMB THREAT**

Follow evacuation procedures listed above.

#### **SHELTER IN PLACE**

Students should remain in the classroom. Students should not go to their lockers, and bathroom visits should be for emergencies only. No one is permitted to go outside the building. Students who have PU classes should check with the main office first. Students on their free period should proceed to a supervised area (Learning Commons, Cafeteria, Counseling Office) in case further emergency plans go into effect.

#### **REVERSE EVACUATION**

All students return to the building from outside. Students who are free should report to the Cafeteria or Learning Commons. All other students should return to their assigned class. During break, students and teachers should report to their homeroom assignments.

### **EMERGENCY HEALTH CARDS**

The school provides an environment in which the student will be safe from accidents. If an accident or sudden illness occurs, first aid will be administered and the student's parent(s) notified. The School Physician or School Nurse will give no care beyond first aid. For this reason, it is important to have emergency numbers to call when parents are not available. In September, Emergency Cards are issued to each student for the parent to complete. These cards should be updated when parents'/guardians' contact information changes. Parents should maintain current contact information in PowerSchool.

### **HEALTH OFFICE**

Students are not permitted to render first aid to themselves or to other students on school property. Certified first aid school personnel shall render first-aid care only to students who are injured at school.

Students who are injured at home or in areas the school is not responsible shall not be treated by school personnel except as an emergency may dictate.

### **ADMINISTRATION OF MEDICATION IN SCHOOLS**

Many students are able to attend public school because of the effective use of medication in the treatment of chronic disabilities and or illnesses. Any student who is required to take medication during school hours must comply with school regulations stating that the administration of medication to pupils shall occur only in exceptional circumstances in which the child's health may be jeopardized without it.

- Pupils requiring medication during school hours must have a written statement from the family physician that identifies the type, dosage, time, and purpose of the medication.
- Written permission by the parent or guardian requesting that the school nurse administer the medication is mandatory.
- Medication must be given and administered by the school nurse in a prescription container properly labeled by the pharmacist or physician. No unqualified or unlicensed individual shall administer medication to any student (Nurse Practice Act, N.J.S.A. 45:11-37).
- In the event of the absence of a school nurse, the parent shall be responsible for the administration of the medication.
- Non-prescription drugs are not to be administered unless written permission is received from the physician.
- All medications to be administered in school must be kept in a locked closet in the health office.
- No medications may be kept in a student's locker.

### **SUPERVISION AFTER SCHOOL HOURS**

All students should leave the building at the close of the school day. Exceptions will be made for those students who are involved in co-curricular activities, using the library, or receiving assistance from the teaching staff. It shall be understood that students must be under the direct supervision of a staff member at all times.

### **DANCE/CONCERT/MOVIES OR OTHER ACTIVITY NIGHTS**

When a dance, concert, movie, or other evening activity night is being held at Princeton High School, the following rules will be in effect:

- Students will not be permitted entry after the first hour of the concert, dance, movie, or event.
- Any student who knows that he/she will not be able to arrive within the first hour of the activity must obtain permission for a late entry from the Assistant Principal in advance.
- Students who leave the building will not be permitted to return.
- Disorderly persons will be removed from the building, and no refunds will be given. Parents will be contacted in the event of such a problem.
- Smoking/tobacco use, alcoholic beverages and drugs are not permitted on school premises. Disciplinary action, according to Board of Education policy, will be taken.
- If students appear to be under the influence of drugs or alcohol or have the odor of alcohol on their breath, they will be subject to disciplinary action as defined by the substance abuse policy.

High school activities are open to students in Princeton High School students, grades 9 through 12. With the exception of the junior/senior prom, outside student guests are **NOT** permitted. All prom guests' names must be submitted to the Assistant Principal and approved by the Principal before the date of activity. Students are responsible for the behavior of their prom guest.

### **FAMILY LIFE EDUCATION**

The Board of Education directs the Superintendent to coordinate the development of a family life education curriculum that will be in compliance with the New Jersey Administrative Code. The program shall provide material suited to each grade level, presented in a manner intended to foster respect for the human body and an understanding of how human sexuality affects personal and family relationships. The curriculum shall be developed with the active participation of teachers, administrators, pupils, parents and guardians, physicians, members of the clergy and representative members of the community.

Further, the Superintendent shall assure that the curriculum developed is articulated so that the transition from elementary to secondary approaches to this material will be easy for our students.

Any pupil whose parent or guardian presents to the school principal a signed statement that any part of the instructions in health, family life education, or sex education is in conflict with his conscience, or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given, and no penalties as to credit or graduation shall result there from.

The Board urges all parents to become familiar with these courses and to participate in their development as provided by the Administrative Code. The Board of Education alone, upon recommendation of the Superintendent, shall approve the content, sequence and materials of family life education.

### **PHYSICAL EDUCATION EXEMPTIONS AND POLICIES**

Exemptions from physical education classes are not permitted at Princeton High School in accordance with State Department of Education policies. Exemptions for medical or religious reasons will continue to require appropriate documentation from a licensed physician or as appropriate. Students with excused medical exemptions must report to the appropriate study hall during the duration of the exemption period and return to class or face loss of credit at completion of the prescribed time.

Students please note that by state law you must take, pass and receive credit in, physical education and health, for each year of enrollment in high school.

\*Seniors should realize that eligibility for graduation is dependent on satisfying this physical education requirement for all years that they are enrolled at Princeton High School.

### **SCHOOL CLOSINGS**

Should bad weather force the late opening or cancellation of school, the announcement will be broadcast over radio stations **WHWH 1350 AM, WKXW 101.5 FM, and WPST 97.5 FM; local TV stations Comcast PPS Channel 24, Verizon Fios Channel 46; and the PPS website. Also, a school closing hotline is available at (609) 806-4202.**

Should it become necessary to close school during the day because of bad weather or extreme heat, an announcement will be made in school and over radio stations indicated above. **Families are asked to plan ahead with students for this type of emergency.**

### **ACADEMIC HONOR CODE**

Princeton High School strives to epitomize the phrase etched in stone above the archway, "Live to Learn and Learn to Live." The pursuit of knowledge is the mission of the school and responsibility of each individual student. The faculty endeavors to guide the academic growth, while the parents and greater community provide support.

To maintain this focus on learning and the tradition of academic excellence at Princeton High School, the students, faculty, parents, and community must stand in unison demonstrating high regard for learning and the personal

academic integrity required for intellectual growth. This culture of learning can only flourish upon a solid foundation of personal and academic integrity, made up of **honesty, trust, fairness, respect, and responsibility**.

### **Pledge**

Simply stated, Princeton High School students pledge to uphold the values of academic integrity with each submission of student work.

"I pledge that the work I submit is my own work. I have neither given nor received any unauthorized aid or unfair advantage."

### **Examples of Honor Code Violations**

The following examples are provided to clarify for students, teachers, and the school community, actions that are considered violations of the honor code. This is not meant to be an exhaustive list, but examples of common infractions.

- Copying homework from a classmate
- Seeking an unfair advantage by asking fellow students, "What is on the test?"
- Chronic absenteeism on day of the quiz/test
- Cheating on tests through various forms such as looking at someone else's paper or using unauthorized sources
- Plagiarism

### **Proactive Measures to Ensure Academic Integrity at PHS**

Princeton High School will be proactive in sustaining a culture of learning and promoting academic integrity. The following are actions to educate the school community about the Honor Code.

In addition, listed are actions by individual groups to demonstrate their responsibility in supporting the Honor Code.

- Princeton High School will include a review of the PHS Academic Honor Code during the 9th grade and new student orientation at the start of each school year.
- The Academic Honor Code will be posted on the school's website, included in the Student Handbook, PTO newsletter, and other official school documents.
- The Honor Code will be reviewed at the beginning of each new marking period during the school year.
- Students and parents will sign the Pledge at the start of each school year.
- Teachers will consider the demands on student time and only assign the homework necessary to meet the lessons' objectives.
- Students, with parental guidance, will make careful course selections so as to not have an exceedingly heavy course load and/or excessive co-curricular commitments.
- Parents will support their child's learning by emphasizing the value of academic integrity.

### **Consequence of Honor Code Infractions**

Students who engage in any form of academic dishonesty will be subject to sanctions. The teacher, Assistant Principal and Department Supervisor will review each incident. A score of "0" may be the result on any test, project, paper, or assignment in which a student violates the honor code.

### **ELIGIBILITY TO PARTICIPATE IN EXTRACURRICULAR ATHLETIC ACTIVITIES**

To be eligible for participation in extracurricular athletic activities during the first semester of the 10th, 11th, or 12th grades, a student must have passed **at least 30 credits during the preceding school year**. Students entering the high school for the first time as 9th graders are eligible to participate in all fall and winter sports and activities. (Repeating 9th grade students must meet the requirements for 10th grade students concerning eligibility).

To be eligible for participation in extracurricular activities that begin during the second semester during the 9th, 10th, 11th, or 12th grades, **a student must have passed the equivalent of 15 credits during the preceding semester**. Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

Student athletes must submit a signed permission slip from the parent/guardian in order to play a scholastic sport and must complete and pass a complete sports physical annually.

Students are advised that a no-credit status in a course will **adversely** affect their eligibility to participate in athletics or extra-curricular activities.

**Students who are absent or suspended from school may not participate or practice in a game or meet.** A student must be present prior to **11:35 a.m.** on the day of an extracurricular athletic event in order to participate in the event that day.

#### **ATHLETIC TEAM SELECTION PROCEDURES**

Princeton Public Schools strives to provide all students opportunities to develop their athletic potential. Consequently, athletes will be selected for team participation based on the best interests of the team and individual students.

The number of participants in some athletic programs may therefore be limited. The ultimate decision for selection will be made by the Head Coach at all levels of a program. Players will be selected and retained on teams based primarily on playing ability, instead of grade level or program loyalty. Team size will be determined by sport, taking into account the number of coaches, the number of playing levels and the facilities available.

Objective ratings of students trying out for teams will be done by coaches. The explanation of criteria will take place at player/parent preseason meetings.

The following guidelines will be followed:

- Coaches at all levels (varsity, junior varsity, and freshman) will conduct the rating/selection process based on established criteria.
- If a student is not selected, he/she will have an opportunity to discuss it with the coach. At that time, the coach will explain to the student what he/she should work on for improvement.
- The student should be encouraged to try out immediately for a team with unlimited participation within the Princeton Public Schools.
- The student will be made aware of community-based opportunities in the sport of his/her choice.

#### **STUDENT ACTIVITIES CODE OF CONDUCT**

This Code of Conduct applies to all co-curricular and extra-curricular activities, such as, but not limited to:

- Athletic Teams
- Academic Teams
- Extra-curricular Musical and Performing Groups
- Community Service Groups
- Peer Leadership Activities
- Teen Pep
- Student Government
- Club participants

Please check the Princeton High School Website ([phs.princetonk12.org](http://phs.princetonk12.org)) for a complete list of all clubs, activities, and athletic teams.

### **The Code of Conduct**

As a member of a Princeton High School student group, performing group, athletic team, and/or other student activity, I will uphold the following pillars of character in and out of school:

*Trustworthiness:*

I will be loyal, honest, reliable, and demonstrate integrity.

*Respect:*

I will show respect and be considerate of the property and feelings of others. I will live and participate in activities with class. I will be gracious in victory and in defeat. I will not engage in disrespectful conduct.

*Responsibility:*

I will commit to being a student first and foremost and commit to earning the best education I can. I will represent my school and my team or organization with honor. I will dedicate myself to all preparation and practice requirements for my activity. I will protect the integrity of my activity and will participate according to the rules.

*Fairness:*

I will live up to the standards of fair play. I will be open-minded, never judgmental. I will always be willing to listen and learn.

*Caring:*

I will demonstrate concern for the ideas, feelings, experiences and beliefs of others.

*Citizenship:*

I will be a positive role model and take pride in my school.

Failure to comply with these positive character traits including but not limited to bullying, theft, verbal abuse, vandalism, unsportsmanlike behavior, cheating, or gambling, will result in a conference with the supervisor of your activity and/or Assistant Principal. Penalties for violations will be at the discretion of the school administration in consultation with the parties involved.

#### Chemical Free Rules & Sanctions

There will be no use or possession of tobacco products (including e-cigarettes), alcoholic beverages, or drugs (except by physician's prescription) in or out of school as outlined in PPSD Policy. All violations of the chemical free rules may jeopardize your leadership position and/or leadership awards for the team or organization.

The following sanctions will be applied for use or possession of tobacco products (including e-cigarettes) in addition to procedures outlined in the student handbook on page 24:

- 1st offense- counseling with the coach/advisor
- 2nd offense- suspension for 1 day of activity (game, competition or event)
- 3rd offense- suspension length determined by coach and/or assistant principal, with a minimum suspension of 1 game, competition or event

Sanctions for use, distribution, or being under the influence of a substance will be guided by the district policy as outlined in the student handbook. In brief, the policy calls for suspension from school, a re-entry plan, and after returning to school a minimum of two weeks prohibition from public performances for first offenses.

Each student found to have violated the alcohol or drug provisions of these training rules shall be referred to the District's Student Assistance Counselor (SAC). The counselor shall designate appropriate treatment.

For a student's second or third alcohol offense, the SAC may recommend that the student's eligibility be restored upon certified completion of a designated treatment program and upon satisfactory completion of administrative re-entry protocols.

#### Initiation/Hazing

Hazing or initiation by students is prohibited by the Princeton Public Schools. Violation of this rule will result in suspension from your activity and possible removal from the team, organization or group.

#### Participation in Activities

Students must fulfill the eligibility requirements set by the school district (see page 35). Students who are absent or suspended from school may not participate or practice in a game, meet or activity. You will be aware of and comply with specific individual rules set by your coach or advisor.

#### Procedural Notes

Alleged violations of the Code of Conduct that are brought to the attention of the school administration by any person who is not a school employee must be forwarded to the Athletic Director or advisor of the activity, in writing and signed by the person observing the alleged violation. Correspondence should include the names of individuals involved, the time, the place, and the nature of the violation.

An advisor, team coach, head coach, or the Athletic Director may make the determination that a team-associated student has violated a guideline. All sanctions imposed for violations must be reviewed by the Assistant Principal prior to imposition.

### **SCHOOL COUNSELING SERVICES**

Students are assigned a school counselor during their high school career. The phone number of the Counseling Department is (609) 806-4282.

Supervisor of School Counseling:  
Counselors:

Kristina Donovan  
Tom Filippone  
Courtney Baines  
Rebecca McEvoy  
Paul Song  
Paulo Velasco

College Advisor:	Emma Giantisco
Child Study Team Members:	Nipurna Shah
	Maria (Loli) Yurecko
	Jennifer Kuntz
	Ethan Moutner
	Lisa Peters
	David Rosenfeld
Student Assistance Counselor (SAC):	Michelle Simborski
Service-Learning & Experiential Programs:	Andrea Dinan

### **Academic Program Graduation Requirements**

In order for a student to receive a high school diploma from Princeton High School, each student must successfully complete a minimum of 120 credits beginning in grade 9 and concluding in grade 12. The course work must include the following course requirements:

1. Language Arts Literacy: 20 credits
2. Mathematics: 15 credits, including Algebra 1 and Geometry.
3. Science: 15 credits of lab science including Biology and choice between Chemistry, Physics, and/or Environmental Science
4. American History: 10 credits (U.S. History I and U.S. History II), (U.S. History I and AP U.S. History), (U.S. History 1 and U.S. History 2), or two years of ESL Transitional History fulfill this requirement.
5. World History & Cultures: 5 credits (World History and Cultures and AP World History and Cultures) fulfill this requirement.
6. World Languages: 5 credits are required for graduation for students entering grades 9, 10 and 11. We strongly recommend 15 credits in one language for all students.
7. Physical Education and Health and Safety: one year (4 credits) for each year of public high school enrollment in New Jersey.
8. Visual and Performing Arts: (Music, Art, and/or designated English electives) 5 credits are required for graduation for students entering 9, 10, 11 and 12.
9. 21<sup>st</sup> Century Arts (Business, Industrial Technology, Computer Science and designated English electives): 5 credits are required for graduation for students entering grades 9, 10, 11 and 12.
10. Financial, Economic, Business & Entrepreneurial Literacy: 2.5 credits
11. Career Awareness/Community Service Program: completed during sophomore year.
12. Proficiency on NJSLA or alternative testing pathways – grades 9, 10, and 11
13. Participation in NJ Learning Assessment in Science

Minimum graduation requirements should not be confused with college/university admission requirements. The general rule of thumb for most four-year colleges/universities is that applicants should have completed a minimum of 16 to 18 academic units upon graduation. Normally academic units are considered to be full year courses in college preparatory math, science, English, social studies and world languages.

### **Minimum Scheduling Requirement**

Every Princeton High School student must be scheduled for a minimum of 30 credits per year; however, 35 credits are recommended. Semester courses can run first and/or second semester.

### Grade Level Promotion Requirements

In order for a student to be promoted to the next grade level, he/she must have completed a required number of credits during the school year (September through August). These minimums, when added, equal the 120-credit minimum graduation requirement.

9th to 10th grade	30 credits
10th to 11th grade	30 credits for a total of 60 credits
11th to 12th grade	30 credits for a total of 90 credits
12th to graduation	30 credits for a total of 120 credits

### Course Levels

There are two levels of courses utilized for the purpose of calculating weighted grade point average.

1. Unweighted                      Any course not designated as an advanced placement course, an accelerated course or a Princeton University course.
2. Weighted                         Any course designated with an AP, ACC, ADV (World Language courses only) or PU label.

AP, ACC, ADV and all courses taken at Princeton University are weighted. Grade point equivalents increase for grades earned in weighted courses.

For example: Standard "B+" = 3.3      ACC "B+" = 4.3

### Non-Traditional Course Opportunities

Please see your counselor or "Program of Studies" if interested in the following opportunities:

1. **Advancement of a Course Level: (in mathematics, science, and world languages)**
2. **Independent Study**
3. **High School Program at Princeton University**
4. **Senior Project**

### Class/Course Transfer

1. No student will be permitted to drop a full-year course after **October 16th, 2020**, without the express written permission of the parent, teacher, departmental supervisor, Director of Guidance, and the Principal. **Remember: all students must maintain a minimum course load of 30 credits.**
2. A student who withdraws from a year course at any time up to **October 16th, 2020** will be removed from the class roster. No record of this withdrawal will appear on the student's permanent record.
3. No student will be permitted to drop a half year (semester course) after **September 21, 2020** without the express written permission of the parent, teacher, department supervisor, Director of Guidance, and the Principal.
4. A student who withdraws from a semester course at any time up to **September 21, 2020** will be removed from the class roster. No record of this withdrawal will appear in the student's permanent record.

5. A student who is allowed to withdraw from a year or semester course at any time after the deadline will be removed from the class roster. A record of Withdraw Pass (WP) or Withdraw Fail (WF) will be maintained throughout the remainder of the year and recorded on the student's permanent transcript.
6. A student who is allowed to move levels from a year course at any time will be removed from the original class roster and added to the new class. No record of this will appear on the student's permanent transcript, however, the grade will transfer unweighted to the new class.
7. Changing courses after the academic year has started can often be very disruptive to a student's schedule. **Thus, elective course changes will not be permitted if they interfere with academic courses already scheduled.** No new elective additions may be made after **September 21, 2020** for both semester and full year courses. Second semester elective additions may be made no later than **February 16, 2021**. Additionally, the student is responsible for completing all missed work.
8. In all schedule changes, a drop/add form must be completed and signed by both the sending and receiving teacher. There must be an open seat in the requested course and the department supervisor must grant prior approval before a schedule change is initiated.
9. A student who has pursued an organized course of study outside the school day or school year for Advancement of a Course Level must meet all criteria and deadlines established on page 5 and 6 of the Program of Studies. Placement in an approved course is not guaranteed because priority is given to those students who have enrolled in the course through the regular scheduling process.
10. If a placement change is made after the drop/add period, and with administrative acknowledgment, no record of this change will appear on the student's transcript. It may, however, appear on the student's report card depending on when the change occurs in the school year. A placement change is defined as a higher or lower level course within the same content.

#### **Communication of Student Progress**

A written statement of a teacher's grading policy will be distributed to the student at the beginning of the course. Grades do reflect how well a student is progressing in his/her studies throughout the academic year. Parents/guardians and students are urged to study the progress reports and report cards carefully.

If parents/guardians have questions concerning the academic progress of their child's overall school performance, they should contact the school counselor who will arrange communication with the classroom teacher as appropriate to include a phone call or parent/counselor/teacher conference.

Our school calendar is broken up into 4 marking periods with quarters ending in November, February, April and June.

#### **Princeton High School Grading Scale**

A = 93 - 100  
 A- = 90 - 92  
 B+ = 87 - 89  
 B = 83 - 86  
 B- = 80 - 82  
 C+ = 77 - 79  
 C = 73 - 76  
 C- = 70 - 72

D+ = 67 - 69  
 D = 63 - 66  
 D- = 60 - 62  
 F = 59 and below

**Unweighted grade Point Average (GPA)/Weighted Grade Point Average (WGPA)**

Both weighted and unweighted grade point averages (GPAs) are calculated. Weighted grade point average (WGPA) is based on an open-ended scale beginning with 0.00 and having no ceiling. Only the final grade achieved in each course is used to compute GPA and WGPA. All graded (non-pass/fail) courses, **including Physical Education, Drivers Education and Health**, are used in the calculation of GPA and WGPA. Each letter grade is assigned a numeric equivalent as indicated in the following table:

Grade	Weighted (AP/ACC/PU)	Unweighted ( Standard)
A	5.00	4.00
A-	4.66	3.66
B+	4.33	3.33
B	4.00	3.00
B-	3.66	2.66
C+	3.33	2.33
C	3.00	2.00
C-	2.66	1.66
D+	2.33	1.33
D	2.00	1.00
D-	1.66	0.66
F	0	0

1. For each graded (non-pass/fail) course the student completes, with the exception of health and physical education, multiply the numeric equivalent of the grade received times the number of credits earned to determine the number of quality points awarded.
2. Determine the sum of quality points earned for all courses for each separate year.
3. Divide the quality point total for one year by the total number of credits attempted for that year. This will yield the grade point average for that year. The same method is used for calculating WGPA and GPA. AP, ACC, and all courses taken at Princeton University are weighted. Grade point equivalents are increased one full point for grades earned in weighted courses.

For example:

“B+” = 3.3 Standard      “B+” = 4.3 Accelerated

4. To determine the overall Grade Point Average, divide the total number of weighted quality points earned (sum of Weighted Quality Points from each year in high school) by the total number of credits attempted (sum of all credits attempted in high school).

#### **Marking Period/Exam Weight/Calculation of Final Grades**

For a full-year course five percentage grades are used (the four quarter grades and the midterm and the final exam). Each quarter = 25% of the grade.

For a semester course, two percentage grades are included (two quarter grades). The percentage values are added together. The sum is divided by the number of grades (see explanation below). That figure determines the final grade for the course. That number percentage is then converted to a letter grade according to the Princeton High School grading scale (see page 41). **A minimum score of a 60% or D- is required to pass.**

For example:

1st quarter =	93%	A
2nd quarter =	89%	B+
3rd quarter =	94%	A
4th quarter =	90%	A-
Final grade = (366 divided by 4)	91.5%	A-

#### **Process for Resolving Incomplete Grades**

1. A grade of "Incomplete" (I) will be given only when there is just cause, e.g., work missing due to absence or illness. Otherwise, students are expected to submit work on time. While it is permissible under any circumstance to accept work that is late, students are expected to complete all work prior to the end of the marking period.
2. Unless there are extenuating circumstances, students are expected to resolve incomplete grades no later than ten school days after the close of the marking period. If an extension is sought, a written request must go through the subject supervisor.
3. Students must be informed by the last day of the marking period if they will be receiving an incomplete. At that time they will be made aware of the ten-day requirement.
4. Faculty members are discouraged from giving a grade of incomplete at mid-year for seniors. This can work to the student's detriment when applying for college admission.

#### **Review for Credit**

Any student attending Princeton High School who receives an "F" in a Princeton High School course taken during the regular school year receives ZERO credits towards graduation for that course. Students who need the course or want to earn the credits lost by failing a course during the regular school year may opt to:

- a. Repeat the course during a future regular school year.
- b. Enroll in a summer school program approved by Princeton High School.

#### **Summer School**

Princeton High School Summer School Options are available to all students who have failed a course. Students can take a maximum of ten (10) credits (based on 60 hours of instruction per course). The application process consists

of approvals by both the Director of Guidance and the Principal. Students and parents are responsible for the cost of the program and may choose from approved sites available through Princeton High School.

### **Auditing a Class**

Students are not permitted to audit courses at PHS or Princeton University

### **Rank in Class**

The academic environment in Princeton High School is very challenging. The majority of our students meet that challenge by earning exemplary grades. The comparisons among students inherent in rank-in-class calculations unnecessarily increase competition within the school. Furthermore, we believe that our students' levels of achievement are not equitably or fully communicated by this single figure transcript statistic. Therefore, Princeton High School does not report class rank.

### **School Records**

Parents are entitled to inspect official or permanent school records (prior to and after graduation), relating to students, with a scheduled appointment, in the presence of a school official. This means that they have a right to inspect the actual record and not merely have items selected from the record by school officials.

However school officials may withhold items of information which, in their judgment, are of a confidential nature, or in which the applicant for such information has no legitimate interest. School authorities may determine the time and manner of presentation of this information. For example, they may suggest that a counselor, qualified to interpret data in the records, be present.

New Jersey Administrative Code Title 6 provides for access to records by the following persons:

1. Parent(s) or legal guardian(s) of a pupil under the age of 18, and the pupil who has written permission of such parent(s) or guardian(s).
2. The adult pupil and the pupil's parent(s) or guardian(s) who have the written permission of such pupil shall have access to records without consent of the pupil as long as the pupil is financially dependent on the parent(s) or guardian(s) and enrolled in the public school system.

### **Scholastic Testing Schedule 2020-2021**

The national testing program includes the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and the Scholastic Aptitude Tests (SAT I and SAT II). Students taking the SAT I and SAT II must submit applications with ETS and pay a testing fee.

Applications are available in the School Counseling Office. Please see your counselor for registration deadlines. PSAT/NMSQT fees and registration are processed by the high school in late September. PSATs are offered to all students in grades 10 and 11 for no charge. Students will take this assessment during the school day.

### **The Princeton High School CEED Code: 311255**

Please visit [www.collegeboard.com](http://www.collegeboard.com) and [www.act.org](http://www.act.org) for information and registration deadlines.

**SAT DATES:**

Aug. 24	SATs	deadline: July 26
Oct. 5	SATs	deadline: Sept. 6
Oct. 16	PSATs	(At PHS. ALL Grade 10 & 11)
Nov. 2	SATs	deadline: Oct. 3
Dec. 7	SATs	deadline: Nov. 8
March 14	SATs	deadline: Feb. 14
May 2	SATs	deadline: April 3
June 6	SATs	deadline: May 8

(PHS is an authorized testing site for March, May, and June.)

The SAT II, which some colleges require for admission or placement purposes, is a one-hour, multiple-choice test in a specific subject. Unlike the Scholastic Aptitude Test (SAT I), which measures more general abilities; SAT II measures the student's knowledge of a particular subject. Because of this, you should try to take an SAT II as soon as possible after you complete your last course in that subject. You cannot take both the SAT II and the SAT I on the same test date.

Students should see their counselor for assistance in determining specific requirements of individual colleges and universities.

**ACT DATES:**

Sept. 9	deadline: August 4
Oct. 28	deadline: Sept. 22
Dec. 9	deadline: Nov. 3
Feb. 10	deadline: Jan. 12
April 14	deadline: March 9
June 9	deadline: May 4
July 14	deadline: June 15

**Advanced Placement (AP) Examinations will be given:**

May 5 - 15

May 20-22 (make-ups)

Further details may be obtained from your school counselors and AP teacher.

**New Jersey Student Learning Assessments will be:**

LA & Math Testing	April 21 & 22
Make Up	April 23 & 24
Science	May 27 & 28
Make Up	May 29

**Senior Portfolio Appeals:**

January 6 - May 8

**PHS is also an approved Accuplacer testing site.**

