

Princeton High School



Student Handbook 2023-2024

Welcome to Princeton High School!

Please utilize this handbook as a resource to familiarize yourself with the policies and procedures of PHS. Our 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

PPS Central Office

Princeton High School Administrators

Superintendent of Schools
Dr. Carol Kelley

Principal

Cecilia X. Birge

2023 Board of Education

Assistant Principal

TBD (students A-F)
Rashone Johnson (students H-O)
Dr. Nicole Mantuano Lacsamana
(students P-Z)

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Betsy Baglio
Vice President

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Supervisor of Science

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Mara Franceschi
Susan Kanter
Brian McDonald
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Supervisor of Math/Business/Technology

Brian Dzbenski
*Athletic Director/Supervisor
of Health & Physical Education*

Rob Christopher
Cranbury Rep

Patrick Lenihan
Supervisor of Visual & Performing Arts

BOE Student Liaison

Oliver Huang
Alexander Margulis

John McMichael
Supervisor of School Counseling

****All Policies found in this
handbook can also be
located on the PPS
website:**

<https://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=709acb364e9449a5a79b5b64a77d552d>

Crystal Riddick
Supervisor of Special Education (9-12)

Priscilla Russel
Supervisor of World Languages/ESL

Keisha Smith-Carrington
Supervisor of Humanities (6-12)

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 for more information and try the message board.

Table of Contents

SCHOOL COUNSELING SERVICES.....	5
Academic Program Graduation Requirements.....	5
Credit Expectations.....	6
Minimum Scheduling Requirement.....	6
Grade Level Promotion Requirements.....	6
Course Levels.....	6
Learning Lab.....	7
EIGHTEEN YEAR-OLD STUDENT RIGHTS AND RESPONSIBILITIES.....	8
Communication of Student Progress.....	8
Princeton High School Grading Scale.....	8
Unweighted grade Point Average (GPA)/Weighted Grade Point Average (WGPA).....	8
Marking Period/Exam Weight/Calculation of Final Grades.....	9
Process for Resolving Incomplete Grades.....	9
Review for Credit.....	10
Summer School.....	10
Auditing a Class.....	10
Online Courses.....	10
Rank in Class.....	10
School Records.....	10
ATTENDANCE.....	11
General Procedures.....	11
Verified Absences.....	12
Unverified Absences.....	12
MPI.....	12
MPI PLUS.....	12
Truancy.....	12
Attendance Procedures.....	12
Calls and Notes.....	13
Late/Tardy to School.....	13
Late/Tardy to Class.....	13
Leaving School Early.....	13
Senior Privilege.....	14
Right of Appeal.....	14
Appeal Process.....	14
School Closings.....	14
AFFIRMATIVE ACTION.....	14
Harassment, Intimidation, Bullying (PPS POLICY 5512).....	15
Dating Violence (PPS BOE Policy 5519).....	16
Sexual Harassment (PPS BOE Policy 5751).....	16
CODE OF CONDUCT AND RESTORATIVE PRACTICES.....	17
General Infractions.....	18
Serious Infractions.....	19
Loitering in Unsupervised Areas.....	20
Wearing Appropriate School Lanyards and ID Cards.....	20
Fighting and Assault.....	20
Lockers/Search and Seizure.....	20
False Public Alarm and Terroristic Threats.....	21
Explicit Images.....	21
STUDENT SAFETY DATABASE SYSTEM (SSDS) AND REPORTING TO THE STATE.....	21

SUBSTANCE ABUSE (PPS BOE Policy 5530)	22
I. Possession of Controlled Dangerous Substances or Drug Paraphernalia.....	22
II. Possession of Alcoholic Beverages.....	23
III. Suspected to be Under the Influence.....	24
IV. Suspected Use at a School-Sponsored Function After School Hours and/or off School Property.....	26
V. Sale or Distribution of Alcohol or Controlled Dangerous Substances on School Property or During School-Sponsored Functions.....	27
VI. Procedures for Evaluation and Treatment.....	28
VII. Sanctions	
Definition.....	28
Alternative Educational Program.....	30
Suspensions.....	30
Expulsion.....	30
VIII. Amnesty.....	30
IX. Confidentiality of Student Involvement in Intervention and Treatment Programs.....	31
X. Staff Liability.....	31
XI. Reporting to the State.....	31
XII. Police-School Relations.....	31
XIII. Review and Dissemination.....	31
XIV. Training.....	31
Passive Breath Alcohol Sensor Device.....	31
Smoking/Vaping/Tobacco Prohibition.....	32
POLICE IN SCHOOL	32
Dangerous Conduct.....	33
Weapons and Dangerous Instruments.....	33
Firearm(s).....	34
Smoke Free School Zone.....	34
Vandalism.....	34
Fighting.....	35
Thefts.....	35
Mandatory Reporting to Law Enforcement.....	35
TECHNOLOGY	35
Technology Protocols for Staff and Students.....	36
Use of Electronic Communication & Recording Devices (PPS BOE Policy 5516).....	36
Electronic Surveillance in School Buildings and on School Grounds.....	36
MISCELLANEOUS	36
Bus Conduct.....	36
Care of Private Property.....	36
Care of School Property.....	37
Dress Policy.....	37
Gambling.....	37
Parking.....	37
STUDENT CONDUCT OFF-SCHOOL PREMISES	38
SEE SOMETHING, SAY SOMETHING	38
FLAG SALUTE AND PLEDGE OF ALLEGIANCE	38
VISITORS	38
FIRE/SECURITY DRILLS	38
School Security Procedures.....	38
Active Shooter/Lockdown.....	38
Bomb Threat.....	39
Evacuation (Fire Alarm/PA Announcement).....	39
Reverse Evacuation.....	39

Shelter In Place.....	39
HEALTH OFFICE.....	39
Emergency Health Cards.....	39
Administration of Medication in Schools.....	40
SUPERVISION AFTER SCHOOL HOURS.....	40
Dance/Concert/Movies or Other Activity Nights.....	40
FAMILY LIFE EDUCATION.....	41
PHYSICAL EDUCATION EXEMPTIONS AND POLICIES.....	41
EXTRACURRICULAR ATHLETIC ACTIVITIES.....	41
Eligibility.....	41
Athletic Team Selection Procedures.....	42
Chemical Free Rules & Sanctions.....	42
Initiation/Hazing.....	43
Participation in Activities.....	43
Procedural Notes.....	44
ACADEMIC HONOR CODE & PLEDGE.....	44
Proactive Measures to Ensure Academic Integrity at PHS.....	44
Consequence of Honor Code Infractions.....	45
STUDENT ACTIVITIES CODE OF CONDUCT & PLEDGE.....	45
The Code of Conduct - Student Activities.....	45
ACKNOWLEDGEMENT OF STUDENT HANDBOOK.....	46
PHS ACADEMIC HONR CODE PLEDGE.....	46

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:	John McMichael
Counselors:	Meghan Brennan Tom Filippone Reyhan Garcia Rebecca McEvoy Adam Rothschild Corinne Santarpia Paul Song
College Advisor:	Nipurna Shah
Child Study Team Members:	Khadijah Caffie Angela Stanton Kelli Wiggins Dr. Elen De Oliviera Karen Albano Chelsea Kilmer
Student Assistance Counselor (SAC):	Michelle Simborski
Service-Learning & Experiential Programs:	Andrea Dinan
Social Worker:	Bethany Siddiqu
Community Liaison:	Liliana Morenilla

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, Drama and Dance) 5 credits are required for graduation for students entering 9, 10, 11 and 12.
9. 21st 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 New Jersey Student Learning Assessment) or alternative testing pathways – grades 9, 10, and 11

13. Participation in NJGPA (New Jersey Graduation Proficiency Assessment)
14. Racial Literacy/PIRL (Princeton Introduction to Racial Literacy)

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.

Credit Expectations

- Credit must be earned in each required subject and 4 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 9th grader.
- A student returning with fewer than 60 credits will be considered a 10th grader.
- A student returning with fewer than 90 credits will be considered an 11th grader.
- 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 Princeton Public Schools Board of Education policies and the student handbook.

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, they 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**

Class/Course Transfer

1. No student will be permitted to drop a course after **September 29, 2023**, without the express written permission of the parent, teacher, department supervisor, Supervisor of Counseling, and the Principal, or their designee. **Remember: All students must maintain a minimum course load of 30 credits.**
2. A student who withdraws from a course at any time up to **September 29, 2023**, will be removed from the class roster. No record of this withdrawal will appear on the student's permanent record.
3. 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.
4. 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.
5. 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 20th for a semester course and **September 29th** for a full year course. Second semester elective additions may be added no later than the second week of the second semester. Additionally, the student is responsible for completing all missed work.
6. 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.
7. 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.
8. 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.

Learning Lab

The term learning lab refers to a location in a school where students can go to receive academic support, or to work on assignments for courses with the possibility of assistance. Every 9th grader with a free period will attend the Learning Lab and any student who is struggling with attendance or who has 3+ unverified absences per week. Learning lab will provide a quiet space for a brain break or to complete schoolwork as well as additional learning opportunities in the following areas: Study skills, conflict resolution, literacy instruction, executive functioning skills, organization, graduation planning and preparation, and note-taking. PHS dedicated staff members and support specialists will be present to work with students.

EIGHTEEN YEAR-OLD STUDENT RIGHTS AND RESPONSIBILITIES

The Age of Majority Law considers eighteen-year-old students adults in New Jersey. However, the law also gives the school the right to control the conduct of all students whether eighteen or younger.

1. Eighteen-year-old students may sign their own dismissal notes. Notification to the parent will be made. Doctor visits will only be considered excused absences upon receipt of medical documentation.
2. Eighteen-year-old students who sign themselves out may not return to school without a written note from a parent submitted that morning.
3. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
4. Eighteen-year-old students are subject to all other regulations according to school policy.

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 or Principal's designee. 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

PHS students are not permitted to audit courses at PHS or Princeton University.

Online Courses

Credits earned from online courses from any institution are not accepted by PHS.

Rank in Class

We view student achievement as an individual quest with myriad components. PHS does not think that a comparative measure on one axis, like class rank, is indicative of this philosophy. Therefore, PHS does not calculate 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 student under the age of 18, and the student who has written permission of such parent(s) or guardian(s).

2. The adult student and the student's parent(s) or guardian(s) who have the written permission of such student shall have access to records without consent of the student as long as the student is financially dependent on the parent(s) or guardian(s) and enrolled in the public school system.

ATTENDANCE

General Procedures

The educational program offered at Princeton Public Schools is predicated on the regular attendance of all students and requires continuity of instruction and classroom participation. The regular contact of students 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. According to NJSA 18A:38-25.1, students who surpass a 10% absence threshold are considered chronically absent. New Jersey requires that schools have a 180-day school year. Without intervention and/or appeal on the part of the student and/or their parent(s)/guardian(s), Princeton High School may deny course credit to students who surpass 18 absences for a full year course or 9 absences for a semester or half-year course.** This denial of credit due to chronic absenteeism may apply when students attain a passing grade in a course.

Maximum Absences Allowed for Courses

Full Year Courses	18 days
Semester/Half Year 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 or MPI/MPI PLUS (Missing Partial Instruction) to class. MPI is earned when students miss an instructional period for more than 10 minutes without a note from an authorized personnel. MPI PLUS denotes a student who is tardy at the beginning of a lesson and takes a break for more than 10 minutes during instruction. **Three (3) tardies** to class or MPI 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 (ex. suspensions, sports dismissals, field trips) **do not** accumulate toward the maximum allowable absences for full and half year courses (18 absences and 9 absences respectively).

Students may take up to three (3) days for college visits per year. Students should provide documentation to verify the college visit and travel time to the college is included as part of the three days. In other words, the days of travel to a college that is in a distant location count as part of the three days.

Students 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.

Note: Students must be present for at least half of the school day to be eligible to participate in extracurricular activities that day.

Verified Absences

An absence that is caused by illness, minor injury, family emergency, activity pre-approved by the Principal or Principal's designee, 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 **five (5) days** of the student's return from the absence.

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

Unverified Absences

Unverified absences interfere with the learning process and jeopardize a student's graduation status. Repeated unverified absences will lead to a school response including counselor and assistant principal outreach, parent communication, detention, and loss of credit. Any student absent from class needs written verification from a parent/legal guardian regarding the absence.

MPI

MPI or Missing Partial Instruction is the accounting for partial attendance. A student may receive an MPI designation on their attendance record if the student misses more than 10 minutes of instructional time without permission in each period. Like Unverified Tardies, MPI accounts for one (1) point. MPI points will add up throughout the school year. After accumulating a set amount of MPI points, or unverifiable absences, students risk loss of credit.

MPI PLUS

If a student is tardy and leaves the classroom for more than 10 minutes, an MPI Plus designation may be assigned to account for instructional loss. MPI Plus accounts for one (1) point.

Truancy

The compulsory education law (N.J.S.A. 18A: 38-28 through 31) requires all children between the ages of 6-16 to attend school. The attendance regulations (N.J.A.C. 6A:16-7.6) require each district board of education to develop, adopt, and implement policies and procedures regarding the attendance of students, including the adoption of a definition of an "unexcused absence" that counts toward truancy. New Jersey Law requires school districts to review any student who has reached ten cumulative unexcused absences in any school year and determine whether or not the student shall be referred for truancy. Truancy occurs when a student between the ages of 6 and 16 has 10 or more cumulative unexcused absences. A student's parent or guardian may be charged with a disorderly persons offense: 1st Offense –up to \$25 fine, Subsequent Offenses –up to \$100 fine. Each day of unexcused absence is a separate offense. Students may be referred to the Family Part of Superior Court. District must conduct a case by case review of reasons for absences to determine if referral is necessary. A truant student may be found to be a juvenile delinquent if the parent is unable to get the student to attend schools.

Attendance Procedures

A daily attendance list will be generated at the end of Block I (the first instructional period of each 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.

Calls and Notes

Parents should call the Attendance Office at 609.806.4280, ext. 3806 or email PHSAAttendance@princetonk12.org 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 addressed to Robin Van Hessen, PHS School Attendance Officer, from a parent/guardian or a physician to the Attendance Office located in the PHS Counseling Suite. The school will only list Absence Verified (AV) in PowerSchool if a student provides a note from a parent/guardian or a parent/guardian calls the Attendance Office on the day of or before the absence.

Verified absences/Absence Verified (AV) do count toward the total absences allowed in a course.

Late/Tardy to School

When a student arrives after the first bell at 8:20am, they are late/tardy. Students **must** sign in upon arrival to get a pass to class; otherwise, they 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 late arrivals to school will be marked **Tardy Unverified**.

Both verified and unverified late arrivals are counted toward the total for denial of course credit.

Late/Tardy to Class

A student is late/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 an 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. Students 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.

Students will be considered present and receive full credit for attendance if the student is in attendance for at least 4 hours of instruction.

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. 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 must sign in.
3. 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.

Right of Appeal

Upon receiving notification concerning excessive absences, the student has the option to appeal any extenuating circumstances regarding their 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.

School Closings

Should inclement weather force the late opening or cancellation of school, parents will receive an alert through SchoolMessenger. The school closure will also be posted on the district website: www.princetonk12.org. Additionally, 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.**

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 bias-related act should be brought to the attention of the Affirmative Action Officer, the Interim Assistant Superintendent of Human Resources, Rebecca Gold. The role of the AAO is not limited to address sexual harassment, and extends to discrimination based on any protected class under State and Federal anti-discrimination law. The Anti-Bullying Specialist, Diana Lygas, will still be the lead investigator in any alleged HIB incident involving a protected class, even though the AAO will be advised.

Harassment, Intimidation, Bullying (PPS POLICY 5512)

The Board of Education prohibits acts of harassment, intimidation, or bullying against students. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. "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 any other distinguishing characteristic;
2. That takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c. 122 (C. 18A:37-15.3).
3. That substantially disrupts or interferes with the orderly operation of the school or the rights of other students
4. That satisfies at least 1 of the 3 elements below:
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; Or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

“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 student exercising power and control over another student, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying). Students are encouraged to support other students 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. Students 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, student counseling, peer support groups, corrective instruction or other relevant learning or service experiences, supportive student 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 (PPS BOE Policy 5519)

Dating Violence means “a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner.” (P.L. 2011, c.64)

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 student code of conduct.

Remediation/intervention may include, but is not limited to: parent conferences, student counseling, peer support groups, corrective instruction or other relevant learning or service experiences, supportive student 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.

Sexual Harassment (PPS BOE Policy 5751)

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implements practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey’s Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106: “Sexual harassment” (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:

- A. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student’s participation in unwelcome sexual conduct;
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district’s education program or activity; or
- C. “Sexual assault” as defined in 20 U.S.C. §1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. §12291(a)(10), “domestic violence” as defined in 34 U.S.C. §12291(a)(8), or “stalking” as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

A school district with “actual knowledge” of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not “deliberately indifferent”.

Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

CODE OF CONDUCT AND RESTORATIVE PRACTICES

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. After an infraction is committed, PHS may implement restorative practices so that students learn from their mistakes and are welcomed back to the community. Consequences will often include an educational component so that students learn how to make better decisions and how to have empathy for others. Interventions may include, but not limited to, parent conferences, student counseling, peer support groups, conflict mediation, restorative circles, corrective instruction, other relevant service, learning experiences, supportive student 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.
- AD** Administrative Detention: to be served after school, under the supervision of a certified staff member
- ISS** In-School Support Program is served on school property in Room 150, under the supervision of a PHS staff member. Students are not allowed to attend class or break during the duration of the support program. They may continue to participate in extra- or co-curricular activities.
- OSS** Out-of-school Suspension: to be served off school property, under the supervision of the parent/guardian. Students are not allowed on school property during the duration of the suspension and they may not participate in extra- or co-curricular activities. Failure to comply with this can result in a charge of trespass.

NOTE: Administration reserves the right to assign consequences to offenses beyond the lists below.

General Infractions

	1 st	2 nd	3 rd
Failure to follow school rules/misconduct	2 AD	1-3 ISS	3-5 OSS
Insubordination/defiance	2 AD	1-3 ISS	3-5 OSS
Leaving school grounds	2 AD	1-3 ISS	3-5 OSS
Littering	1-2 AD	1-2 AD,1 ISS	1-3 OSS
Profanity/Vulgarity	1-2 AD	1-2 AD,1 ISS	1-3 OSS
Bus Misconduct	1-2 AD	1-2 AD,1 ISS	1-3OSS
Common Area Disruption	1-2 AD	1-2 ISS	1-3OSS
Aggressive Behavior	1-2 AD	1-2 ISS	1-3OSS
Parking violations	1-2 AD	1-2 ISS	1-3OSS
Leaving Class	1-2 AD	1-2 ISS	1-3OSS
Cutting Class	1-2 AD	1-2 ISS	1-3OSS
Forgery	1-2 AD	1-2 ISS	1-3OSS
Chronic Cutting/Truancy	1-2 AD	1-2 ISS	1-3OSS
Chronic Tardy	1-2 AD	1-2 ISS	1-3OSS
Horseplay/Water fights	1-2 AD	1-2 ISS	1-3OSS
Cheating/Plagiarism/Academic Dishonesty*	1-2 AD	1-2 ISS	1-3OSS
Tardiness to class	1-2 AD	1-2 AD	1-2 AD
Internet/Intranet Violation	1-2 AD	1-2 ISS	1-3OSS
Cutting Detention	1-2 AD	1-2 ISS	1-3OSS
Sending Explicit Images	1-2 ISS	1-2 ISS	1-3OSS
Loitering	1-2 ISS	1-2 ISS	1-3OSS
Classroom disruption	1-2 AD	1-2 ISS	1-3OSS
Failure to Wear ID	1-2 AD	1-2 AD	1-2 ISS

+Possible referral to Health Department * 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.

Serious Infractions

	1st	2nd	3rd
Arson	5 OSS	5-10 OSS	5-10 OSS
Assault*	3-5 OSS	3-5 OSS	5-10 OSS
Assault on an employee*	5-10 OSS	5-10 OSS	5-10 OSS
Computer Trespass	1-3 OSS	3-5 OSS	5-10 OSS
Damage to Property/Vandalism	1-3 OSS	3-5 OSS	5-10 OSS
False Public Alarm*	5 OSS	5-10 OSS	5-10 OSS
Fight*	2-5 OSS	3-5 OSS	5-10 OSS
Food fight	1-3 OSS	3-5 OSS	5-10 OS
Bullying	1-3 OSS	3-5 OSS	5-10 OSS
Hazing	1-3 OSS	3-5 OSS	5-10 OSS
Inciting violence (Physical/Verbal)	1-3 OSS	3-5 OSS	5-10 OSS
Robbery/Extortion	1-3 OSS	3-5 OSS	5-10 OSS
Sexual Harassment	1-3 OSS	3-5 OSS	5-10 OSS
Sexual Assault	3-5 OSS	5-10 OSS	5-10 OSS
Substance Use Confirmed/Refused Exam +	3-5 OSS	5-10 OSS	5-10 OSS
Substance Possession +	3-5 OSS	5-10 OSS	5-10 OSS
Substance Sale/Distribution +	3-5 OSS	5-10 OSS	5-10 OSS
Tobacco Use/Possession (includes vape)+	1-3 OSS	3-5 OSS	5-10 OSS
Theft (> \$10)	1-3 OSS	3-5 OSS	5-10 OSS
Threat Simple	1-3 OSS	3-5 OSS	5-10 OSS
Threat Criminal	3-5 OSS	5-10 OSS	5-10 OSS
Trespass	1-3 OSS	3-5 OSS	5-10 OSS
Use of Hate Speech	1-3 OSS	3-5 OSS	5-10 OSS

Use of Profanity against Staff Member	1-3 OSS	1-3 OSS	3-5 OSS
Weapon Possession**	5 OSS	5-10 OSS	5-10 OSS
Weapon Use	5 OSS	5-10 OSS	5-10 OSS
Weapon Sale/Distribution	5 OSS	5-10 OSS	5-10 OSS

+ Possible referral to Health Department

*Based on the severity of the incident, the high school administration may refer the student directly to the Superintendent of Schools for formal Board of Education action.

**State law and BOE policies provide separate consequences for students who are found in possession of a gun, or firearms, on school property or at school sanctioned activities.

Loitering in Unsupervised Areas

Students are required to attend all classes in their schedule. If a ninth grade student has a free period, the student must report to the Learning Lab. No students are allowed to loiter in unsupervised areas.

Wearing Appropriate School Lanyards and ID Cards

School lanyards and ID cards increase the safety of our student body. They allow us to identify students who are enrolled at PHS. Students must wear their school lanyard with an ID card every day. Students who fail to wear their ID will receive consequences.

Fighting and Assault

We encourage all students to resolve conflict with peaceful discussion and conversation regarding their grievances. Fighting of any kind is prohibited at PHS. There is a difference between a mutual conflict that results in fighting and an assault. Fighting involves two people hitting each other with similar participation. An assault is a one-way attack where one or more students hurts or tries to hurt another student without mutual participation from that other student.

Lockers/Search and Seizure

Each student is assigned a locker. Students are to use only the locker assigned to them. 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. Two staff members will conduct searches whenever possible.

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. School officials have the right to review district electronic devices at any time.

When it comes to searching a student's personal device, school administration reserves the right to search any device(s) when there is a reasonable suspicion that the device was used in a manner that violates school district policy. PPS Board Policy 5770 states, "a teaching staff member may search or request the search of the person or property of a student as authorized by this policy, with or without the student's consent, whenever they have reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules.

When a search is to be conducted, through reasonable suspicion or warrant, the person responsible for the electronic communication system or bookbag will be notified. 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." (**PPS BOE Policy 5770**)

False Public Alarm and Terroristic Threats

The causing of a false public alarm such as pulling a fire alarm in the building or the making of comments in written form or audibly that involve doing something dangerous to the school such as threatening to set fire to the school or anything with an explosion in the school or conducting violence against students and/or staff is an extremely serious violation of the Code of Conduct. It is serious enough to merit the school calling in law enforcement officials, who will investigate and could potentially result in criminal charges against the student. The school's administrative team and its building-based threat assessment team, which includes staff members who work with the offender, will evaluate the threat level posed by the student as well as egregiousness of the remarks and/or actions. They will seriously consider whether the student should be placed in an alternative educational setting including being placed in an out-of-district school. The laws of New Jersey related to terroristic threats against schools are among the strictest laws of the state, and could actually compel the school to place the offender in an out-of-district setting for a minimum of a school year due to the public fear that false public alarms and/or terroristic threats cause.

Explicit Images

The sending and receiving of explicit images is a serious violation of the Code of Conduct, which requires a referral to law enforcement. Our students need to use social media, online systems, and texting technology in a responsible way.

STUDENT SAFETY DATABASE SYSTEM (SSDS) AND REPORTING TO THE STATE

The Student Safety Data System (SSDS) collects various types of information from schools through districts: Incidents of violence; vandalism; harassment, intimidation, or bullying (HIB); weapons offenses; substance offenses; and any other incident leading to student removal from school; and HIB trainings and programs. This information is collected to fulfill state and federal reporting requirements.

Any incident that meets Incident Type Definitions for one of the SSDS incident types must be reported through the SSDS system. The incident types are: Arson Assault Computer Trespass Damage to Property False Public Alarm Fight HIB Alleged HIB Confirmed Kidnapping Robbery/Extortion Sexual Assault Sexual Contact Substance Offense Theft Threat – Criminal Threat – Simple Trespass Weapon Offense Other Incident Leading to Removal A single incident can consist of multiple incident types. For example, a student might make a criminal threat toward another student while holding a knife. This would be entered into the SSDS as a single incident of criminal threat and weapon use. Reported incidents will not be considered final until the end of the school year when the system closes. Therefore, any changes to incident circumstances after the initial entry (e.g., extended discipline, additional offenders become known, HIB incident modification) should be made in the SSDS system prior to final submission and the chief school administrator’s certification of SSDS data for the school year on or before July 15.

SUBSTANCE ABUSE (PPS BOE Policy 5530)

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 containing a CDS are also considered drug paraphernalia.
- E. Students who are found to be in possession of a vaping device or any controlled dangerous substance shall complete the free online course ASPIRE, developed by MD Anderson Cancer Center and available through NJ Prevention Network.
- F. 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.
- G. 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.
- H. 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 student 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 student's parent(s) or legal guardian(s) and the Superintendent. Student and their belongings will be subject to search, including the student's bookbag, locker, and vehicle if parked on school property.
- C. The Principal and/or designee, in response to every report, must arrange for an immediate medical examination within 2 hours of the student for the purposes of providing appropriate health care for the student and for determining whether the student 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) and approved by the Superintendent. If neither the parent(s) or legal guardian(s) doctor nor the school physician is immediately available, the student shall be taken to the emergency room of the nearest hospital for examination. The student shall be accompanied by the student'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 student to the school physician and/or emergency room. If the parent is unable or unwilling to take their child for a drug screening within 2 hours, the school will arrange for an ambulance to take their child to the emergency room for the drug screening.

The Principal and/or designee will supervise the student while the student is waiting for the parent(s) or legal guardian(s) to take the student 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 student shall be furnished by the examining physician to the student's parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the student 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 student 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 student, the student 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 student's ability to perform in school, the student will be immediately returned to school.
- I. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student 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 student. The report must verify the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school. Removal of a student 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 student 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 student 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 according to the timeframe in the violations sections 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 according to the timeframe in the violations section and will be subject to all other disciplinary aspects of the policy.

- J. While the student is home because of the medical examination or after the student returns to school, a Student Assistance Coordinator or individual who holds a school nurse, school psychologist, school social worker, or student 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 student and a reasonable investigation of the situation for the purpose of making a preliminary determination of the student'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 student. The findings of the assessment alone shall not prevent a student 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 student is at home because of the medical examination or after the student returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student'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 student 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 student's use of substances presents a danger to the student's health and well-being, the Student Assistance Coordinator or individual who holds a school nurse, school psychologist, school social worker, or student 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 student 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, within 2 hours. If the parent is unable or unwilling to take their child for a drug screening within 2 hours, the school will arrange for an ambulance to take their child to the emergency room for the drug screening.
 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 ensure 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 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 their follow-up of the report, develops sufficient reason to believe there may be substance to the allegation, they 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.
 - 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.
- 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 their Reentry Agreement, including the treatment plan, the principal shall recommend appropriate measures, which may include expulsion proceedings, to the Superintendent.

VII. Sanctions

Definition

- 1. Possession/Use--shall include the following:
 - a. Immediate suspension from school according to the timelines set forth in the violations section above.
 - 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. 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 from school according to the timelines set forth in the violations section above.
 - 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.

A. 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 a 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.

Suspensions

Suspensions provide students with an opportunity to reflect on their behavior and the consequences of their actions, while also allowing them to continue their education.

Expulsion

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

B. 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.

C. Identification and Remediation of Students Involved with Substances.

1. Teaching staff members shall be alert to the signs of a student's involvement with substances, in accordance with the training offered in in-service training sessions.
2. A teaching staff member who suspects that a student is involved with substances, but not under the influence of them, should refer the student 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 student'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.

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 distributing 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).

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 students may be present. When it is determined a PBASD will be used, one of the following options is available:

1. Parents and students will be told in advance that PBASD screening will be implemented for all students participating in an event.
2. Every student attending or student participating in such an event will be screened.
3. The Principal or designee may, in certain circumstances, determines to have students screened on a random basis (i.e. blind selection of marbles, or other bona fide random selection process predetermined by the Principal); and or
4. The Principal or designee may screen based on reasonable suspicion of alcohol use.

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 5533 and ordinance 2011-01 will result in disciplinary and/or remediating consequences.

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 their 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.

Parents should 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”.

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.

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. It is important that our students keep in mind that various household items may be considered a weapon if they are used in a threatening manner, even though it has other legitimate purposes.

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 alternative placement 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.

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 students 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.

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.

Mandatory Reporting to Law Enforcement

The Memoranda of Agreement is designed to ensure cooperation between law enforcement and education officials and ultimately to protect the educational environment. The Princeton High School and the Princeton Police Department recognize the need to work together as equal partners in addressing evolving problems and emergencies of mutual concern. PHS is a safe place for students and staff members; however, a wide range of offenses are occasionally committed on school grounds. The commission of any offenses on school grounds undermines the educational environment and can also endanger the safety and well-being of students, staff, and the entire school community. There is a demonstrated need for law enforcement and education officials to cooperate and share information, as appropriate, to address criminal acts, including, but not limited to: Acts of violence, possession or use of controlled dangerous substances, possession or use of weapons, acts of bias, criminal threats, or potential acts of violence by students that may occur on or off school grounds.

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 one-to-one device provided by the school.
- No games, checking email accounts, streaming videos or movies, or internet chatting unless part of a specific lesson directed by a teacher.
- No downloading or installing of programs onto one-to-one devices unless a specific lesson directed by a teacher.
- Quit all programs when finished to prolong life of the battery of the one-to-one device.

Use of Electronic Communication & Recording Devices (PPS BOE Policy 5516)

The Board of Education believes students and/or school staff members should not be subject to having a video or audio recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student, the student's parent, and/or the school staff member. A student is not permitted to have turned on or use an electronic recording device on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. Any electronic recording device used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the student will be subject to appropriate disciplinary action.

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.

MISCELLANEOUS

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.

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 subject to both restorative approaches (repair and/or replacement of property) and disciplinary action, which could include restitution for any monetary loss.

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.

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.

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.

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.

SEE SOMETHING, SAY SOMETHING

It is vitally important that our students immediately report any and all concerning incidents or statements they experience. We encourage all students to report something if they see it. Student reporting can help us keep all students safe and increase the safety of our students. The administrative team will honor the confidence of “see something, say something” reporters.

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, they may abstain from the pledge and salute but shall be required to show full respect to the flag while the pledge is being given.

VISITORS

Visitors of current students during the school year are not permitted at PHS. Students are never to open exterior doors for anyone, including current or former students. Exterior doors should never be propped open. Opening or propping an exterior door for anyone endangers our collective safety. 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.

Active Shooter/Lockdown

Students sit on the floor in a safe part of the room (away from doors 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 the building to a safe area (possibly PMS).

Bomb Threat

Students leave classrooms and proceed outside through the 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 Learning Commons 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.

Evacuation (Fire Alarm/PA Announcement)

Students leave classrooms and proceed outside through the 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 Learning Commons 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.

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.

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.

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 for shall not be treated by school personnel except as an emergency may dictate.

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.

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 students shall occur only in exceptional circumstances in which the child's health may be jeopardized without it.

- Students 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.
- Any form of medical marijuana that is smoked is prohibited on school grounds, on school buses or at school sponsored events.

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 Learning Commons, 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 they 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 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 guests.

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, students, 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 student 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.

EXTRACURRICULAR ATHLETIC ACTIVITIES

Eligibility

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 other after school activities. (Repeating 9th grade students must meet the requirements for 10th grade students concerning academic 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.

The parent(s)/guardian(s) of student athletes are required to sign multiple documents that grant your child permission to play a scholastic sport and must complete and pass a sports physical examination annually.

Students are advised that a no-credit status or in-complete status in a course will **adversely** affect their eligibility to participate in athletics or an extracurricular activity.

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

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 availability of our facilities..

Objective ratings of students trying out for teams will be completed by our coaching staff.. The explanation of criteria will be shared at player 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, they will have an opportunity to discuss it with the coach. At that time, the coach will explain to the student what they should work on for improvement.
- The student should be encouraged to try out immediately for a team with unlimited participation numbers within the Princeton High School Athletic Department.
- The student will be made aware of community-based opportunities in the sport of their choice.

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.

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3 a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;
2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;
4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Participation in Activities

Students must fulfill the eligibility requirements set by the school district. 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.

ACADEMIC HONOR CODE & PLEDGE

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. I shall refrain from divulging or conversing about my own or my peers' grades with any individual on and off campus.”

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
- Working with others on individual assignments
- Sharing information about grades

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. Students who violate the Honor Code will receive consequences aligned with the PHS discipline policy.

STUDENT ACTIVITIES CODE OF CONDUCT & PLEDGE

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) for a complete list of all clubs, activities, and athletic teams.

The Code of Conduct - Student Activities

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.

ACKNOWLEDGEMENT OF STUDENT HANDBOOK

Name of Student: _____

Graduation Year: _____

I hereby acknowledge that I am in receipt of the PHS Student Handbook. I understand that it is my responsibility to read the Handbook carefully and familiarize myself with the policies contained therein. I agree to comply with all of the policies and procedures applicable to my position. Questions about the Handbook may be directed to PHS Admin.

I agree to comply with the policies contained in the Handbook as well as any updates or changes to the policies and procedures contained in the Handbook.

Date

Signature of Student

****THIS FORM MUST BE COMPLETED AND SIGNED AT THE START OF SCHOOL EACH YEAR.**

PHS ACADEMIC HONR CODE PLEDGE

I, _____ (*student's name*) 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. I shall refrain from divulging or conversing about my own or my peers' grades with any individual on and off campus.

Date

Signature of Student